Dear Alumni Chapter President,

Thank you for giving of your time, talent and energies to bring Elon to the alumni living in your area. Your willingness to volunteer is important, as your chapter’s local activities help us build stronger relationships between Elon and her alumni as well as amongst the alumni itself. As chapter leaders, you are our foot soldiers faced with the challenge of planning and executing activities, which will establish the connection between your peers and the University. The Office of Alumni Relations and the Elon Alumni Association are committed to helping you and your chapter succeed in this important endeavor.

This manual seeks to address many of the issues that are common to alumni chapters, and to provide clear and practical guidelines. While it may not provide answers to every question or every need, we hope it will address most of them. You should also remember that while some guidelines are non-negotiable, there are many suggestions in this handbook that may not be applicable to every chapter or every situation; flexibility is an important tool for a successful alumni chapter. As you put this manual into use, we welcome your comments and ideas. Your suggestions and experiences will be valuable to us for future revisions and may provide other chapter presidents with new ideas.

The Office of Alumni Relations is here to assist you with the important work you have volunteered to undertake. We are always ready to answer any special questions or concerns you may have. Please don’t hesitate to contact me at 1-877-784-7423 or lkelly3@elon.edu.

Please know that your efforts on behalf of the Association and the University are deeply appreciated. I look forward to a continued and successful relationship with you.

Sincerely,

Lauren Kelly ’08
Coordinator of Alumni Chapters
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I. Alumni Chapter Information

Elon Alumni Chapters are at the heart of the Elon Alumni Association. They are geographic-based, volunteer-driven organizations that reflect the pride of Elon Alumni all across the country! Through the activities of chapters, we are able to engage and connect with a higher number of alumni than the Office of Alumni Relations could do through its individual efforts alone. We are constantly looking to expand our network of Chapters to serve all the areas where Elon alumni are found.

Chapter Membership

Chapters are organized geographically. Some chapters encompass a metro-geographic region like the Triad and Triangle alumni groups which pull members from neighboring counties. Others are organized from within a certain mile radius of a major city. Alumni chapters range in size from 130 to over 3,000.

All Elon alumni are members of the Elon Alumni Association, a non dues paying organization. All alumni within the geographic area are considered members of the chapter and are welcome at all chapter events.

Elon Alumni Chapters serve alumni by:

- Providing opportunities for alumni to socialize and network through socials, service events and activities in their own communities.
- Helping alumni stay connected to their alma mater by keeping alumni informed about major events at our University or simply by providing the opportunity for alumni to share their memories of their years at Elon.
- Providing enrichment or educational programs that provide life-long learning opportunities for alumni.

Elon Alumni Chapters serve our University by:

- Helping alumni stay involved with their alma mater.
- Providing feedback to our University through the Elon Alumni Association.
- Serving as ambassadors of the University to their local communities.
- Cultivating leadership and financial support for the various programs undertaken by the University.
Recognition as an Elon Alumni Chapter

To be recognized as an official Elon Alumni Chapter and to receive all service provided therein, a chapter shall:

- Demonstrate that it is formed to promote the interests of Elon University and its alumni by maintaining a mutually beneficial relationship.
- Conduct itself in a manner consistent with the goals and objectives of the Office of Alumni Relations and the high standards of the University.
- Extend membership to include any alumnus or friend of the University and hold all events in facilities where all alumni and friends are welcome on an equal basis.
- Submit an Annual Report (provided by the Office of Alumni Relations) on or before the date prescribed by the Coordinator of Alumni Chapters.
- Inform the Office of Alumni Relations of all chapter-sponsored events and submit an evaluation/attendance count after each event.

Elon Alumni Chapter Goals

Each alumni chapter should focus on attaining all of the goals listed below.

- To encourage alumni and friends of Elon to continue an interest in the University.
- To provide opportunities for social and professional networking among alumni and friends of the University.
- To provide continuing education/enrichment experiences for alumni and friends of the University.
- To cultivate leadership and financial support for the various programs undertaken by the University.
- To inform alumni and friends of Elon about challenges and opportunities facing the University.
- To provide alumni and friends of Elon with an opportunity to offer ideas back to the University.
- To sponsor community service activities (participation in the National Make-A-Difference Day is highly recommended).
II. Structuring Your Alumni Chapter

The key to having an active successful chapter is putting together a team of dynamic volunteers. One person should not and cannot sustain the functions of chapter organization alone. It is critical that chapters choose leaders who are not only dedicated, willing and capable, but those who will make the commitment of time necessary to get the job done. Do not limit the potential of your alumni chapter by drafting leaders who are reluctant or unable to commit the needed time and energy to the group.

After researching the best practices of our peer and aspirant institutions, we believe the most effective structure for an Elon Alumni Chapter is a task-specific committee structure in which each office is limited to a two-year term in order to broaden and diversify participation on the committee.

The following is a listing of the essential positions that the Office of Alumni Relations recommends each chapter fill to ensure a successful chapter program. You will find specific job descriptions on the following pages.

Essential Positions:

- Chair/Co-Chairs
- Communications Chair
- Event coordinators

Highly Recommended Positions:

- Secretary
- Coordinator of Young Alumni Activities (for areas with heavy concentrations of graduates 10 years and less)
### Elon Alumni Chapter Volunteer Job Descriptions

#### Chapter President/Co-President

<table>
<thead>
<tr>
<th>Length of Commitment:</th>
<th>One - Two Years</th>
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<tbody>
<tr>
<td>Time Involvement:</td>
<td>10-15 hours per month</td>
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<tr>
<td>Staff Resource:</td>
<td>Lauren Kelly ‘08</td>
</tr>
</tbody>
</table>

**Duties/Responsibilities:**
- Represents the University and the Elon Alumni Association in the local area
- Serves as the main contact for interested alumni in the local area
- Schedules and presides at all meetings of the Committee
- Maintains contact with the Office of Alumni Relations
- Appoints committee chairs (if applicable) and assists with committee member selection
- Sets specific goals and timelines for the chapter and ensure that all committees stay on target with their specific tasks.
- Assist Alumni Association in selection of successor
- Attends the **Annual Workshop for Chapter Leaders** (optional, but highly recommended)

**Qualifications:**
- Enthusiasm for Elon
- Generally aware of and has interest in current issues, trends and events pertaining to Elon and the local community
- Ability to recruit, delegate to, and involve a diverse group of people
- Effective managerial skills, flexibility and willingness to work in collaboration with other departments and groups that represent Elon

#### Coordinator of Programs (or Specific Event)

<table>
<thead>
<tr>
<th>Length of Commitment:</th>
<th>One Year (or event specific)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Involvement:</td>
<td>3-5 hours per month*</td>
</tr>
<tr>
<td>Staff Resource:</td>
<td>Lauren Kelly ‘08</td>
</tr>
</tbody>
</table>

**Duties/Responsibilities:**
- Coordinates the planning and implementation of an event
- Works with the Chapter Leader to establish pricing for the event designed to cover all expenses incurred.
- Works with the Coordinator of Alumni Chapters to ensure invitations are sent to alumni in an appropriate and timely fashion
- Assists in selecting a successor
- Attends the **Annual Workshop for Chapter Leaders** (optional)

**Qualifications:**
- Enthusiasm for Elon
- Generally aware of, and has interest, in current issues, trends and events pertaining to Elon and the local community
- Ability to recruit, delegate to, and involve a diverse group of people
- Effective managerial skills

*Time involvement will increase during months surrounding event*
Coordinator of Communications

<table>
<thead>
<tr>
<th>Length of Commitment:</th>
<th>One - Two Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Involvement:</td>
<td>3-5 hours per month</td>
</tr>
<tr>
<td>Staff Resource:</td>
<td>Lauren Kelly ‘08</td>
</tr>
</tbody>
</table>

**Duties/Responsibilities:**
- Establishes local area communications networks (e.g. e-mail lists, phone trees)
- Provides information to the Coordinator of Alumni Chapters for printed notices in an appropriate and timely fashion
- Collects and sends information/photographs to the Coordinator of Alumni Chapters
- Assists in selecting a successor
- Attends the **Annual Workshop for Chapter Leaders** (optional)

**Qualifications:**
- Enthusiasm for Elon
- Effective managerial skills

Coordinator of Young Alumni Activities

<table>
<thead>
<tr>
<th>Length of Commitment:</th>
<th>One - Two Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Involvement:</td>
<td>5-10 hours per month</td>
</tr>
<tr>
<td>Staff Resource:</td>
<td>Lauren Kelly ‘08</td>
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</table>

**Duties/Responsibilities:**
- Serves on the Chapter leadership committee and reports on young alumni activities
- Plans and coordinates activities geared specifically toward alumni who have graduated within the past 10 years
- Works with Chapter President and Elon Alumni Association to plan young alumni events
- Helps select successor
- Attends the **Annual Workshop for Chapter Leaders** (optional)

**Qualifications:**
- Graduate of the University within the past 10 years
- Enthusiasm for Elon
- Generally aware of, and has interest, in current issues, trends and events pertaining to Elon and the local community
- Ability to recruit, delegate to, and involve a diverse group of people
- Effective managerial skills
- Flexibility and willingness to work in collaboration with other departments and groups that represent Elon
Working with Volunteers

Why Do People Volunteer?

- Passion for the cause
- Networking opportunities
- Meeting new people
- Getting involved with a group after the individual has relocated to a new area
- Sense of fulfillment
- Satisfaction - immediate, short and long term
- Recognition, value
- To have fun
- To contribute something
- Sharing an interest with others
- A sense of doing something worthwhile

Identifying Chapter Volunteers

- Friends
- Referrals
- Regular attendees at chapter events
- Surveys
- Phone trees

There is no one best way to recruit new volunteers for your chapter’s leadership committee. The most important thing is to be consistently on the lookout for new volunteers whenever you meet fellow alumni. If you meet someone who shows an interest in being involved, follow up with them right away!
Tips for Recruiting, Delegating and Motivating Volunteers

Recruiting
How:
- Don’t be afraid to ask!
- Don’t assume that people are too busy.
- Play up the importance and positive impact of the position.
- Present the position accurately in terms of difficulty and time required.
- Give the job a name - define a time frame, provide guidance, and explain expectations/goals.
- Don’t add to the responsibilities during the job.
- Make sure the task/goal is obtainable.

Who:
- Team players - people who are comfortable working in a committee framework
- Representatives from diverse backgrounds, experience and ages to ensure diverse activities and insights

Delegating
Delegating tasks and responsibilities is what will help reduce the workload for all and keep the members of your committee interested and involved. When working with your committee, be sure to:

- Divide the work equally among members according to their greatest strengths and areas of interest
- Be sure to check in or follow up with your committee members - don’t allow them to feel deserted or uninformed

Motivating
The task or job as to be meaningful to the person(s) involved. When working with your board/committees:

- Show appreciation!
- Cultivate a common vision--work together as a group to plan and set goals
- Share in the decision making
- Develop a stable environment--tradition is a great motivator

As a volunteer leader, you should:
- Be certain to show appreciation and give credit where it’s due!
- Emphasize the importance of the work that is being done
- Give responsibility and a sense of ownership
- Stick to organizational structure
- Be flexible
- Provide enough training to allow the volunteer(s) to feel as if they can successfully complete their task
- Make volunteers feel as if they are on the “inside” and are “in the know” with your group’s activities
- Make sure volunteers realize that there are opportunities to move up within the chapter structure
Chapter Maintenance

Once a chapter is established, the chapter must stay active to maintain its Elon Alumni Association status and receive support funding. To be considered active and receive support from the Alumni Association, chapters must accomplish the following:

- Submit an Annual Report of chapter activities by **June 1** of each year.
- Submit a calendar of activities scheduled for the upcoming 6-months. Calendar must reflect one general alumni event each quarter focusing on each of these areas:

<table>
<thead>
<tr>
<th>Elon Connections</th>
<th>Image Enhancement</th>
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</thead>
<tbody>
<tr>
<td>Social Gatherings</td>
<td>Community Service</td>
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<tr>
<td>Sports related events</td>
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<tr>
<td>Cultural activities</td>
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<tr>
<td>Phoenix game-watching gatherings</td>
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<tr>
<td><strong>Networking</strong></td>
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<tr>
<td>Career programming,</td>
<td></td>
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<tr>
<td>Social and professional networking</td>
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<tr>
<td>Lifelong learning</td>
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<tr>
<td><strong>Resource Development</strong></td>
<td></td>
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<tr>
<td>Scholarship and Book awards,</td>
<td></td>
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<tr>
<td>Annual Fund Solicitations,</td>
<td></td>
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<tr>
<td>Prospecting</td>
<td></td>
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</tbody>
</table>

- Submit a Chapter Officer’s Report with contact information for each member of the chapter’s Executive Committee and their term of office.
- Conduct monthly business meeting and submit all meeting minutes to the Coordinator of Alumni Chapters
- Submit attendance sheets following each event including all address, phone number and e-mail address updates received at the event.
III. Events and Programming

The key to successful alumni events is planning. Each chapter will submit their calendar of events 6-months in advance, however, event details need to be taken care of and relayed to the Office of Alumni Relations in a timely fashion. Nothing negatively affects the alumni group’s credibility faster than changing event dates and meeting notices that arrive too late. Each year, the Office of Alumni Relations will provide a Chapter Action Plan Form (see pg. 20) which asks for your group’s events for the coming year. This form is due by May 1 of each year.

Advanced planning is important to the Alumni Relations Office, as well. Because most of the mailings for the chapter events are sent at bulk rate, the Alumni Office staff needs time to ensure proper receipt of your invitation by alumni. In addition to mailing time, the staff needs adequate time to design and print invitations to chapter events. Please find a time line in the back of the handbook that outlines when to take the necessary steps for successful alumni events.

### Tips for Successful Programming

- Plan a good variety of events. Make sure to focus on the 4 required areas. Also, ensure variety in the details of location, time, and day of the week.

- Understand what your market will support. Two successful events per year are better than four poorly attended ones.

- Create a tradition by establishing an annual event.

- If your alumni group encompasses a large metropolitan or geographic area, rotate the location of meeting places.

- Choose locations carefully. Hold events in venues that welcome all alumni and friends.

- Consider scheduling events for the entire family. Many alumni have children and are seeking events in which to include their entire family.

- Organize a telephone campaign to ensure a strong turnout for your first events. A personal invitation goes a long way in encouraging alumni involvement. A well-executed telephone campaign can nearly double attendance.

- Have the date, time, location and other details of your next event planned so that you can promote it to your current event. This will enhance attendance at future events, as it will communicate to the local alumni that the Chapter is committed to providing valuable resources.

Consult the Alumni Relations Office about the type of events you are considering.
Chapter Support from the Office of Alumni Relations

Staff Support
The Coordinator of Alumni Chapters assists chapter leaders with many aspects of planning and promoting events. The Coordinator of Alumni Chapters also works to add new chapters and revitalize once active chapters. Please contact The Coordinator of Alumni Chapters at (336) 278-7423 or email lkelly3@elon.edu

Funding
After submission of all required paperwork (see chapter maintenance section above), $500 for chapter operations will be credited to said chapter, to last throughout the fiscal year. This money can be used for a variety of things including room deposits, refreshments and additional mailings. Use of these funds for the purchase of alcoholic beverages is NOT allowed.

Individual chapters can raise funds by selling raffle tickets for giveaways; however chapters should not individually fundraise. This money can be deposited into their chapter budget. The Elon credit card should be used for room reservations, food costs or any other cost associated with a chapter event. In the event that the chapter will use the Elon credit card to hold sporting or other event tickets, any cost for unsold tickets will be taken from individual chapter funds. In order for approved costs to be reimbursed, the original receipt should be mailed back to the Office of Alumni Relations within one week of the event.

Event Announcement Production
The Alumni Relations Office will help design event announcements and will handle the production of all announcements. Each individual chapter should provide text or other details to be used for mailings.

Mail Services
Additionally, the Alumni Association will fund print and mail costs for event announcements. As of February 2009, all mailings will be sent only to alumni with no listed email address. Printed publications will be available to view on the chapter webpage. In the event the chapter wants a mailing sent to all alumni, the difference will be covered by the chapter budget. The amount of mailings available to each chapter per year will depend on the size:

- Chapters with under 500 mailable alumni (couples are mailed jointly) receive 4 mailings
- Chapter with 501-1000 mailable alumni receive 3 mailings
- Chapters with over 1001 will receive 2 mailings

The Alumni Relations staff will mail event announcements. Chapters with more than 1,000 mailable alumni (couples are mailed as joint address) in their area will receive 2 mailings per year. Chapter with less than 1,000 will receive 4 mailings per year. Operation money or other chapter funds may be use for any additional mailings.

Please note that most mailings are done at bulk rate, which may take up to a month to be delivered. Early planning is the key to getting announcements mailed out in a timely manner. Please refer to the timeline in the back of this handbook.

Website/Magazine
The Alumni Relations staff will post all upcoming chapter events on the Elon Alumni Relations website and the E-Net calendar. Alumni Relations will also submit chapter events to the editor of the Magazine of Elon to appear in the Upcoming Events column if the event is submitted to the office by the magazine deadline. Photos from chapter events should also be emailed to the Coordinator of Alumni Chapters to be submitted
Photos submitted should be original high resolution copies. The best photos for the Magazine are group photos of alumni with no alcohol. Photos including an Elon banner or sign are also good for the Magazine.

Alumni Lists
The Alumni Relations Office will provide chapters with updated lists of local alumni prior to an event. If lists are needed in the interim, they may be requested by contacting the Coordinator of Alumni Chapters.

Reservations
The Office of Alumni Relations will accept responses for chapter events. Online reservations are available for all events regardless of whether there is a fee to attend and can be viewed at https://www.elon.edu/webservices/alumni

Event Supplies
The Alumni Relations Office provides nametags, limited decorations and giveaways for events.

Event and Program Suggestions
The staff in the Alumni Relations Office will provide chapter leaders with programming ideas and guidance throughout the event planning process.

Chapter Finances
The Alumni Relations Office provides money for each chapter to cover the cost of mailings, depending on the size of the chapter. For chapters that submit the required paperwork by given deadline, support funds will be added to chapter’s account balance. Events need to generate enough revenue to cover the cost of conducting them. Chapter leaders should work closely to determine pricing for events and tracking budgets.

Points to Remember

1. Chapters should generate enough income to avoid deficits. Events and programs should break even or make money to help pay for future events; or be given as gifts to the University.

2. When planning a budget for an event, research all costs. Make sure there are no hidden costs like taxes, service costs, tips, rental and cleaning fees. Hidden costs can really add up.

3. Always add a small cushion to the cost you charge alumni. Invariably, there is always an unexpected cost associated with an event. Remember to factor in the cost of special guests of your group in your numbers as well.

4. Try to find a local business that is willing to help cover the cost of a program in return for getting recognition or publicity.

5. RSVP’s - Roughly 20% of those indicating they plan to attend an event don’t show.
Chapter Responsibility for Events
Successful alumni events are the result of a partnership between Alumni Relations staff and chapter leadership. The collaboration of planning, expertise, knowledge of local venues and creativity make for memorable events that make a lasting impression on alumni.

Listed below are areas where alumni chapter officers should take the lead.

- Suggesting a location, date and an approximate cost for the event.
- Setting the agenda for events.
- Communicating all information about the event at least 8 weeks prior to an event by way of the event planning form and telephone conversations to Alumni Relations.
- Contact local media and call selected alumni in local area to publicize event.
- Personally invite prominent local alumni, Board of Trustees members, Board of Visitors members, and others.
- Send thank you notes to speakers, special guests and key alumni who helped plan the event.
- Forward attendance sheet and event report to the Office of Alumni Relations after the event.

University Sponsored Events
At times, the university may sponsor events within your chapter area and ask you to take a part. Some examples of these events are: Evenings for Elon, Tailgates/Pregame receptions, etc. In these cases Elon will:

- Make arrangements with reservations, catering, etc.
- Design the program for the event.
- Provide staff members at the event.
- Print and mail out invitations.

Chapters may help by doing one or more of the following:

- Assist with finding location for an event.
- Making phone calls to classmates to provide them with a ‘personal invitation’ to the event.
- Help locate volunteers for the event do either or both of the following:
  - make phone calls to provide classmates with a ‘personal invitation’
  - arrive early to greet guests
Bright Ideas for Events & Programs

Social Events with Academic or University Focus
- Attend an Elon convocation or lecture as a group
- Have a speaker from Elon in conjunction with a social gathering.
- Conduct a dinner meeting and show a videotape or slide show from Elon.
- Showcase a local speaker who will address issues in higher education.

Continuing Education / Enrichment
- Have a local speaker such as an alumnus or a professor at a neighboring college or university that is well versed in a particular academic area.
- Have someone from a campus office such as the Career Center or Admissions present a program to your group.
- Invite alumni business leaders in your area to present timely programs on issues such as investments, real estate, retirement planning, and financial planning for a child’s college education.

Family Events
- Plan picnics at a local park with events and games for children.
- Meet at a local athletic event and plan a tailgate or picnic around the game.
- Take group tours of museums, local zoos, etc. Many places offer discounts on tickets for groups of 10 or more.

Community Service
- Perform volunteer work for a local organization such as Habitat for Humanity or a local homeless shelter.
- Work with community literacy programs.
- Volunteer for Elon Events and Programs.

Events with an Elon Athletics Focus
- Feature speakers/coaches from the Athletic Department.
- Organize group bus trips to Elon athletic events.
- Hold socials before sporting events in your area.

Social Events
- Host theme parties around holidays or other special events. *(You can make it community service too by collecting canned foods at the door.)*
- Plan monthly or quarterly cocktail hours after work at a local restaurant.
- Hold monthly Dutch treat lunches at restaurants.

Cultural Activities
- Purchase group tickets to a show or concert at Elon or in your community.
- Attend receptions/exhibitions at local art galleries.
- Take trips to local historical sites.
- Host an Elon performing group such as the Elon University Chorale, CAMERATA or élan.
Sample Program Calendar

June – July - August
- Welcome Event for new alumni in the area
  - Could include current students. Family friendly.
  - Could include a career networking component

September – October - November
- Service Event - Make a Difference Day *(Make a Difference Day is traditionally the 4th Saturday in October.)*
- Possible Phoenix Football event.
- Attend Homecoming or plan a Virtual Homecoming Event in your area

December – January – February
- Holiday Event (include a service component – Toys for Tots, etc.)

March – April - May
- Scholarship Event
  - Gala, Dinner, Sports Tournament (golf, basketball softball), Auctions, Pledge A-Thons

*Please note that social gatherings at local venues may be scheduled at times that work best for your chapter area.*
Elon Alumni Chapter Suggested Planning Timeline

For a smooth event planning experience for chapter leadership as well as the Office of Alumni Relations, please adhere to the following timeline:

- **Choose the program, purpose, location and date:** This should be included in your Annual Action Plan.

**Sixteen weeks prior to the event:**
- Reserve the facilities and assign a program coordinator.
- Contact the Office of Alumni Relations to give confirmation.
- Finalize all details such as date, time, location and cost.
- Design a postcard or flyer to be distributed to your chapter members or text for an email blast and send an electronic copy to the Office of Alumni Relations to be edited (if needed) printed and mailed/e-mailed. Flyers and postcards are sent via third class postage, so be sure to allow enough time for responses. Third class mail can take up to 4 weeks to be delivered.

**Ten – Eights Weeks prior:**
- Invitations are e-mailed by Alumni Relations to the chapter area and event posted on the Elon website
- Monitor responses to flyers or postcards.
- Create Facebook/E2 event and invite chapter group.
- Establish a program time line (if applicable) - Who will offer greetings, introduce the speakers (if any), give concluding remarks and comments of gratitude.

**Two – Three weeks prior:**
- Send out a reminder e-mail.
- Begin a phone campaign or phone chain to help increase interest and attendance.

**One – Two weeks prior:**
- Contact committee members to ensure that enough people are planning to help with the program and plan an arrival time for set-up.

**One week prior:**
- Confirm a head count with the facility as well as any special requests and make arrangements for early arrival of committee members for set-up.

**The Day of the Event:**
- Arrive at least one hour prior to the event to make sure that all arrangements have been completed, set up nametag table and door prizes. Greet early arrivals.

**Post-Event:**
- Send a copy of the attendee list and event report (pg.21) to the Office of Alumni Relations.
- Send thank you notes to speakers and the manager of the facility.
- Forward original high-resolution pictures of the event to the Office of Alumni Relations for inclusion into Magazine of Elon or on the website. Include interesting facts or event details to be published in the Magazine of Elon.
Elon Alumni Chapter

Invitation Guidelines

Please submit a copy of your invitation (or text to be formatted)

at least 12 weeks prior to event.
An electronic copy is preferred.

You may e-mail a copy to lkelly3@elon.edu or send a CD, zip disk, etc. to
2600 CB Elon, NC 27244
(ATTENTION: LAUREN KELLY).

Please see the samples for proper guidelines. Your invitation should include the following information:

- Name of Chapter
- Chapter Committee Members
- Event Name/Description
- Event Date
- Event Time
- Event Location (including directions)
- Cost if applicable (Please include any cost categories…guest, child, etc.)
- What is included with cost (e.g. drinks, hors d'oeuvres, meal)
- RSVP Date
- Event Coordinator
- Contact information for Event Coordinator
Section IV: Additional Information and Forms

Insurance Information for Volunteers

Thank you for volunteering your time and energy with Elon University. We are happy to have you with us and hope the time you spend will be rewarding to you.

We have an excellent safety record for our volunteer program. We don’t anticipate that you’ll be involved in an accident, but it is important that you understand the extent to which our volunteer program is covered by the University’s insurance. We want you to be aware of any potential risks involved with the tasks you have selected and use good judgment in performing those tasks.

As a volunteer, you are NOT covered by the University’s Workers Compensation Program. You are urged to have your own health insurance in the event you are injured while performing your volunteer duties.

You ARE covered by the University’s General Liability Coverage. This will protect you in the event of property damage or accidental injury to the public as a result of your assigned volunteer duties.

If you drive a motor vehicle as part of your volunteer duties, you must have a valid Driver’s License. If you drive a University vehicle, you’ll be covered for property damage or bodily injury to others resulting from a vehicle accident. You should have your own health insurance to cover yourself. If you wish to drive your own vehicle to perform your volunteer duties, you must have your own personal liability and property insurance coverage to protect yourself and the public. The University’s coverage will not apply when operating your own vehicle.

Alcohol Policy

Please be aware of alcohol liability at your Chapter events. Social hosts can be held liable for injuries caused by an intoxicated guest’s negligence in driving or other actions if the host knows that the guest was intoxicated. This liability makes it clear that Elon Chapters must take precautions to protect its alumni and the general public from harm that could be caused by intoxicated guests.

Please use cash bars only at your event to limit both Elon and your own personal liability. It is required that the caterer or facility provide this service to be responsible for the sale and distribution of alcoholic beverages. Open bars and keg parties are not permissible at chapter functions.

Your willingness to respect and adhere to this policy is appreciated, and vital to our success. We must take whatever steps necessary to ensure that no guest drives away from an Elon Alumni Association event in an intoxicated state.
Elon Alumni Chapter
Annual Action Plan

Name of Chapter ___________________________________________________________

_Please complete this report of your chapter plans for the 2009-2010 year in order to help us plan for mailings and respond to other special needs or requests._

Chapter years should run from June 1 – May 31.

<table>
<thead>
<tr>
<th>Description of Event</th>
<th>Projected Date</th>
<th>Event Coordinator</th>
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<tbody>
<tr>
<td><strong>A. Planned Events</strong></td>
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| **B. Possible Events** |               |                   |
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| •                    |               |                   |

| **C. Promotional Plan** |               |                   |
| •                    |               |                   |
| •                    |               |                   |
| •                    |               |                   |

Elon University Office of Alumni Relations • 2600 CB • Elon, NC 27244
Elon Alumni Chapter
Event Report

*Please complete this report and send to the Alumni Relations Office following the event.*

Name of Chapter ________________________________________________

Event: _________________________________________________________

Date: ____________  Event Coordinator: ___________________________

Location: ________________________________  Cost per person: _______

Number of Participants: _______ Alumni  _______ Friends

_______ Students  _______ Parents

Elon Representative(s) Present:

________________________________________________________________

Preparation (phone calls, mailings, other publicity…)

________________________________________________________________

________________________________________________________________

Event Assessment:

________________________________________________________________

________________________________________________________________

________________________________________________________________

Elon University Office of Alumni Relations • 2600 CB • Elon, NC 27244
Annual Report
for
Chapter
of the
Elon Alumni Association
For Period Covering
June 1, 2009 through May 31, 2010
Submitted by
Name
E-mail Address
Date

Annual reports are due to Lauren Kelly ‘08,
Coordinator of Alumni Chapters, by
June 1, 2009
<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Brief Description</th>
<th>Total # in Attendance (Alumni &amp; Friends)</th>
<th>How was the event funded?</th>
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How often does the core leadership meet?
Monthly ☐  Bi-monthly ☐  Quarterly ☐  Other (please specify):

Did your chapter receive any coverage by local media outlets in the past year?
If so, please specify:

Does your chapter have a web site/page separate from the Elon Alumni Web site?
Yes ☐  No ☐  If so, list address:

What are your Chapter goals for the coming year?

How can Alumni Relations help your Chapter achieve its goals? (Use extra space if needed)
Chapter:  Year: 2009-2010

Please list the names of each officer on this form. Contact information on each officer should be listed on the “Chapter Leader Information Form.”

Please note that not all these positions are required. However, we do required that you have at least a President or Chair, President/Chair-Elect and a Secretary in order to run the chapter effectively.

President/Chair:
President/Chair Elect:
Secretary:
Communications Coordinator:
Program Coordinator:
Young Alumni Activities Coordinator:
Others:
# Chapter Leader Information Form

*(Please duplicate form as many times as necessary.)*

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CONFIDENTIALITY OF ALUMNI RECORDS
AGREEMENT
2009-2010

To be completed by each officer
A hardcopy with signature must be submitted to the Office of Alumni Relations by June 1.

All personal information on alumni is the property of Elon University and may not be shared without the express consent of the Office of Alumni Relations. By signing this confidentiality agreement, I acknowledge the sensitive and private nature of the data.

As an alumni volunteer and ambassador of Elon University and its Alumni Association, I agree to use all Alumni data records for the sole purpose of enhancing and furthering the mission of the Elon Alumni Association and its Chapter programs.

__________________________________________  _________________
Signature                                      Date

________________________________________________________________________

Name                                           Chapter Represented