

**DEPAUW UNIVERSITY  
ALUMNI CLUB PURPOSES AND GUIDELINES**

**I. PURPOSE OF ALUMNI CLUB**

The Regional Alumni Clubs develop, coordinate and promote opportunities for involvement in the life of the University for alumni in a particular city or region. Programming should reach out to a broad range of ages, interests and geographical locations within a region or city.

**II. STRUCTURE**

Each Regional Club is comprised of 3-5 members appointed by the Club President that meet at least twice a year. They should include the following:

1. President-Appointed by the President of the Alumni Board.
2. GOLD Council member (Job description attached)
3. ACAC member
4. All members of Alumni Association Board of Directors

Recommended Term of Members-2 years, maximum 2 terms

**III. RESPONSIBILITIES**

1. To develop activities at which alumni may learn about academic programs and University goals and objectives including those of the Annual Fund.
2. To organize and promote social, educational and recreational activities for alumni.
3. To serve as a liaison between alumni and the Alumni Association/University.
4. To promote volunteer support for Admissions and Career Services.
5. To provide a network for alumni in a particular city or region.
6. To provide an annual report of activities in June.

**IV. EVENT PROGRAMMING**

Each Club should host a minimum of two events annually. See the Event Planning Guide on the DPU alumni website at <http://www.depauw.edu/alumni/events/eventplanindex.asp> to guide you in your event planning. Advanced planning (6-12 months) is strongly encouraged.

**V. WORKING RELATIONSHIPS**

1. Relations with the Alumni Association: Communicates through the Alumni Board members on the Club and advises the Director of Alumni Relations.
2. Staff Assistance: The Director and Assistant Director of Alumni Relations.

## EVENT PLANNING GUIDE

Alumni Clubs should host a minimum of two events annually. All the information needed to plan an event can be found by visiting the Alumni Event Planning Website at <http://www.depauw.edu/alumni/events/eventplanindex.asp>.

Below is a list of successful events from around the country.

- Monon Bell Telecast Party
- Visits from University Administrators
- Visits from DPU professors
- Community Service events
- Ballgames
- Martin Luther King, Jr. Day events (speaker, celebration, etc.)
- Networking events
- Summer send-off parties for new students
- Family-oriented gatherings (picnics, canoe trips, etc.)
- Museum exhibitions or lectures
- Musical events featuring DPU alumni
- Noted Alumni Speakers from the Council
- Wine Tasting
- Pancake breakfast
- Winter Term party for students in your area
- Happy Hours
- Coaches Luncheons

Each event must be financially funded by the Club with the admission fees collected from that event. The University Alumni Office can provide the following assistance.

- Consult on all aspects of alumni event planning
- Design event invitations and save-the-date mailings, including printing and postage
- Act as contact point for RSVPs and payments
- Update DPU Alumni website with event info.
- Provide contact information for those alumni in your region
- Assist with negotiating vendor contracts and deposits
- Help in establishing event prices
- Send mass email reminders for upcoming events
- Provide name tags, informational materials, leave-behinds, thank you materials for volunteers
- Provide DPU banners

Remember to fill out the Alumni Event Evaluation Form found at <http://www.depauw.edu/alumni/events/eventplanindex.asp> so we can add your event ideas to future lists and share them with others.

## **GOLD COUNCIL REPRESENTATIVE**

The five purposes of the G.O.L.D. Council are:

- -To encourage participation by young alumni in the life of the University
- -To foster communication with and among young alumni
- -To offer activities and programs for young alumni, both on campus and regionally
- -To identify and engage new leadership among young alumni
- -To build the participation and support of young alumni for the Annual Fund