Alumni Chapter Guidelines
Alumni and Friends Association

Vision
Alumni chapters are a vital part of the University of Colorado Colorado Springs (UCCS) community, both in Colorado and throughout the country.

As such, the purpose of the UCCS alumni chapter program is as follows:

- To provide an organization where alumni, parents, prospective students and friends in a specific geographic area can meet on a regular basis for intellectual and social enrichment. Chapters may also choose to have a service related component.
- To encourage support for UCCS through programs such as student recruitment, legislative advocacy, career placement, community service, and professional expertise and advocacy.
- To ensure meaningful two-way communication between UCCS and its alumni.

Through a robust chapter program, UCCS gains alumni involvement and support. In turn, alumni gain a heightened awareness of the vibrant extended university community whose reputation affects their own; they also benefit from networking and the opportunity to serve the institution that served them.

Goal
The goal of the alumni chapter program is to improve and strengthen communication between UCCS and its alumni.

Objectives
The objectives of the alumni chapter program are as follows:

- Plan and promote a minimum of one regional event per year
- Counsel the UCCS Office of Alumni Relations regarding future regional events/programs
- Promote the interests and welfare of UCCS
- Encourage friendship and networking among UCCS alumni
- Enhance UCCS’ presence in communities across the country
- Provide social and educational opportunities for UCCS alumni
- Encourage UCCS alumni participation in community activities
- Encourage qualified people to attend UCCS
- Provide leadership in support of higher education and UCCS
Chapter Membership
Membership will consist of alumni and friends of the UCCS Alumni and Friends Association living in the geographic region associated with each chapter.

The specific structure of each chapter should be as follows:

- A chapter leader (or co-leaders) will be selected from the steering committee to work with UCCS Alumni Relations staff, lead chapter meetings, and serve as a liaison to the Alumni Association Executive Board and will prepare an annual report on activities for presentation.
  - Election of the Chapter Leader will be held annually
  - There are no term limits for Chapter Leaders
- A steering committee comprised of two to six alumni or friend volunteers will meet at least once a year to plan at least one event in the chapter’s geographic area
- Chapter members are welcome to volunteer for the steering committee at any time and existing members may elect to leave the committee at any time

Responsibilities of the Office of Alumni Relations
In order to promote the growth of the alumni chapter program, the UCCS Office of Alumni Relations will do the following:

- Provide access to UCCS AlumniLink and e-communication tools including email marketing and event registration
- Train chapter leaders on using e-communication tools to increase participation in their chapter
- Provide alumni address lists, labels, and other information upon request
- Provide graphic design support in creation of printed materials
- Provide marketing support for promotion of chapter events in local area
- Implement printing and mailing for chapter events
- Post chapter information on the UCCS alumni web site and on social networking sites
- Perform accounting duties, deposits, payment of bills related to chapter activities
- Keep chapter informed of campus and alumni association activities
- Attend at least one chapter planning meeting or chapter planned event annually

Planning Activities/Events/Programs:
Events should be conducted on a break-even basis with charges per person to cover the cost of the event (where applicable). The Office of Alumni Relations will allow chapters to utilize online payment software in order to collect registrations for special events.

The Office of Alumni Relations will pay for one mailing per year for an event run by the chapter. The goal should be to cover this mail cost in your event as well but the Alumni
Association will make every effort to assist as needed.

In planning a special event, it may be helpful for a chapter to consider possibilities in two basic categories: social and educational. The suggestions below have been gathered from the success stories of other institutions with successful alumni chapter programs. Use them as suggested or modify them to suit your needs. If you have additional ideas to add to this list, please contact the UCCS Office of Alumni Relations.

- **Social**
  - Potluck supper
  - Barbecue/Picnic Luncheon/Dinner Roundtable
  - Wine/Cheese party
  - Tailgate party
  - Guest speaker reception
  - Send-off party for new freshmen enrolling at UCCS
  - Dec/Jan holiday party
  - Nature walk/picnic
  - Theatre party
  - Concert/musical event
  - After hours social
  - Sporting event
  - Bowling
  - Golf event
  - Cycling event
  - Zoo/picnic
  - Open house at the home of a UCCS alumnus

- **Educational**
  - Health/fitness lecture
  - Tour of interesting locale
  - Faculty presentation (the Office of Alumni Relations can assist in identifying faculty traveling to a specific geographic area)
  - Financial seminar
  - Retirement seminar
  - Forum
  - Museum
  - Political speaker
  - Nature speaker