



## Alumni Chapter Purpose and Establishment Criteria

By choosing to assume a leadership role within an alumni chapter, you become an integral part of the Wittenberg University Alumni Association. We believe the key component to chapter and society success involves providing alumni leaders with information, programming ideas, and policies needed to begin and grow a chapter or society. The Wittenberg University Alumni Association believes the role of a leader strongly impacts the success of a chapter or society. We provide the tools necessary for our leaders to be successful.

### *Wittenberg University Alumni Association Mission*

The mission of the Wittenberg Alumni Association is to serve as a liaison for Wittenberg University by engaging and connecting the alumni body for the purpose of supporting the University's mission and goals. The affairs of the Alumni Association shall be supported by the Alumni Association Board.

## Purpose

**Stay Connected. Get involved. Get together. Give Back.**

The Wittenberg University Alumni Association geographic chapter programs exist to provide assistance and support for the continuing success of Wittenberg University and to offer responsive programs, diverse activities & services and enriched camaraderie for our alumni.

### **Criteria:**

- Demonstrate the chapter is being formed to promote the mission and interests of Wittenberg University and the Alumni Association.
- At least 200 alumni must reside within a 60-mile radius of the proposed network location.

### **How to start an Alumni Chapter:**

1. **Form an initial core planning team.** Each chapter should have at least 3-5 members willing to serve as the core planning group. As the chapter matures, the members may decide to formalize leadership and identify chapter officers.
2. **Plan.** The core planning committee or chapter leadership meets and prepares a draft calendar of potential events. One event per quarter is recommended.

- a. 2 planning meetings
  - i. How to start
  - ii. Checklist of responsibilities
3. **Host the kick-off event.** This can be a happy hour, engagement, or an interest event – anything that will attract fellow Tigers. The Alumni Relations Team will send event notifications and host an electronic registration page on your behalf.

The Alumni Relations team will be there every step of the way. As a chapter leader you are not alone. You should feel confident relying on our team's expertise in communications, mailings, etc. to help you and your chapter operate successfully!

**Contact Information:**

Alumni Relations Team - [alumni@wittenberg.edu](mailto:alumni@wittenberg.edu)

Alumni Communication Channel -

