**Introduction**

The Office of Alumni Affairs has created this guide to assist alumni clubs and their coordinators plan and conduct successful alumni club activities that will be beneficial to Rose-Hulman alumnus and the Institute. Rose-Hulman strives to maintain a close relationship with its most important constituency, its alumni, through activities sponsored by Rose-Hulman and our alumni clubs. The institute wants to foster a culture if lifelong connection with all of our alumni.

The Alumni Affairs staff welcomes any suggestions about how to make this guide an even more useful resource to all alumni club coordinators.

The Office of Alumni Affairs relies on over 30 alumni clubs in various cities and regions throughout the country to assist with alumni engagement, programming and events. These clubs often plan receptions, outings and get-togethers assembling Rose-Hulman alumni in their area to further the mission and vision of the institution and its strategic goals.

The current Rose-Hulman Alumni Association Club Chairman is Steve Nerney, class of 1985. Steve can be contacted at steve_nerney@yahoo.com. The Alumni Affairs staff is always available to answer any questions:

<table>
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<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>Jim Bertoli</td>
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</tbody>
</table>

*Please visit the Alumni Association’s and Alumni Club’s website at [www.alumni.rose-hulman.edu](http://www.alumni.rose-hulman.edu). Be sure to register for RoseSTEM, Rose-Hulman’s online alumni community at [rosequem.rose-hulman.edu](http://rosequem.rose-hulman.edu).*
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Association</td>
<td>4</td>
</tr>
<tr>
<td>Young Alumni Council</td>
<td>4</td>
</tr>
<tr>
<td>History of Alumni Clubs</td>
<td>5</td>
</tr>
<tr>
<td>Alumni Club Objectives</td>
<td>5</td>
</tr>
<tr>
<td>Club Lead Coordinators</td>
<td>6</td>
</tr>
<tr>
<td>Qualities of a Club Lead Coordinator</td>
<td>6</td>
</tr>
<tr>
<td>Organizing a New Club</td>
<td>6</td>
</tr>
<tr>
<td>Club Committee</td>
<td>7</td>
</tr>
<tr>
<td>Corresponding with Club Members</td>
<td>7</td>
</tr>
<tr>
<td>Ideas for Club Activities &amp; Projects</td>
<td>8</td>
</tr>
<tr>
<td>Other Ways for Alumni to be Involved</td>
<td>9</td>
</tr>
<tr>
<td>Alumni Affairs Programs &amp; Services</td>
<td>10</td>
</tr>
<tr>
<td>Alumni Affairs Staff</td>
<td>15</td>
</tr>
<tr>
<td>Communicating with your Local Club</td>
<td>16</td>
</tr>
<tr>
<td>Yearly Club Event Suggestions</td>
<td>16</td>
</tr>
<tr>
<td>Event Planning Checklist</td>
<td>17</td>
</tr>
<tr>
<td>Suggested Event Planning Schedule</td>
<td>19</td>
</tr>
<tr>
<td>Meeting Checklist</td>
<td>20</td>
</tr>
<tr>
<td>Traditional Alumni Events</td>
<td>21</td>
</tr>
</tbody>
</table>
Alumni Association

The Rose-Hulman Alumni Association has been formed for the purpose of serving, engaging, educating, and providing support for all graduates of Rose-Hulman Institute of Technology. The association should strive to foster good fellowship among alumni and to provide a liaison between the college and it’s alumni. Rose-Hulman Alumni Association will foster a culture of lifelong connection with all of the Institute’s constituents.

The Alumni Association is led by the Alumni Advisory Board of Directors, which consists of no more than 24 members and a minimum number of 20. The make-up of the membership shall attempt to mirror the demographics and gender of the class graduating years. The Alumni Association Constitution/Bylaws document may be viewed here.

Young Alumni Council

The Rose-Hulman Young Alumni Council was established for alumni who have graduated within the past ten years. The mission is to voice and advocate the needs of young alumni. The Young Alumni Council will promote the sense of community between individual young alumni members and Rose-Hulman through events planned with those individuals in mind. The Young Alumni Council Bylaws may be viewed here.

Student Alumni Association

The SAA was founded under the direction of the Rose-Hulman Alumni Association for the purpose of fostering lasting relationships between present and future alumni. Members of the SAA are actively involved in a number of activities that maintain a close link between students and alumni. The SAA strives to keep alumni in touch with campus life and works to make students aware of their potential roles as alumni. The SAA consists of a Leadership Council and general membership.
History of Alumni Clubs

The history of alumni clubs goes back to 1895 when several “Rose Tech” clubs were formed. The first club was organized in Chicago, followed by others in St. Louis, Indianapolis, Pittsburgh, Louisville, New York and Terre Haute. Their primary objective was to bring Rose men together in a social way. It soon became apparent, however, that these clubs could be of help to the Institute and its alumni. Over the years many valuable suggestions developed from alumni and visiting faculty at these informal gatherings.

Alumni play a significant role in the Institute’s activities. Four seats on the Board of Trustees are reserved for elected representatives of the alumni body: two seats filled by members of the Young Alumni Council and two filled by members from the Alumni Advisory Board. The alumni association supports Rose-Hulman in such areas as fund-raising, student recruitment and student placement. The Rose-Hulman Alumni Club system is just one way to engage our valued alumni.

Alumni Club Objectives

Goal 3 of the Institute’s strategic plan for 2013-2018 states, “Rose-Hulman will foster a lifelong connection with all of our constituents.” The purpose of Rose-Hulman Alumni Clubs is to encourage the continued interest of all alumni in their alma mater. Continued interest is paramount to the Institute’s success, whether support comes directly from alumni, from businesses, or other individuals.

Why Be Involved?

To the Rose-Hulman graduate, active membership offers these opportunities:

Professional:

- To keep abreast of trends and advances in technology, math & science.
- To know the industrial breadth of engineering and scientific activity represented in the area.
- To learn from the experience of other Rose-Hulman alumni and profit from their knowledge.
- To learn from professionals invited by the club as guests and speakers.
- To increase opportunities for finding employment by networking
- To provide an inside track on potential future interns and/or employees that are current RHIT students
Service:

- To update contacts with Rose-Hulman faculty and assist them in their academic endeavors.
- To enjoy contributing to the advancement of the engineering and scientific professions and the Institute.
- To encourage interested and qualified students to apply and/or accept admission to Rose-Hulman.
- To assist current students who are seeking summer employment or internships.

Social:

- To meet with people who have a common educational background.
- To meet old friends and make new ones.
- To welcome new alumni into the club.

Club Lead Coordinator

- The Lead Coordinator of the local club serves as the “official” liaison between the Office of Alumni Affairs and the local alumni. The Lead Coordinator has overall responsibility to ensure that efficient club planning is developed and implemented. Short-term planning for events and projects, is often supervised by the Lead Coordinator, but carried out by the Club Committee or club members. Long-term planning involves work to increase overall alumni participation.
- The Lead Coordinator is responsible for presiding over alumni club meetings and functions. One of the most important things a Club Coordinator should do is keep in contact with other Club Committee members to be sure they are completing their assignments.

Qualities of a Lead Club Coordinator

- Pride in the fact that you are an alumnus of Rose-Hulman Institute of Technology
- Strong organizational skills
- A leader of others
- Desire to help the Institute

Organizing a New Alumni Club

If an individual or individuals are interested in creating a new club, the first step is to contact the Office of Alumni Affairs so that the office can assess the needs of the area of interest. It is suggested that the committee consist of five or more members.
Once an organizational committee is formed, alumni in the area should be surveyed to determine their interest in club activities and club goals. The committee should organize an activity that will appeal to a variety of alumni, regardless of age, gender, race or geographic location.

The Office of Alumni Affairs staff will provide assistance during the organization period. These services include distribution of meeting announcements, scheduling campus representatives as guest speakers and providing current information about area alumni.

A Confidentiality Statement must be signed and returned to the Office of Alumni Affairs prior to receiving the listing of alumni in your area.

**Club Committee Members**

It is the hope that each club would have 3 to 5 alumni that would serve on the Club Coordinator Committee. Committee members must always be prepared to substitute for a Club Coordinator who is unable to complete their duties for a brief or long period of time.

The Club Committee members should work closely with other volunteers participating in the club’s activities, to become acquainted with volunteers who can help the club achieve its goals.

The Club Committee members should always be prepared to assist the Club Coordinator to ensure that the club activities will be successful and beneficial to Rose-Hulman.

The Club Coordinator Committee should provide updates and alumni address changes should be sent to the Alumni Affairs office. It is important for an alumni club to communicate effectively with its members. Mailing assistance is provided by the alumni office to notify alumni of club activities.

It is suggested that each club have a Club Committee member that has graduated less than 10 years from RHIT to recruit young alumni to club activities.

**Corresponding with Club Members**

The Alumni Affairs staff can assist your club in corresponding with alumni in your area through mailings, email blasts, surveys,

Facebook and LinkedIn. RoseSTEM is always a good tool for correspondence.
When a club is doing a mailing to alumni in the club’s geographic area, the Alumni Affairs office covers the cost of the preparation and the postage of the mailing. The campus alumni office staff needs six week notice to get a mailing printed and mailed. It is important to leave sufficient time prior to the event for alumni to make reservations.

The Alumni Affairs office can supply you with RHIT name tags and other RHIT branded items to compliment your events.

Email surveys and blasts can be made on your behalf by the Alumni Affairs staff. Please allow some time for the staff to finalize matters before asking that the email be sent.

**Ideas for Club Activities and Projects**

The “perfect program” varies depending on the alumni clubs’ membership needs and interests. Alumni clubs can conduct surveys of their membership to determine what type of activities appeal to them and should be planned.

Alumni clubs are encouraged to have a minimum of one meeting per year. Meetings such as those listed below might be considered.

*Dinner Meetings:* These can be a formal dinner at a restaurant or a backyard barbecue at the home of an alumnus.

*Welcome New Alumnus:* Welcome recent RHIT graduates to your area and the club that have relocated to start their new job.

*Hosting Current Students:* Include current students in club activities during school year breaks.

*Student Recruitment:* Participate in local college career fairs.

*Club Outings:* Many clubs have enjoyed trips to sporting events, recreational areas and to local businesses and industry.

*RHIT Sporting Events:* Your club may also want to consider organizing an event before or after a sporting event when the Fighting Engineers visit your city for competition. Another option is to organize a trip back to the RHIT campus to watch and support the Fighting Engineers in Terre Haute. The Alumni Center could be used for your pre or post game functions.
**Employer Hosted Events:** Many employers of RHIT alumni are more than happy to host events at their locations to showcase their facility and possibly provide tours and information on their businesses. This is not only very educational, but usually the host employer will cover the cost of food and refreshments.

**Community Projects:** The Young Alumni Council is very active in organizing community service events. Your club may determine what cause, or causes you want to support or you may volunteer to participate in projects like Relay for Life, United Way Day of Action, etc.

The Alumni Affairs staff is always available to provide you with advice to help you plan club activities. However, it is the responsibility of the club’s committee to determine what will appeal to their own membership.

The Alumni Affairs office will also provide you with items to compliment your events such as ink pens, car decals, slap-wrap cozies and other Rose-Hulman items.

The club should also consider the different generational groups within the club and possibly tailor certain events for the different stages of life that the alumni base is experiencing.

**Other Ways for Alumni to be Involved**

There are numerous ways to connect back to your alma mater. Whether it be as a guest lecturer, serving on departmental advisory boards, recruiting on campus through the institute’s career fairs, to name a few. Here are a few examples:

**Rose Alumni Recruiting Engineers (R.A.R.E.)**

R.A.R.E. is an organization of Rose-Hulman alumni who want to help the Office of Admissions recruit the very best students. Organized in 1997, members have represented Rose-Hulman at hundreds of college fairs, made personal contact with prospects by phone and email, and conducted presentations at regional receptions of admitted students and families.

R.A.R.E. is a way for the Institute to carry out Goal 2 of the strategic plan for 2013-2018 which says, “Rose-Hulman will give students a vision of the breadth of their possible futures and will prepare them to achieve these futures.” Some groups are organized regionally while other members are participating individually in areas where the Office of Admissions has a need. No matter where or how they are participating, R.A.R.E. members have a direct and positive impact on the recruitment of students to Rose-Hulman.
Time commitment is very small; an evening or two for college fairs, an hour or two a month to make phone calls or write e-mails and a couple of hours at a reception. Some participants do all of the above, some only one. Click here for a PDF copy of the R.A.R.E. Handbook and here for the R.A.R.E. Quick Reference Guide.

If you are interested in becoming a member of R.A.R.E, please contact the Office of Admissions at admissions@rose-hulman.edu or 800-248-7448.

**Class Agents**
Class agent volunteers are Rose-Hulman alumni who help promote alumni giving programs. We are currently recruiting class agents. Anyone interested should contact Jennifer Kenzor, Assistant Director of Annual Giving and Donor Relations, 812-877-8217 or jennifer.kenzor@rose-hulman.edu.

**G.O.L.D: Graduates of the Last Decade**
Rose-Hulman alumni from the past ten years are invited to participate in a program designed specifically for recent graduates, our President’s G.O.L.D. Circle. This is an opportunity for you to begin supporting your alma mater’s fundraising efforts to ensure that future students will receive the outstanding educational experience that you received, and to assist with keeping Rose-Hulman the number one engineering, mathematics and science college in the United States. Gifts of all sizes are vital, and members will enjoy special recognition as a President’s G.O.L.D. Circle Member.

**Alumni Affairs Programs & Services**
The Alumni Affairs Office’s primary mission is to cultivate relationships, motivate and enhance participation, and create opportunities for a continuous connection between the Institute and its alumni.

In addition, the Alumni Affairs Office must support critical ongoing activities and also address new opportunities and challenges that are responsive to the changing needs of all our alumni.

The Alumni Affairs Office became a full-time, staffed program with resources and funding specifically dedicated to promoting alumni engagement in 1998. Over the past 14 years, the Alumni Affairs Office, guided by the bylaws and constitution of the Rose-Hulman Alumni Association, has made significant progress in providing meaningful programming for alumni.

Our Alumni Affairs Staff, with the help of our alumni, has made many significant achievements including the organization of a functioning Alumni Advisory Board, Young
Alumni Council and Student Alumni Association. These groups enable our staff to understand the needs of our population and also help us create opportunities to engage our various constituencies.

As our alumni base continues to become more diverse and increase in size due to bigger graduating classes and increased life expectancy, we are faced with the challenge of keeping up with the expectations of more alumni. As our world continues to change, so do the needs of our alumni across the nation and throughout the world.

The Rose-Hulman Alumni Office offers many opportunities and services which link more than 14,000 Rose-Hulman alumni with each other and the Institute. The Alumni Affairs Office provides opportunities for alumni to gather for social and other beneficial reasons. The alumni clubs are active throughout the United States and are in the process of being developed overseas. Special regional events are planned depending on alumni interest. While these events are primarily social in nature, there is usually a featured speaker from campus, such as administrative staff or faculty members.

The Alumni Affairs Office plans and organizes a variety of special events on campus for alumni.

**Homecoming:** Typically occurs in September or October. Activities include class reunions, bonfire, pep rally, football game, volleyball matches, soccer games & faculty open houses.

**Honor Alumnus Awards:** Presented at Homecoming Awards Breakfast. Rose-Hulman Honor Alumni Award is the highest honor that can be presented by the Alumni Association. The recipients of the Honor Alumni Award are selected based on their loyal, unselfish and meritorious service in furthering the interests of Rose-Hulman, contributing to the national interest of our country, professional achievement and service to Rose-Hulman that has been important to enhancing the college’s development and reputation.

**Distinguished Young Alumnus Award:** Recognizes Rose-Hulman graduates from the last ten years who have achieved notable endeavors in career achievement, continuing education, community service and/or commitment to their alma mater.
Career Achievement Awards: Present in the spring at the Honor Awards Ceremony. The award recognizes young alumni from the past 20 years for achievements within their communities and professions.

Fifty-Year Commencement Reunion: Conducted during last weekend of May during Commencement weekend.

The Alumni Affairs Office provides a variety of services to alumni.

Alumni Survey: The Alumni Affairs Office conducts surveys periodically of all alumni. The purpose of this survey is twofold. It allows Rose-Hulman to maintain current address records of its alumni, so they can be informed in a timely manner of all campus activities and events, as well as local club events. This survey also gives alumni the opportunity to provide comments concerning the activities and programs of Rose-Hulman Institute of Technology.

Tours: Special domestic and international tours provide travel opportunities to all parts of the world with other Rose-Hulman alumni. Tours are carefully selected to provide maximum comfort and value for alumni travelers.

Car License Plates: A special Rose-Hulman license plate is available from the Indiana Bureau of Motor Vehicles to all Rose-Hulman Alumni living in the State of Indiana. The application fee provides monies for the Rose-Hulman scholarship fund.

Current Alumni Contact Information: The best way to locate a classmate is by using the RoseSTEM Alumni Directory. Feel free to contact the Office of Alumni Affairs for help.

Alumni Perks Card: The Alumni Affairs Office has made arrangements with a large number of Terre Haute businesses to provide discounts to RHIT alumni while they are in town visiting campus and during Homecoming. Our staff is working on expanding these arrangements to include businesses in other areas.

Alumni Apparel & Items: The Alumni Affairs Office has made arrangements with Asics America to provide discounted pricing on apparel and shoes.
Purchasing these items can be done through the office of Alumni Affairs and the Rose-Hulman Bookstore. The Alumni Affairs staff has secured a discount of approximately 25% for alumni.

Alumni Center: The purpose of the Alumni Center is to be able to display historical information about our alumni, students and Rose-Hulman and highlight their successes throughout the history of the school. The room, which is in Hatfield Hall, attracts alumni and prospective students and their families as they tour campus. We have numerous events in the room throughout the year attended by alumni and non-alumni as well. Our guestbook has been out for visitors to sign in and make comments since the room opened. The Center also has a video monitor with campus information and photos on the monitor for visitors to view, in addition to a directory of the donor bricks that surround the Millennium Flame sculpture.

Objectives of the Alumni Affairs Office also include the following:

- Making sure that alumni have an accurate view of the Institute and an understanding of its current initiatives and accomplishments such as Goal 5 of the Institute’s strategic plan for 2013-2018. Goal 5 says, “Rose-Hulman will be a model of fiscally sustainable and affordable private institution focused on science, technology, engineering and mathematics.”
- Utilizing public relations opportunities to publicize, and give recognition to the accomplishments of alumni and the Institute.
- Enhancing the perceived value of a Rose-Hulman education.
- Surveying alumni to identify their needs relative to our services and activities.
- Assisting in the recruitment of prospective students with alumni volunteers.
- Working with Career Services to expand professional development and networking opportunities for students and alumni.
- Providing opportunities for significant and meaningful professional and social interactions for students and alumni.

The Alumni Affairs Office, working with the Alumni Advisory Board, Young Alumni Council, and Student Alumni Association should strive to provide opportunities for:

- **Connection**
  - Educate students from the day they arrive on campus about the importance of their life long relationship and commitment to Rose-Hulman.
  - Serve as conduit for accurate information to alumni.
  - Continue to seek improvements with social media sites, alumni web site, and Echoes magazine.

- **Volunteerism**
  - Provide opportunities for alumni to volunteer and stay active as members of the Rose-Hulman community.
- Provide new opportunities for alumni not currently engaged to become a part of the Rose-Hulman community.
- Provide meaningful opportunities for current students to meet, network, and interact with alumni demonstrating the importance and the expectation of their continued involvement with Rose-Hulman.

**Participation**
- Work with the Office of Annual Giving to educate alumni about the importance of financial contributions.
- Involve alumni by bringing them back to campus as guest lecturers and mentors for students.

**Advocacy**
- Teach Rose-Hulman Alumni the importance of serving as advocates for the Institute.
- Highlight those opportunities for alumni to advocate for Rose-Hulman. This goes along with Goal 6 of the Institute’s strategic plan for 2013-2018 which says, “Rose-Hulman will have global name recognition for the excellence of our education.”

**Visibility**
- Increase the visibility of students and alumni to ensure a strong connection with the Institute.
- Recognize alumni with appropriate awards.

**Service**
- Expand services that are recognized as value-added for alumni.
- Continue to work with Career Services and Admissions to assist the Institute meeting its goals as they intersect with the goals and mission of the Alumni Affairs Office.
- Explore ways to better service our international alumni.
- Identify appropriate programs for alumni with graduate degrees from the Institute.
- Continue to provide a seamless transition for students as they move from college life to their professional life following graduation.
Alumni Affairs Staff

Rickey McCurry, Vice President for Institutional Advancement
mccurry@rose-hulman.edu
812.877.8211 office

Rickey joined Rose-Hulman in June of 2011. His 27 years of higher education advancement experience will be a valuable asset to Rose-Hulman. He has spent the last 11 years as Vice Chancellor for Institutional Advancement and Chief Executive Officer of the Southern Illinois University Foundation. At Rose-Hulman, Rickey will set strategies for fundraising and alumni affairs that support Rose-Hulman's long-range educational objectives. He also serves as a member of the president's administrative cabinet.

Jim Bertoli, Executive Director of Alumni Affairs
bertoli@rose-hulman.edu
812.877.8359 office

Jim joined the Office of Alumni Affairs in March of 2012. He comes to Rose-Hulman after serving as executive director of the Union Hospital Foundation. Jim has established a reputation for significantly improving programs and organizations with which he has been associated. He attributes his success to a professional philosophy of planning, preparation, and performance. Jim earned a bachelor's degree in finance from Ball State University.

Lauren Jackson, Associate Director of Alumni Affairs
Jackson3@rose-hulman.edu
812.877.8949 office

Lauren joined the Office of Alumni Affairs in November of 2013. Her main roles include assisting in directing and coordinating alumni activities on and off campus, such as homecoming and young alumni events. She also serves as the advisor to the Young Alumni Council and Student Alumni Association. Lauren obtained her Bachelor of Sciences in public relations and advertising from Ball State University.
Bretta Schriner, Administrative Assistant of Alumni Affairs
bretta.schriner@rose-hulman.edu
812.877.8610 office

Bretta joined the Office of Alumni Affairs in June of 2011. She received her bachelor’s degree from Ball State University in sport administration with a minor in marketing. At Rose, Bretta provides support to the Executive Director and Associate Director.

Communicating with your Local Club

The list of current alumni clubs are listed here. There are numerous ways to communicate with local alumni (along with the help of the Alumni Affairs office) including the following:

- Email
- RoseSTEM
- Facebook pages
- LinkedIn pages & network
- Mail
- Phone
- Echoes magazine

Yearly Club Event Suggestions

Winter (December, January & February)

- Holiday party or organize a Happy Hour after-hours event sponsored by the Young Alumni Council
- Organize an “engineers” tour a local business, company plant or public building as a group
- Represent Rose-Hulman at college career fairs
- Group tickets to your local NBA team game

Spring (March, April & May)

- Organize your club to do a Season of Service project for a local charitable organization
- Organize a Happy Hour after-hours event sponsored by the Young Alumni Council
- Celebrate “Forever Rose” day with your fellow alumni


**Summer (June, July & August)**

- Welcome event for new Rose-Hulman graduates that have relocated to your city
- Have a send-off party for the incoming freshmen and their parents from your city including current students and alumni
- Group tickets to your local Major League Baseball, AAA, AA or A game
- Organize a Happy Hour after-hours event sponsored by the Young Alumni Council

**Fall (September, October & November)**

- Celebrate “Chauncey Day” (second Thursday of the September) with club members at a local bar or restaurant. Be sure to wear your RHIT gear!
- Group tickets to your local NFL team game
- Organize a party with club members to watch a Rose-Hulman home football game together via live streaming. Great idea if you can’t make it back for Homecoming!
- Come back to campus for Homecoming!

**Event Planning Checklist**

The following is provided as a guide that can be used by Club Coordinators when planning an event. The timetable will help prevent problems that could arise from oversight in the planning process.

**Pre-Planning Process**

1. Determine what type of event the club will sponsor.
2. Appoint one person as the Event Chair, who will be responsible for making the arrangements.
3. When scheduling the event, allow a reasonable lead time to promote the activity.
4. Avoid schedule conflicts involving holidays and school vacation periods.
5. Inform the alumni office at least six weeks in advance if your club wishes to have a speaker from campus from the Alumni Affairs office, Administration or Faculty.

**Checklist for Event Planning**

Name of Event: ________________________ Chairperson: _____________

Date(s): _____________________________ Location: ________________
<table>
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<th>Activity</th>
<th>Date to be Accomplished</th>
<th>Person Responsible</th>
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<td><strong>Create Timeline and Budget</strong></td>
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<td>Identify sponsors, sponsor requirements</td>
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<td>Prepare master staff/volunteer assignment list</td>
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<td><strong>Recruit Committee</strong></td>
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<td>Define job descriptions (and organizational chart, if the volunteer structure is complex)</td>
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<td>Recruit chair</td>
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<td>Identify key volunteers</td>
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<td>Identify staff liaisons</td>
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<td><strong>Location &amp; Equipment:</strong></td>
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<td>Plan facility selection, sign contract, gather hotel or other menus, floor plans, AV pricing</td>
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<td>Tables/chairs needs</td>
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<tr>
<td>Electrical/Microphone/other AV, extension cords, determine own equipment, facility’s equipment</td>
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<td>Heating/cooling</td>
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<td>Finalize AV list, room set-ups, final meal guarantees</td>
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<td></td>
<td></td>
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<tr>
<td>Flyers/Posters</td>
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<td>Special diet needs checked</td>
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<td><strong>Entertainment:</strong></td>
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<td>Initial contact</td>
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### Programs/Decorations:
- Program compiled
- Program printed
- Write script for key personnel, obtain approval, edits, make copies
- Decorations planned
- Prepare equipment list, equipment transportation decisions
- Decorations in place

### VIP needs
- Identify VIPs and who will greet, sit with, transport, introduce, etc.

### Additional Responsibilities:
- Set up signs directing to event
- Assign parking volunteers

### Expenses
- Scholarships, discount/VIP considerations
- Meal/snack expenses
- Facility fees
- AV rental
- Bar expenses
- Tickets, flyers, signs, and other printed materials
- Awards, speaker gifts, thank-you gifts, corsages
- Supplies: name tags, pens and paper, folders, VIP ribbons, decorations, etc.

### Other
- Child care or children’s needs

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### Suggested Event Planning Schedule

**Eight Weeks Before Event**

If the Alumni Affairs Office will be expected to assist with the printing or mailing of your notice, you should finalize the details that will be announced in the notice at least eight weeks in advance.

Information needed for event announcements includes:

- **Description of program**
- **Date**
- **Time**
- **Location (including directions, if necessary)**
- **Cost**
- **Basic menu if meal is to be served**
- **Person to whom checks should be made payable**
- **Reservation deadline**
• Club contact person

Four Weeks Before Event
The event announcement should be mailed at least one month in advance of the event. Announcing the event via social media will remind alumni of the event and create visibility for Rose-Hulman.

If you need to use Rose-Hulman branded items or informational items, notify the Alumni Affairs Office so the materials can be sent to you on time.

Three Weeks Before Event
The Club Lead Coordinator or Event Committee Chair should ensure that the meeting notices have been mailed and that members are beginning to respond. The Event Chair should monitor the webpage registration list with the assistance of the Alumni Affairs staff.

Two Weeks Before Event
Notify the Alumni Affairs office about the early alumni response to the event. Follow-up emails or phone calls should be made to alumni that have not responded.

One week Before Event
The Club Lead Coordinator or the Event Chair should confirm the number of attendees attending the function on the day required by the facility being used for the meeting. This is frequently three days before the event. At this time, the officer making the arrangements should also verify that provisions have been made for special needs of the club, such as registration tables, projectors and other such items. The person presiding at the meeting should have the event agenda finalized and should check with guest speakers for final arrangements. Pre-written name tags should be used to save delays at registration. They should be prepared in alphabetical order to make them easy for guests to find.

Post Event Activity
After the success of the event, be sure to share how things went and post photos to your club’s Facebook page, as well as the Rose-Hulman Alumni Association Facebook page! Also be sure to send thank you emails to all that attended the event to show your appreciation for the involvement.

Meeting Checklist
On the day of the club event, it is easy to forget important details unless a checklist has been prepared that can remind you of specific details.
Below is a checklist that could be developed to help in planning an event:

- Meeting announcement should be on signboard in lobby of meeting location (hotel or restaurant) so alumni and guests can easily find meeting rooms.
- Have you made arrangements for a registration name tag table at the entrance to the meeting location?
- Assign someone to greet alumni as they arrive, and to help guests with name tags.
- Is there a wastebasket available to place near the registration table for the papers from the back of the name tags.
- Is audio/video equipment needed? Podium and microphone?
- Will a “head table” be needed for special guests or speakers?
- Remind those on the program about their responsibilities.
- If handout materials are to be distributed, has the person who is responsible been reminded, and will he/she arrive in plenty of time to pass out the materials before the meeting begins.
- If a restaurant must be paid on the evening of the event, has someone been appointed to make the payment?

**Traditional Alumni Events**

Here are but a few events that occur throughout the year in which alumni can be involved, both on and off campus:

**Career Fairs (Fall, Winter & Spring)**

**Rose-Hulman Athletic Events (Home or Away)**
Scholarship Golf Outing in June-Indianapolis area

IMS Pole Day-the Alumni Association hosts a suite annually at the Indianapolis Motor Speedway.

Indianapolis Indians 4th of July Picnic & Fireworks

Chauncey Day
Homecoming Activities

NFL, MLB, NBA or NFL Events