



ALUMNI VOLUNTEER HANDBOOK



TABLE OF CONTENTS

1	Welcome Letter
2	How to Volunteer
4	Office of Alumni Relations Contacts
5	Alumni School-Based Volunteer Contacts and Volunteer Website Links
6	Alumni Admissions Volunteers
11	Alumni Career Center Volunteers
13	Regional and Young Alumni Chapter Volunteers
17	Alumni Alliance and Network Volunteers
19	Alumni Reunion Committee Volunteers
21	Alumni School-Based Volunteers
23	Social Media Ambassadors
24	Alumni Board Volunteers
26	Alumni Event Timeline
26	Helpful Tips
27	Event Checklist
28	Meeting Checklist
29	Event Planning Guide

GREETINGS FROM AMERICAN UNIVERSITY

Welcome to your role as an alumni volunteer. Thank you for your interest in building and sustaining alumni engagement with your alma mater. As on-the-ground ambassadors, your participation enables us to reach and connect in a very real way with AU constituents all around the world.

As you'll see in this manual, we have a wide range of volunteer opportunities, and we hope that you take the time to read and learn more about all of them. Regardless of which volunteer role you choose, it will be helpful for you to be aware of all opportunities as you speak with fellow alumni, parents, students (current and future!), and friends of the university.

Please use this manual as your principal resource for volunteer operations. It includes the following information:

- An overview of responsibilities and expectations
- Contact information for office of alumni relations staff and key volunteer leaders
- Information specific to each volunteer opportunity
- Guidelines for planning and facilitating events
- Guidelines for managing meetings/conference calls

The office of alumni relations is here to help, so please contact us if you have questions. Your commitment and dedication to AU are invaluable, and we are delighted to include you as a member of our growing volunteer corps.

Sincerely,



Raina Lenney
Assistant Vice President of Alumni Relations
American University

HOW TO VOLUNTEER

Alumni Admissions

Promote a connection between AU and prospective students during the admissions process. For more information, contact admissionvolunteers@american.edu.

Career Center

Share your expertise, provide career advice, and offer job or internship opportunities to students and alumni. For more information, contact careercenter@american.edu.

Regional and Young Alumni Chapter

Join the chapter leadership team in your area, or launch a new alumni chapter for groups of interested Eagles. For more information, contact auchapters@american.edu.

Alliance and Network

Join an affinity group that supports your personal identity, industry, or interest. For more information, contact auaffinity@american.edu.

Reunion Committee

Plan reunion activities during All-American Weekend. For more information, contact reunion@american.edu.

School-Specific

Volunteer for a school-based event or initiative. For more information, contact:

CAS: museum@american.edu

Kogod: kogodalum@american.edu

SIS: sisalum@american.edu

SOC: socmentors@american.edu

SPA: spaalum@american.edu

WCL: alumni@wcl.american.edu

Social Media

Help generate positive buzz about AU and the alumni association online. For more information, contact aualum@american.edu.

Alumni Board

Serve at the highest level of alumni volunteerism. Apply to be a board member between September and October. Applications are accepted online. For more information, contact alumni@american.edu.

For more information on how to volunteer for a specific program, visit alumniassociation.american.edu/volunteer.

VOLUNTEER HIGHLIGHTS

Alumni Admissions volunteers annually engage more than 4,000 prospective students in 34 states through interviews, college fairs, accepted student receptions, and send-off events.

Career Center volunteers share their expertise through panel discussions, workshops, drop-in advising sessions, mock interviews, and site visits at their organizations.

Chapter volunteers bring AU to our alumni worldwide through 200+ annual events, including social, cultural, educational, and networking opportunities.

Alliance and Network volunteers connect annually with AU alumni sharing a common identity, industry, or individual interest.

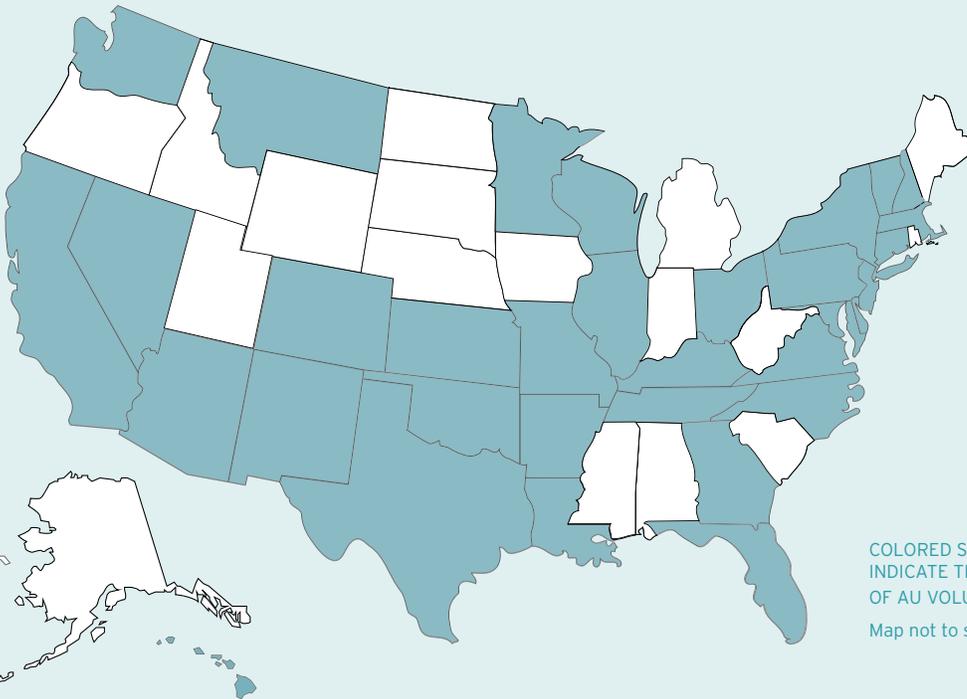
Alumni Board members provide professional expertise and strategic insight to assist AU's outreach to the more than 115,000 alumni across the globe.

School-specific volunteers enhance alumni engagement with students while serving as classroom speakers, panelists, mentors, recruiters, and advisors.

Reunion Committee volunteers plan celebrations for their class and engage classmates through social media, peer-to-peer outreach, and more.

Social media ambassadors engage with alumni around the world and with the university on Facebook, Twitter, and LinkedIn.

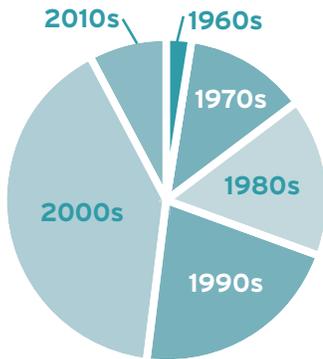
WHERE OUR VOLUNTEERS SERVE



COLORED STATES INDICATE THE PRESENCE OF AU VOLUNTEERS.
Map not to scale.

- Afghanistan
- Argentina
- Belgium
- Bolivia
- Brazil
- Chile
- China
- Colombia
- Costa Rica
- Dominican Republic
- Ecuador
- El Salvador
- Ethiopia
- France
- Georgia
- Germany
- India
- Indonesia
- Israel
- Italy
- Japan
- Jordan
- Korea
- Kuwait
- Luxembourg
- Mexico
- Nepal
- Nigeria
- Pakistan
- Panama
- Peru
- Puerto Rico
- Qatar
- Saudi Arabia
- Spain
- Switzerland
- Taiwan
- Thailand
- Turkey
- United Kingdom
- Uruguay
- Venezuela
- Vietnam
- Virgin Islands

WHO VOLUNTEERS



- 1960s: 2.7%
- 1970s: 12.2%
- 1980s: 15.8%
- 1990s: 21.3%
- 2000s: 40.4%
- 2010s: 7.6%

WHAT OUR VOLUNTEERS DO

- 546 Support or mentor current students or new alumni
- 544 Interview prospective students
- 214 Serve on a board, or lead a chapter, alliance, or network
- 167 Host or organize events to engage alumni
- 66 Plan reunions

DATA SHOWN REFERS TO 2013 RECORDS.

OFFICE OF ALUMNI RELATIONS CONTACTS

Alumni Board Member Volunteers

Tara Lang
Director of Alumni Programs
Email: tlang@american.edu
Phone: (202) 885-5921

Regional and Young Alumni Chapter Volunteers

Melissa Bevins
Assistant Director of Alumni Programs
Email: bevins@american.edu
Phone: (202) 885-5933

Alumni Reunion Committee Volunteers

Carlita Pitts
Assistant Director of Alumni Programs
Email: cpitts@american.edu
Phone: (202) 885-5902

Alumni Admissions Volunteers & Legacy Alumni Network

Patricia Rabb
Associate Director of Alumni Admissions Volunteers
Email: rabb@american.edu
Phone: (202) 885-3413

Alumni Affinity Volunteers & Green Alumni Network

Isaac Thweatt
Director of Alumni Outreach
Email: thweatt@american.edu
Phone: (202) 885-5930

Alumni Career Center Volunteers

Pat Oltmann
Alumni Career Programs Coordinator
Email: poltman@american.edu
Phone: (202) 885-1801

Alumni Relations Communications

Traci Crockett
Director of Communications
Email: crockett@american.edu
Phone: (202) 885-5910

Athletics and Recreation Volunteers

David Bierwirth
Associate Director of Athletics for Development and Special Events
Email: bierwirt@american.edu
Phone: (202) 294-0574

Library Volunteers

Erica Bogese
Library Development Coordinator
Email: bogese@american.edu
Phone: (202) 885-3242

The American University Alumni Board serves more than 115,000 AU alumni worldwide.



ALUMNI SCHOOL-BASED VOLUNTEER CONTACTS

College of Arts and Sciences

Dave Wiemer
Associate Director of Development
Email: wiemer@american.edu
Phone: (202) 885-2986

Kogod School of Business

Becca Youngerman
Associate Director of Alumni Relations
Email: ryounger@american.edu
Phone: (202) 885-1865

School of Communication

Debra Saylor
Development Coordinator
Email: dsaylor@american.edu
Phone: (202) 885-3073

School of International Service

Stephanie Block
Associate Director of Alumni Relations
Email: block@american.edu
Phone: (202) 885-1616

School of Public Affairs

Alexis Pazmino
Events Specialist
Email: apazmino@american.edu
Phone: (202) 885-1834

Washington College of Law

Shelly Horn
Director of Alumni Relations
Email: rhorn@american.edu
Phone: (202) 274-4036

VOLUNTEER WEBSITE LINKS

Alumni Admissions Volunteers
alumniassociation.american.edu/admissionsvols

Alliances and Interest Groups
alumniassociation.american.edu/alliances

Alumni Board
alumniassociation.american.edu/alumniboard

Alumni Volunteer form
alumniassociation.american.edu/volform

AU Career Center
american.edu/careercenter

Kogod Center for Career Development
american.edu/kogod/career

Washington College of Law (WCL) Career Center
wcl.american.edu/alumni/volunteer.cfm

ALUMNI ADMISSIONS VOLUNTEERS

OVERVIEW

The Alumni Admissions Volunteers (AAV) program is a great way for you to give back by promoting valued connections between AU and prospective students. Your status as alumni and parents enables you to offer unparalleled insight to prospective students. We ask volunteers to register as members of our program for a one-year commitment. By serving as a volunteer representative of the university, you acknowledge the confidentiality of student information in the admissions process.

APPLICATION PROCESS

AU alumni and parents of current or former students wishing to register as admissions volunteers are required to complete the online volunteer form. Follow three easy steps to find this form on the web.

1. Visit american.edu/alumni.
2. Click “Volunteer for AU” (top menu, fourth option).
3. Click “Sign Up Now” (left menu, ninth option).

For questions about the AAV application process, please email admissionvolunteers@american.edu.

ROLES AND RESPONSIBILITIES

Each admissions volunteer is asked to confirm a one-year commitment and sign a confidentiality agreement. The availability of assignments for admissions activities varies by geographic region. Each admissions volunteer will have the

resources and support of the program coordinator to ensure a positive experience.

At times, we may share selected directory information with you to aid your communication with students and their family members, or you may handle student contact information when collecting student inquiry cards at events. This information is privileged, and we ask you to safeguard the privacy of our students and their families. AU complies with federal law regarding the confidentiality of student education records through the Family Educational Rights and Privacy Act of 1974 (FERPA).

ACTIVITIES AND PROGRAMS

All admissions activities offer an opportunity for a prospective student to connect with a volunteer and learn more about AU. College fairs are large venues that allow prospective students to learn about colleges. Events such as information sessions and admitted student receptions present opportunities for students to hear from an admissions representative who has traveled to his/her home area. Other conversational activities build bridges and provide answers to prospective students about AU programs and activities. Each of these admissions activities brings the student a step closer to the AU community.

September through mid-November:

The Fall Recruitment Cycle

During this time, admissions staff members travel nationwide attending college fairs, visiting high schools, conducting interviews, and hosting regional information sessions in selected cities.

Whether you want to engage alumni in your hometown, recruit new Eagles, or plan a class reunion, we have an opportunity for you.



Volunteers may be asked to assist with these events and/or represent the admissions office. Volunteers who indicate interest with off-campus interviews may work with regional admissions staff members on interview days offered in selected cities nationwide.

Late March through May:

The Spring Recruitment and Enrollment Season

During the spring, volunteers may be asked to assist with enrollment activities for newly admitted students. These “conversion” events will aid the student in making a final decision to enroll in and send a deposit to AU. Opportunities may also exist for activities to recruit the next class, but emphasis is placed on enrolling admitted students.

Activities scheduled during the spring may include Freshman Day (held on campus in April), as well as admitted student receptions occurring throughout the U.S.

Summer Events for Incoming Students

Summer send-off events for enrolling students and their family members are often scheduled in major cities in late July and early August. Volunteers who offer to host an event will invite incoming students and their families, and often local alumni, to their home or to a local establishment for food, fun, and conversation before the academic year begins.

College Fairs

College fairs, usually held in fall and spring, allow prospective students to learn about many different colleges and universities at one time. Most take place in high school gyms or convention centers and involve anywhere from 20 to 200 colleges and universities. The undergraduate admissions office receives more than 500 invitations for college fair participation each year, which is many more than AU’s admissions staff members can cover. When volunteers attend these events, they enable AU to make additional connections to prospective students.

Prior to your first college fair assignment as a volunteer, you will receive recruitment materials and information about the event. This mailing will include items for table displays and reference materials. If you do not receive these materials three

days prior to the event, please contact Pat Rabb at (202) 885-3413 or admissionvolunteers@american.edu.

These programs are usually informal, and students and their families move from table to table and gather information about colleges and universities of interest to them. Most students have brief questions you can answer based on the information in the mailing. For more specific questions or if you are not sure of the answer, refer students to the appropriate campus office or AU website.

Please encourage students to complete inquiry cards at the event and return them to you. The admissions staff will add those students to our mailing list and send them a viewbook, which contains information regarding majors and special programs as well as admissions and financial aid information.

After the event, you are encouraged to email Pat Rabb at admissionvolunteers@american.edu. We value your impressions and feedback, and your responses may help admissions staff members gauge high school visits and other future travel. Please return the inquiry cards by fax or scanned email.

Interviews

The admissions interview is a voluntary, non-evaluative part of the application process that may be requested by high school juniors and seniors and transfer students. The interview provides students with an opportunity to learn more about AU and the application process.

Admissions staff members are available to interview students who come to campus for tours and information sessions on weekdays and most Saturdays in the fall and spring. If students are interested in scheduling an interview on campus, they should call (202) 885-6000 at least four weeks before their anticipated visit to campus.

During the fall travel season, admissions staff members may also conduct interviews around the country and abroad. If students wish to be interviewed in their local area, they are advised to contact their regional admissions representative.

Regional, off-campus interviews provide another contact for prospective applicants. In recent years, the admissions office has experienced a rapid increase in the number of interviews

requested. Statistics show that students who interview are more likely to apply to AU and enroll at a much higher rate. Regional admissions staff members may require volunteer assistance with local or regional interviews.

Regional Events

Held in various cities throughout the U.S., fall information sessions are for prospective students and spring receptions are for newly admitted students; summer send-offs are for students who have chosen to enroll at AU. These events are opportunities for university administrators, admissions staff, and admissions volunteers to chat with students and their families. Fall information sessions and spring receptions include a presentation on admissions and financial aid by an admissions representative or a question-and-answer session. Volunteers are encouraged to circulate among the guests before and after the reception to answer questions and engage students and their families in conversation.

Host an Event

Volunteers may offer to host a fall information session, spring reception, or summer send-off event for students and parents from their local area. These events are funded by volunteers and often held in their homes or a local establishment.

Fall information sessions for prospective students are usually held in late September or October, and spring receptions are held in late March or April. The office of alumni relations and the admissions office will work with hosts by mailing invitations to prospective students. University representatives are typically present at these events and can offer a brief presentation about the university.

Summer send-off events are typically held in late July or early August. Volunteers are asked to sponsor the event by providing refreshments or organizing a potluck meal with other volunteers. Admissions staff members are not present, but local alumni, parents of current students, and other volunteers are encouraged to attend. Students greatly appreciate these events and are favorably impressed by the interest and generosity of the extended AU family.

Additional Opportunities

AU encourages alumni to refer well-qualified prospective students. Prospective undergraduate students have the opportunity to indicate a relationship to an AU alumnus/a on their applications. Alumni may indicate special interest in a prospective student by sending a letter of recommendation with the student's application or by contacting the office of alumni relations or the undergraduate admissions office.

FAQs

A wealth of comprehensive information is available to volunteers about the student recruitment experience. Take a few minutes to browse the following information and review the typical questions asked at admissions events:

Admissions Event FAQs

What is the history of American University?

AU was incorporated by the government of the District of Columbia in 1891 and chartered by an Act of Congress in 1893 as a United Methodist Church-affiliated institution. The university's first building was completed in 1898; its first class graduated in 1916. Today, AU is an independent, coeducational university.

What type of student are you looking for?

The students we choose to admit are an eclectic mix of backgrounds, interests, and life experiences. We want students who are confident, opinionated, hardworking, and intellectually curious. Competitive applicants will not only have academic strength, but will also make evident their passion for creating meaningful change in the world and their desire to serve the public interest.

What is the middle 50% range for GPA and SAT/ACT for admitted students?

The GPA range is currently 3.60 – 4.05 (school reported), the SAT range is 1210 – 1380 (Critical Reading and Math) and the ACT range is 27 – 31.

Do I apply directly to a particular school or college at AU?

No, you are admitted to the university. Your admission decision is not based on your academic interest. In fact, students are not required to formally declare a major until the end of their sophomore year.

How many college or university credits will transfer?

All academic courses completed with a grade of C or better from a regionally accredited institution will be accepted for transfer credit. Up to 60 credits from a two-year institution and up to 75 credits from a four-year institution can be transferred.

Who teaches undergraduates?

Professors do the teaching. Ninety-four percent of our full-time faculty has a doctorate or the highest degree in their field. Fewer than five percent of our undergraduate classes are taught by teaching assistants, many of whom are doctoral candidates who have completed everything but their dissertations.

Do you have a required curriculum?

All students complete the College Writing and English Competency Requirement, the University Mathematics Requirement, and the General Education Program—all of which can be fulfilled through course work, examination, or a combination of the two. The General Education Program provides a focused and challenging liberal arts foundation that emphasizes writing; analytical, interdisciplinary thinking; and ethical issues.

How do students join the University Honors Program?

All students who apply for admission are considered for the University Honors Program at AU. There is no separate application. Students who are not invited to the University Honors Program as freshmen may self-nominate after two semesters at AU.

What is an average financial aid package?

The average financial aid package varies from year to year depending upon the financial strength of each new freshman

class. The average package does not necessarily coincide with what the average middle-class family can expect to receive. Financial aid packages are based on a specific family's ability to pay and the availability of funds. Eighty-three percent of all admitted students in the Class of 2015 received either merit aid, need based aid, or a combination of the two.

How are scholarships awarded?

Academically talented students are automatically considered for merit-based awards at the time of their application for admission. Selection for our scholarship awards is competitive and based on a student's academic performance. These awards range in value from \$6,000 to \$30,000 and are renewable for four years of study. Most merit-based scholarships do not require an application, except for the Frederick Douglass Distinguished Scholars Program, which provides full tuition, room, and board.

Is housing guaranteed for freshmen?

Housing is guaranteed for the first two years. AU has 10 residence halls on its main campus.

What is the Early Decision Plan?

The Early Decision (ED) and Early Decision 2 (ED2) plans at AU are application options for freshman students for whom AU is their first choice. It is a binding program, which means that when you apply as an ED candidate, you agree to enroll at AU, if admitted, in exchange for receiving your admission decision early.

The deadline for ED is November 15, and students will be notified of their admission decision by December 31. The deadline for ED2 is January 15, and students will be notified of their admission decision by February 15. In addition, ED and ED2 candidates who are eligible are also notified of their financial aid, honors, and merit scholarship status at the point of admission. Remember that as an ED candidate at AU, you may apply to other schools while your application to AU is being reviewed. However, if you are offered admission to AU, you must withdraw applications to all other colleges and universities at that time.

What is the Test Optional program?

This program is open to all applicants (Early Decision and Regular Decision) for the fall semester.

Students who do not wish to submit standardized test scores as a part of their application may avoid doing so, provided they complete all of the following by the December 1 test-optional deadline:

- submit the test-optional form (american.edu/admissions/testoptional.cfm)
- submit the complete application
- submit all supporting documents (including the application fee, counselor recommendation, teacher recommendation, essay, and extracurricular activities)

Please Note: Once the test-optional form is submitted, under no circumstances will an applicant's test scores be considered.

If you have already submitted your standardized test scores to AU but no longer wish they be considered as part of your application, you may indicate such on the test-optional form (available on our website). Once submitted, we will not consider your test scores when reviewing your application.

ALUMNI CAREER CENTER VOLUNTEERS

OVERVIEW

The AU Career Center serves students and alumni from AU's College of Arts and Sciences (CAS), School of Communication (SOC), School of International Service (SIS), and School of Public Affairs (SPA).

The Kogod Center for Career Development (KCCD) serves business students and alumni. For more information about alumni volunteer opportunities, please email kccd@american.edu.

The Office of Career and Professional Development at the Washington College of Law (WCL) serves law students and alumni. For more information about alumni volunteer opportunities, please visit wcl.american.edu/alumni/volunteer.

Partner with the AU Career Center to support current students and fellow alumni in their academic and professional endeavors.

APPLICATION PROCESS

AU alumni wishing to register as an alumni career volunteer are asked to complete the online volunteer form. Follow three easy steps to find this form on the web.

1. Visit american.edu/alumni.
2. Click "Volunteer for AU" (top menu, fourth option).
3. Click "Sign Up Now" (left menu, ninth option).

For questions about the alumni career volunteer application process that supports CAS, SOC, SIS, and SPA, please email the program coordinator at poltman@american.edu.

For questions about alumni career opportunities with Kogod, please email kccd@american.edu.

For questions about alumni career opportunities with the Washington College of Law, please email wcl@american.edu.

ACTIVITIES AND PROGRAMS

Volunteer Your Time and Expertise

Participate in Career Center events and share your expertise through panel discussions, workshops, drop-in advising sessions, mock interviews, and site visits to your organization. Connect with students and alumni through AU's online community, alumniassociation.american.edu.

Promote job and internship opportunities, offer career advice, and introduce new contacts to existing friends and colleagues. For more information, contact Pat Oltmann at poltman@american.edu.

HIRE AN EAGLE

Tap the AU community for industrious interns and passionate employees. Utilize Career Center services and online resources:

- **AU CareerWeb** is your gateway to the Career Center's employer services. This free tool enables you to post jobs and internships, request dates for information sessions or tables, manage on-campus recruiting schedules, register for fairs and networking receptions, and search the AU



The American University Alumni group, boasting nearly 15,000 members, is a fabulous tool for Eagles who are members of LinkedIn.

Résumé Book for top talent. To register for a free account, visit american.edu/aucareerweb.

- **Job and Internship Fairs:** Meet exceptional students and alumni at AU's fall and spring job and internship fairs, which are widely regarded as the most affordable and well-organized recruiting events in the Washington, D.C., area. The fairs, scheduled for late September and March, typically attract more than 1,200 job and internship seekers whose knowledge, interests, and experiences span dozens of academic disciplines and degree and class levels. For more information, visit american.edu/careercenter/employers/JobAndInternshipFair.cfm.
- **On-campus Interviews:** Enjoy the convenience and efficiency of interviewing AU students and alumni through the On-Campus Recruiting (OCR) program. From the beginning of October through early December, as well as February through April, you can transform the Career Center's fully equipped interview rooms into satellite offices for your recruiting team. Utilize AU CareerWeb to request an interview date, post available positions, review résumés from qualified candidates, and select interviewees.
- **Information Sessions and Tables:** Create buzz about your organization and opportunities. Information sessions should accompany a job or internship posting in AU CareerWeb and/or an OCR schedule. Information sessions are typically held on Tuesdays, Wednesdays, and Thursdays during the mid-afternoon or early evening and run for about one hour. Information tables are available on the quad or in the Mary Graydon Center where you can proactively interact with students. Request a date through AU CareerWeb and partner with Jessie Carter, employer relations coordinator, to promote your session or table to appropriate audiences.
- **Public Service Work Study Program:** Recruit service-oriented students to help your nonprofit organization or government agency meet the needs of Washington, D.C., area residents. Through this program, hire AU students awarded Federal Work Study for part-time employment in the fall, spring, or summer. Pay only 25 percent of students' wages; federal funds cover the rest. For more information, visit american.edu/careercenter/Recruit-FWS.cfm.
- **Networking Receptions:** Connect with students, alumni, faculty, and staff in a relaxed on-campus setting at annual networking receptions. Co-sponsored by the Career Center, office of alumni relations, and each school and college, these events offer opportunities to share career advice with current students and fellow alumni and announce openings with your organization to captive audiences. Receptions typically occur in November, February, March, and April. For more information, visit american.edu/careercenter/calendar, or contact Pat Oltmann, alumni career programs coordinator, at poltman@american.edu.
- **AU Résumé Book:** Search this online database of résumés in AU CareerWeb, which features more than 1,000 AU students and alumni, to find highly qualified candidates for specific openings with your organization. To request access to the book, email Jessie Carter, employer relations coordinator, at jessicac@american.edu.

REGIONAL AND YOUNG ALUMNI CHAPTER VOLUNTEERS

OVERVIEW

Regional and young alumni chapters (YACs) aim to connect alumni, family, and friends to the life of the university and to support the strategic goals of AU. Chapter objectives include everything from fostering dialogue about the current state of the university, to planning cultural, social, community service, and educational events to engage the alumni in your community. Alumni chapters encourage alumni and friends of AU to maintain an active interest in the university, highlight our diverse alumni population in activities, welcome new AU alumni to their area, encourage prospective students to consider AU for their undergraduate or graduate education, and encourage other AU alumni to become leadership volunteers.

AU maintains regional alumni chapters across the globe, as well as YACs in Washington, D.C. and New York City, which focus on alumni who have graduated within the last 10 years.

APPLICATION PROCESS

AU alumni wishing to register as chapter volunteers are invited to register through the online volunteer form. Follow three easy steps to find this form on the web.

1. Visit american.edu/alumni.
2. Click “Volunteer for AU” (top menu, fourth option).
3. Click “Sign Up Now” (left menu, ninth option).

Upon completion of the online volunteer form, a member of the AU staff will reach out to you to discuss your interests and share the appropriate application form and process, as they are different for new chapters and chapters with existing leadership teams. Please see FAQs on page 16 for additional information about the chapter formation process. The specific application process for existing chapters follows.

Regional Chapters

- Applicants submit an application via email to the assistant director of alumni programs, or indicate interest in volunteering via the office of alumni relations volunteer form.
- The assistant director of alumni programs meets or speaks with applicants to explain what the chapter does and the expectations of chapter leaders. If applicants are interested in pursuing a leadership position, assistant director of alumni programs facilitates a conversation between applicants and existing chapter leadership team.
- Applicants are asked to participate in the next chapter planning call and attend as many previously planned events as possible.
- Applicants are expected to lead or co-lead at least one event scheduled during the next chapter planning call.

Young Alumni Chapters

- Applicants submit board member applications via email to the assistant director of alumni programs.
- The assistant director of alumni programs meets or speaks with applicants to explain what the board does and the expectations of board members. A meeting is facilitated between applicants and a current board member.



American University has 34 alumni chapters around the world. Our alumni live in all U.S. states, 160 countries, and all seven continents.

- The board member sends the assistant director of alumni programs a summary of the introductory meeting along with their recommendations regarding how to respond to an applicant.
- The assistant director of alumni programs emails a copy of the original application and the board member's summary and recommendation to the entire board. Board members respond with a yes or no vote within two business days.
- The assistant director of alumni programs and chapter president inform applicants of outcomes.
- If invited to join the board, a new board member is expected to work with an existing board member to co-lead an event in the next three to six months following their confirmation.

ROLES AND RESPONSIBILITIES

Regional and International Chapter Leadership

The chapter leader, co-leader, and planning committee members have primary responsibility for the management and spirit of an alumni chapter.

The chapter leader is expected to be the main point of contact with the office of alumni relations.

The chapter leader and co-chapter leaders are expected to:

- Establish short-range and long-range objectives for the chapter.
- Submit an annual event plan to the office of alumni relations at least 10 weeks prior to the first event date.
- Serve as points of contact for alumni in the region with interests in becoming actively involved with the chapter.
- Serve as host/hostess during chapter functions and events.
- Submit receipts and attendee lists to the office of alumni relations following events.
- Participate in quarterly conference calls with assistant director of alumni programs.
- Create chapter groups on Facebook, LinkedIn, and the AU online community, or facilitate existing groups.
- Complete an annual chapter evaluation form in May.

- Actively seek new volunteers with the potential to serve as future leaders for the chapter.

The planning committee of each chapter comprises volunteers who organize events and activities for alumni, parents, and friends. They are encouraged to participate in quarterly conference calls with the office of alumni relations and plan and attend alumni chapter events along with the chapter leader and co-leaders. Some chapters may choose to have planning committee members be responsible for different types of events.

Listed are the planning committee volunteers:

- **Athletic Chair:** responsible for planning game-viewing parties, professional sporting event.
- **Academic Chair:** responsible for planning educational speaking engagements and for serving as a liaison to the Faculty on the Road events.
- **Social/Networking Chair:** responsible for planning networking events, happy hour business-card exchanges, and similar events.
- **Community Service Chair:** responsible for planning annual Earth Day events, Martin Luther King, Jr. Day events, or other service-oriented programs.
- **Diversity Chair:** responsible for planning events that highlight the diversity of our alumni population or for working with existing alumni alliances to co-brand events and avoid duplication of efforts.

Young Alumni Chapter Leadership: Washington, D.C., and New York City

President

- Provide overall leadership and direction.
- Preside at chapter board meetings.
- Lead in managing short- and long-range objectives and goals in conjunction with the goals of the university.
- Ensure continuity of leadership by providing opportunities for new leaders to develop.
- Maintain contact regarding chapter activities with the office of development and alumni relations
- Ensure all bylaws are adhered to by the YAC board.

- File an annual report by December 15 and a summer/fall strategic plan by April 1 to the office of development and alumni relations detailing plans for the coming season and including a list of chapter officers responsible for the various activities.

Vice President

- Preside at meetings in the absence of the president.
- Assume presidential duties in the absence of the president.
- Manage recruitment process of chapter board members and young alumni.
- Coordinate chapter and volunteer activities through the chapter board.
- Manage chapter finances.

Secretary

- Handle and keep records of all chapter correspondence.
- Send out email meeting reminders to board members.
- Maintain Google Group and Google Documents.
- Maintain official records of meetings and distribute via email to board within seven business days of the meeting.
- Maintain a roster of contact information of officers and other chapter board committee members. Distribute roster to chapter board members as needed.
- Inform the office of development and alumni relations of plans and activities by forwarding copies of all minutes and special reports.

Outreach Relations

- Maintain all social networking efforts (i.e., Facebook, LinkedIn, and Twitter accounts/groups).
- Manage outreach to senior class.

Members-at-Large

- Attend a minimum of 10 of the 12 monthly board meetings (D.C. chapter) or three of four quarterly board meetings (New York chapter).
- Attend a minimum of 75 percent of YAC events throughout the calendar year.
- Plan or assist in planning at least one chapter event held throughout the calendar year; (being responsible

for all event logistics, collecting chapter events forms, and distributing them to the board and the office of development and alumni relations after the event).

- Serve as host/hostess during chapter functions and events.
- Represent AU and its alumni, parents, and friends in the region by planning programs that support and build pride in the university.
- Involve all AU constituents by offering opportunities for a variety of interests.
- Contribute to the reinforcement of chapter goals and objectives.

The office of alumni relations assists chapters by:

- Providing lists of ideas for possible events.
- Providing address lists of alumni and parents in chapter area annually, subject to receipt of signed confidentiality agreements.
- Sending name tags, banners, sign-in sheets, giveaways, etc., for events when appropriate.
- Processing registrations for events and distributing follow-up communications.
- Assisting with the promotion of events.
- Assisting with financial organization of events (processing payments, working with event venue).
- Providing chapter recognition on the alumni website.

Alumni chapters assist the office of alumni relations by:

- Planning at least two chapter-organized events per year; each falling into one of the following categories: service, social/networking, cultural/educational, family, or athletic.
- Filing an annual chapter event plan to the office of alumni relations, detailing the activities a chapter would like to host for the coming year.
- Providing follow-up evaluations after events.
- Keeping the office up-to-date on constituent address changes.
- Mailing or emailing receipts and attendance sheets to office of alumni relations following each event.

ACTIVITIES AND PROGRAMS

All alumni chapters are tasked with executing a diverse array of programming for their regions and populations. Chapter leadership should strive to host events in several different programming areas each year. Programming areas include: social, networking, cultural, athletic, community service, family, and academic. A complete list of upcoming chapter events can be found at american.edu/alumni/events.

FAQs

How do I start a new alumni chapter?

Chapters must be approved by the AU office of alumni relations. Each alumni chapter is expected to have at least one alumnus/a committed to serve as a chapter leader volunteer, at least two named volunteers to help with events and promotion (as a co-leader and a planning committee member), and commit to planning at least two events per year that serve different purposes (i.e. athletic, community service, career/networking, family-friendly, etc.).

Alumni relations staff members are always interested in helping alumni launch new chapters where there are groups of interested Eagles. Here are a few simple requirements to starting an alumni chapter in your area:

- **Review the geographic area.** The office of alumni relations will provide you with a predefined list of ZIP codes in your geographic area. Please review this list carefully, as it will be used to invite alumni to events in your area. We are happy to discuss the expansion of lists.
- **Reach out to alumni in your area.** The best way to see if other people in your area are interested in starting an alumni chapter is to reach out to them. We will want to gauge interest in and commitment to starting an official alumni chapter. The office of alumni relations will send an email to alumni in your region on your behalf.
- **Plan a meeting or launch event.** Get other interested alumni in the area together to have a brainstorming session. Review the offices (leader, co-leader, and planning committee members) and decide who will assume responsibility for each leadership role. Put together a tentative calendar of feasible events you think alumni in the area would be interested in attending.

- **Submit your plan to the alumni association.** Once you have created a plan, submit it to the assistant director of alumni programs in the office of alumni relations at auchapters@american.edu.

What if the alumni population in my area is not sufficient to start an alumni chapter?

Alumni chapters require a good deal of work and participation to maintain. Sometimes, there is just not a large enough population to sustain an active chapter. In those instances, the office of alumni relations encourages interested volunteers to consider taking on the role of “area representative.” These volunteers serve as local resources for potential and current AU students, as well as alumni. Area representatives work with university staff members to augment outreach efforts in their regions and assist with any alumni programming that might take place in the region through marketing and attendance at events.

ALUMNI ALLIANCE AND NETWORK VOLUNTEERS

OVERVIEW

What is an AU Alumni Alliance?

An **Alumni Alliance** is a group of AU alumni joined by similar characteristics that suggest a relationship. At AU, our alumni alliances are informally segmented into nine different categories: Academic Units, Age, Grad Year/Decade, Identity, Industry, Leisure/Special Interest, Location/Region, Student Experience and Student Organization.

Current AU Alliances include: AU Black Alumni Alliance (BAA), AU Latino Alumni Alliance (LAA), AU Pride Alumni Alliance (PRIDE), and AU Entertainment and Media Alumni Alliance (EMAA).

What is an AU Alumni Network?

An **Alumni Network** is an association of AU alumni with common interests who gather through special events to network with each other.

Current AU Networks include: AU Legacy Alumni Network (LAN), AU Women in Business Network, AU New York Finance Network, AU Green Alumni Network, AU Honors Alumni Network, AU Eagle Alumni Network, AU Gospel Choir Alumni Network, and AU Spirit Alumni Network.

APPLICATION PROCESS

AU alumni wishing to register as an alumni alliance or network volunteer are invited to register through the online volunteer form.* Follow three easy steps to find this form on the web.

1. Visit american.edu/alumni.
2. Click “Volunteer for AU” (top menu, fourth option).
3. Click “Sign Up Now (left menu, ninth option).

For questions about the application process, please email the program coordinator at auaffinity@american.edu.

* There is no application process for the LAN. As the child, grandchild, parent or grandparent of an AU student or alumna/us, you will be automatically enrolled in the LAN. If you have any questions, please contact Pat Rabb at rabb@american.edu.

ROLES AND RESPONSIBILITIES

There are two types of memberships:

- **General members** are defined in the Alumni Association Bylaws as those who self-select to join an alliance, a network or an email listserv (except the LAN). Note that membership in the LAN is automatic once you meet the AU legacy definition.



Check out all the different ways to connect with your alumni association: events locally, domestically, and internationally; an online presence; benefits and services; educational programs; and a new and improved online directory.

- **Active members** are general members who attend at least one in-person event or participate in at least one virtual event per year between May 1 and April 30. These events are produced, sponsored, or presented by a network, an alliance, an alumni chapter, the American University Alumni Association, or American University.

Leadership

Alliances shall have officers who are comprised of active members and are called the Leadership Circle. Leadership Circle members may maintain their participation as officers by participating in three out of five consecutive official alliance meetings and at least 50 percent of the official in-person or virtual alumni events between May 1 and April 30.

Networks shall have two to four ad hoc meetings per year either in person or via conference call to assist in planning activities. The co-chairs shall serve as the official representative at events and in various communications. Only two active members may hold this position during a term.

Appointment

Alliances shall have chairs who are appointed by the consensus of the majority of the Leadership Circle and the expressed approval of the office of alumni relations. Active members seeking the position as chair will be asked for an interview.

All alliance officers shall be appointed by the chair with approval from the office of alumni relations.

Networks shall have co-chairs who are appointed by the office of alumni relations. Active members seeking the position of co-chair will be asked for an interview. There are no other officers.

Terms of Service

All appointments are for one fiscal year beginning May 1 and ending April 30.

Re-appointments to leadership positions can be made for two consecutive terms.

ACTIVITIES AND PROGRAMS

AU Alliances and Networks shall plan several special events each year in order to develop and sustain strong ties with each other and the university.

FAQs

My siblings attended American University. Am I considered an AU legacy and therefore able to join the AU Legacy Alumni Network (LAN)?

American University has defined its legacy alumni as being AU alumni or students who are the children, grandchildren, parents, or grandparents of an alumnus/a (undergraduate or graduate program).

Can I join an alliance like the AU Latino Alumni Alliance (LAA) even if I'm not Latino?

Alumni are welcome to join any AU affinity group where they have an interest.

ALUMNI REUNION COMMITTEE VOLUNTEERS

OVERVIEW

The success of All-American Weekend reunion celebrations depends in large part on the energy and enthusiasm of its volunteer leaders. Many classmates elect to work on planning the weekend, generating enthusiasm for the event and encouraging others to attend.

Your leadership role is vital to your class and to the university's future. By planning a celebration that is full of fun, friends, and fellowship, and by taking the time to ask classmates to support AU as part of your reunion celebration, you send the message that AU is an important priority. We are grateful for your time and energy during this very special year.

Please use this document as a reference for your work on a reunion committee. In addition, your staff liaison, Carlita Pitts from the office of alumni relations, is available to answer questions and assist in any way possible. Good luck and have fun!

APPLICATION PROCESS

AU alumni wishing to register as an alumni reunion volunteer are required to complete through the online volunteer form. Follow three easy steps to find this form on the web.

1. Visit american.edu/alumni.
2. Click "Volunteer for AU" (top menu, fourth option).
3. Click "Sign Up Now" (left menu, ninth option).

For questions about the alumni reunion volunteer application process, please email the program coordinator at cpitts@american.edu.

The office of alumni relations accepts applications for alumni celebrating their reunion on a rolling basis. The recruitment process begins 12 months before the reunion celebration.

ROLES AND RESPONSIBILITIES

Submit Suggestions for Reunion Activities

The alumni relations office will make arrangements for reunion activities, but please let us know if you have any suggestions such as special programs, event venue, audio visual enhancements, printed materials, decorations, menu items, music, etc., that would be meaningful for your class.

In addition to making the reunion arrangements, the alumni relations office will provide small gifts for reunion attendees, staffing for the registration table, and a campus representative to give a brief college greeting and update at your reunion if requested.

Participate in Planning Meetings

Reunion committees will convene monthly via conference call and occasionally in person to discuss updated planning information, outreach tips, etc., related to reunion planning. It's important that reunion committee members are able to participate in these meetings to check in with alumni relations staff with any important information throughout the planning process.



Your reunion is truly a reason to celebrate. Taking on a leadership role is a rewarding experience that provides a variety of benefits.

Contact Classmates

Your classmates want to hear from you—not us! We are happy to provide support in your promotional efforts, including classmates' phone numbers, email addresses, and former names. **Our goal is to reach as many of your classmates as possible and encourage them to attend their class reunion.** Let us know about your student involvement at AU, so we can put you in touch with alumni who participated in similar events, clubs, and sports.

As you're reaching out to classmates, please forward updates to the alumni relations office (by mail, fax (202) 885-5964, or email reunion@american.edu). Classmate updates include name changes, new addresses, telephone numbers, emails, addresses, career changes, births, marriages, etc.

Assist with Communications

You know how to pull the heart strings of your classmates much better than we do! We'll ask for your help in editing some of the text for our promotional materials:

- Website/social media: Personalize website communications, including Facebook, LinkedIn, and Twitter groups, and our online community.
- Letter: Discuss the appeal of a personalized class mailing with your signature to your classmates.
- Email: Share some favorite memories of your time at AU in these reminder messages leading up to the event.

Be Visible

You're helping ensure your entire class has a great time at your reunion, and we want to make sure that everybody knows just how important you are! We like to promote the reunion committee members involvement in all reunion publications. And we also encourage your involvement on the big day as a host at your reunion event.

We also hope you'll plan to represent your class at as many events as possible over the weekend.

If you have any questions about the responsibilities outlined above, please don't hesitate to contact Carlita Pitts at cpitts@american.edu. She will be happy to provide answers and clarification, as well as hear any additional suggestions you might have to best promote your reunion.

ACTIVITIES AND PROGRAMS

Responsibilities

- Encourage classmates to return to campus for All-American Weekend!
- Complete 10 – 15 attendance calls to classmates before reunion and report results to reunion chair.
- Participate in reunion committee conference call meetings and email communications.
- Assist with the coordination of class program.

FAQs

How much time am I expected to commit?

As much time as you are willing to dedicate, but we recommend a minimum of three hours per month. The term lasts from February through October.

Will all classes celebrating their reunion have a reunion committee?

No. Only those classes celebrating their five-, 10-, and 50-year anniversaries have committees.

I want to volunteer to participate on a reunion committee but I haven't been in contact with my classmates for years. Is it still possible for me to volunteer?

Absolutely! The office of alumni relations has a number of resources available that will assist you with outreach efforts.

ALUMNI SCHOOL-BASED VOLUNTEERS

In addition to the university-wide alumni initiatives, there are a variety of specific alumni volunteer opportunities within each of the schools.

OVERVIEW

Below are school-based volunteer opportunities. Each school in AU's community has its own, unique initiatives that require volunteer support.

APPLICATION PROCESS

AU alumni wishing to register as school-based alumni volunteer is required to complete the online volunteer form. Follow three easy steps to find this form on the web.

1. Visit american.edu/alumni.
2. Click "Volunteer for AU" (top menu, fourth option).
3. Click "Sign Up Now" (left menu, ninth option).

For questions about the school-based alumni volunteer process, please email alumni@american.edu.

ROLES AND RESPONSIBILITIES

Duties for school-based alumni volunteers vary based on the needs of the schools. Some schools have regular volunteer opportunities through specific programs and others provide one-time opportunities. School-based alumni volunteers engage with students as classroom speakers, panelists, mentors, recruiters, and advisors.

ACTIVITIES AND PROGRAMS

College of Arts and Sciences

The College of Arts and Sciences invites alumni to volunteer for the American University Museum. Volunteers gain exposure to the inner workings of our dynamic museum. Volunteers greet and provide information to museum visitors, guide tours, organize and assist with events and community outreach, and enjoy programs ranging from lectures to studio visits.

For more information, please visit american.edu/cas/museum/volunteer.cfm.

Kogod School of Business

The school encourages alumni to connect with Kogod through a range of opportunities, including professional/career events, leadership and educational programs, and socially. Alumni can engage with current students, speaking in the classroom, at industry specific events, or by hosting company site visits. Alumni can also participate in networking and recruiting for jobs and internships through Kogod Center for Career Development offerings, or engage with fellow alumni through initiatives, such as the Women in Business Network and the New York Finance Network.

For more information, please visit american.edu/kogod.

School of Communication

The School of Communication's Mentoring Program offers alumni in the fields of communication a unique opportunity to connect and guide students throughout an academic year. The mentors offer advice on meeting short- and long term



Alumni are involved in the education of current students by mentoring and providing support in many ways to the various schools.

career goals, share tips to improve résumés and portfolios or help students network their way into the communication field.

For more information, please visit american.edu/soc/alumni/mentoring-program.cfm.

School of International Service

The School of International Service invites alumni to give their time and be of service. Depending on how much time you have to dedicate, there are volunteer opportunities ranging from mentoring a current student for the school year, serving on a career panel to sitting in the atrium for one hour to speak with students. Local Washington, D.C., alumni are also encouraged to join the SIS Alumni Chapter.

For more information, please visit american.edu/sis/alumni/service.cfm.

Washington College of Law

AU Washington College of Law alumni, as well as alumni from other schools who also have a law degree, are encouraged to volunteer as Moot Court and Mock Trial judges, student group, class, and Founder's Day event speakers, and panelists.

For more information, please visit wcl.american.edu/alumni.

ALUMNI BOARD VOLUNTEERS

OVERVIEW

The American University Alumni Board (AUAB) serves more than 115,000 AU alumni worldwide. Members have the opportunity to play a key role in guiding the efforts and initiatives of the office of alumni relations, and to serve as regional, national, and international ambassadors of AU.

APPLICATION PROCESS

The AUAB accepts nominations and applications for new members for two months each year, between September and October. Terms are for two years, with the opportunity to renew for an additional two-year term. Applicants submit an online application and then participate in a phone interview with a member of the Alumni Board nominations committee.

ROLES AND RESPONSIBILITIES

The Board consists of a minimum of seven and a maximum of 18 at-large members, a president, vice president, secretary, and immediate past president. The current Student Government Association president (or appointee) and the assistant vice president of alumni relations sit on the board as non-voting members.

The AUAB looks for bright, creative, diverse, dedicated, and enthusiastic alumni with a true desire to support their alma mater by positively engaging other alumni in the life of AU. Board membership is a distinct honor and is rewarding. Members play active roles in guiding the efforts and initiatives of the office of alumni relations and serve as regional, national, and international ambassadors for AU.

Responsibilities of an at-large AUAB member include:

- Attending and actively participating in all AUAB meetings (four per year).
- Actively participating as a member of an AUAB committee or task force.
- Being a knowledgeable ambassador for AU and the alumni association.
- Attending All-American Weekend and other major university events when possible.
- Attending regional Alumni Association and university events.
- Reaching out and engaging fellow alumni in AU programs and events.
- Supporting AU with an annual, tax-deductible gift of \$1,000 or more. (Contributions and matching gifts can be designated to any university fund or program and can be fulfilled in monthly, quarterly, or annual installments.)

ACTIVITIES AND PROGRAMS

Alumni Board members are required to participate in four meetings a year, held in February, May, July/August, and October. They serve as co-hosts of the annual Alumni Awards Dinner during All-American Weekend, as well as the Toast to Graduates, a celebration for graduating students and their families, in May. Throughout the year, board members are asked to participate in as many Alumni Association events as possible, and they are often asked to serve as special ambassadors at signature events.

Each AUAB member also serves on at least one board committee, which meets via conference call several times

Since its founding in the 1950s, the American University Alumni Board has provided strategic insight and professional expertise to assist with the university's outreach to alumni.



throughout the year. Depending on the committee's purpose and role, additional work can be expected of committee members to further the board's objectives.

FAQs

Is the \$1,000 annual gift required?

Yes. All AUAB members are required to make an annual tax-deductible gift to American University each year of their board membership. The gift does not need to be made in one lump sum, and the office of alumni relations can work with members on an individual basis to come up with a payment plan.

If I don't live in the D.C. area, am I still expected to attend the four annual meetings?

Yes, attendance at the meetings is expected, regardless of the board member's city of residence. The year's meeting schedule is provided well in advance, so we expect members to plan accordingly. However, we recognize that schedule conflicts do occur, and we work with board members when this happens.

If I don't live in the D.C. area, how can I represent the AUAB as an ambassador?

The Alumni Association plans many events outside the D.C. area, both domestically and across the globe. When such events take place, we ask that board members living in those cities do their best to attend and represent the AUAB.

ALUMNI EVENT TIMELINE

Please note that the checklists on the following pages offer estimates of how much lead time is needed to plan an event. Please check with the office of alumni relations and location personnel to ensure an event can be coordinated given less time.

Check dates for possible conflicts with other events. Pay close attention to the major AU events, religious holidays, and peak vacation times when scheduling events.

HELPFUL TIPS

- **Know your audience.**

Choose events based on what people attend in your area. Remember, there is a lot of competition for people's time and interest. Statistics show you can generally expect a turnout of one to five percent of your alumni population that is reachable via email.

- **Check dates for possible conflicts with other events.**

It is important to check event dates in your community and with AU. Pay close attention to the holiday seasons, religious holidays, and peak vacation times.

- **Aim for variety.**

A concerted effort should be made to involve all segments of the membership in chapter programs – from singles to families and professionals to retirees. Look for ways to include parents, recent graduates, and all segments of membership in your area.

- **Schedule "annual" or "seasonal" events.**

Members will be able to anticipate when certain activities will take place each year.

- **Check with the local Chamber of Commerce, Convention and Visitor's Bureau, and Calendar/Life sections of the newspaper for interesting locations and event ideas.**

These organizations often publish guides that list activities and places of interest.

- **Know your manpower.**

How many people/hours are necessary to execute the event? Is this a reasonable expectation for your chapter volunteers?

- **Choose location carefully.**

The Alumni Association has the policy that no alumni-sponsored activities should be held in facilities that restrict entrance on the basis of sex, race, or religion. Be creative! Consider using a location that isn't typically open to the general public but is still convenient to all members of the chapter.

EVENT CHECKLIST

MINIMUM 10 WEEKS AHEAD (2 1/2 MONTHS)

NOTE: Check dates for possible conflicts with other events. Pay close attention to major AU events, religious holidays, and peak vacation times.

- Appoint event chairperson.
- Decide on venue, date, and location.
- Contact office of alumni relations with draft of event description.

8 WEEKS AHEAD (2 MONTHS)

- Determine costs, i.e., menu prices, entrance fees, ticket costs, room set up.
- Confirm details with location personnel.
- Provide the office of alumni relations with all event documents.
- Fill out the Event Planning Guide (see page 29) and submit it to the office of alumni relations.
- Contact office of alumni relations about communication and marketing of event (including email, Facebook, Twitter, LinkedIn, and the AU online community).

NOTE: AU volunteers do not have legal authority to sign contracts. All contracts must be submitted to the office of alumni relations well in advance of the event to be signed by university officials. Since these contracts are signed by representatives in the office of contracts and procurement and not by office of alumni relations staff, it is important that they are received with as much notice as possible. Contracts are not binding unless signed by a designated university official.

2 WEEKS AHEAD

- Confirm final details with event location personnel.
- Confirm needs from campus, i.e. prizes, introductions for speakers, recognition gifts for speakers, supplies, etc.

1 WEEK AHEAD

- Provide final count of reservations to event site personnel.
- Receive necessary supplies from campus.

2 DAYS PRIOR EVENT

- Office of alumni relations to provide final guest list.

DAY OF EVENT

- Arrive one hour prior to start of event to check details, decorate, set up name tags, etc.
- Greet guests and when appropriate, make remarks on behalf of AU (talking points will be provided by the office of alumni relations).
- Run registration table, check in attendees, and encourage them to update information with AU.

AFTER EVENT

- Write thank you letters to necessary location personnel, guests and/or volunteers.
- Return final guest list and copies of receipts to the office of alumni relations with an event summary.

MEETING CHECKLIST	
6 WEEKS AHEAD (1 1/2 MONTHS)	
<input type="checkbox"/>	Solicit potential dates and times from desired attendees. Doodle.com is a useful tool for scheduling.
4 WEEKS AHEAD (1 MONTH)	
<input type="checkbox"/>	Secure a location for meeting.
<input type="checkbox"/>	Distribute final date, time, and location for meeting.
<input type="checkbox"/>	Solicit speakers or presenters for meeting.
1 WEEK AHEAD	
<input type="checkbox"/>	Solicit agenda items from attendees.
<input type="checkbox"/>	Plan for food, giveaways, or any other items needed for meeting.
<input type="checkbox"/>	Arrange for any audio/visual needs or conference call options.
<input type="checkbox"/>	Solicit volunteer to take notes if there is not already an attendee designated.
1 DAY AHEAD	
<input type="checkbox"/>	Distribute final agenda and details to attendees, including conference call information if applicable.
DAY OF MEETING	
<input type="checkbox"/>	Arrive early to set up room with nametags, giveaways, handouts, audio/visual needs, food, etc.
<input type="checkbox"/>	Greet guests.
<input type="checkbox"/>	Begin and end meeting on time, stay on agenda, aim to answer all questions.
<input type="checkbox"/>	Leave meeting space in the same state in which it was found.
AFTER MEETING	
<input type="checkbox"/>	Distribute minutes to attendees and office of alumni relations staff.



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