

## ALUMNI ASSOCIATION ANNUAL REPORT

Name of Individual Completing: \_\_\_\_\_

*Alumni Associations will only be required to complete the section titled "Alumni Association Recognition". The four questions in this section will help determine which associations meet the minimum requirements to maintain recognition, without adding additional work or requirements with additional questions. The subsequent sections are optional; however, their completion is necessary for determining the Alumni Association of the Year award. As in year's past, if the required section is not completed for two consecutive years, the association will lose recognition.*

### **ALUMNI ASSOCIATION RECOGNITION** (Required)

1. Did the Alumni Association hold, at minimum, one event (virtual or in-person) between June 2020 and May 2021? If yes, include date, time, and a photo.
2. Does the Alumni Association have an alumnus contact information roster? If yes, please attach a copy.
3. Does the Alumni Association have a regular method of remaining in contact with its members? For example, a Facebook group, newsletter/magazine, regular email communication. If yes, please attach an example.
4. Has the Alumni Association held, at minimum, one meeting between June 2020 and May 2021? If yes, please attach an agenda or meeting minutes.

### **ALUMNI ASSOCIATION OPERATIONS** (Optional)

1. Describe your work with the Undergraduate VP of Alumni & Family Relations. **20 points**
2. How often did you speak with your staff liaison? **5 points**
3. If the association has a Facebook page, please provide a link. **5 points**
4. Does the association contact list have accurate emails for greater than 75% of alumni? **5 points**  
*Attach your contact list.*
5. Has a representative for the Alumni Association purchased a ticket for the 175<sup>th</sup> Celebration? **5 points**

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## ALUMNI ASSOCIATION EVENTS (Optional) 25 points

1. Did the association hold at least one in-person event between June and December 2020? 5 points  
*Also include the date, attendance and pictures.*
2. Did the association hold at least one virtual event between June and December 2020? 5 points  
*Also include the date, attendance and pictures.*
3. Did the association hold at least one in-person event between January and May 2021? 5 points  
*Also include the date, attendance and pictures.*
4. Did the association hold at least one virtual event between January and May 2021? 5 points  
*Also include the date, attendance and pictures.*
5. Please list any additional association events (virtual/in-person) from June '20 – May '21 -  
*Also include the date, attendance and pictures.*
6. Did the association hold a joint event (i.e. Sig Bust) with the undergraduate chapter? 5 points  
*Also include the date, attendance and pictures.*

## ALUMNI ASSOCIATION EVENTS (Optional) 25 points

1. Did the association hold at least one in-person event between June and December 2020? 5 points  
*Also include the date, attendance and pictures.*
2. Did the association hold at least one virtual event between June and December 2020? 5 points  
*Also include the date, attendance and pictures.*
3. Did the association hold at least one in-person event between January and May 2021? 5 points  
*Also include the date, attendance and pictures.*
4. Did the association hold at least one virtual event between January and May 2021? 5 points  
*Also include the date, attendance and pictures.*
5. Please list any additional association events (virtual/in-person) from June '20 – May '21 -  
*Also include the date, attendance and pictures.*
6. Did the association hold a joint event (i.e. Sig Bust) with the undergraduate chapter? 5 points  
*Also include the date, attendance and pictures.*

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## ALUMNI ASSOCIATION FUNDRAISING (Optional)

10 points

1. Please check all the areas for which the association coordinated fundraising activities:

- Support for Undergraduate Chapter and/or Housing
- Chapter Endowment & Temporary Fund
- Other (please describe)

5 points

2. How much money did the association raise from 2020-2021 academic year for the Chapter Endowment and Temporary Fund?

3. Was an academic/leadership scholarship (greater than \$100) provided for undergraduate member(s)? **5 points**

## SERVICES PROVIDED BY HEADQUARTERS OFFICE (Not Scored)

1. Did you utilize any of the following services? (check all that apply)

- Alumni Directory (contact information)
- Newsletter or Alumni Mailing
- Fundraising Assistance

2. What services are useful?

3. What services are not useful?

4. What services do you feel are missing and should be offered?

**TOTAL POSSIBLE POINTS**

55 points

## ADDITIONAL NOTES

- The top performing alumni association will be awarded the “Alumni Association of the Year” award, which will be presented during the Cardinal & Stone Awards Gala.
- In addition, the top three scoring Alumni Associations will receive money towards their chapter’s endowment:
  - 1st: \$1,000
  - 2nd: \$100
  - 3rd: \$100
- In the event of a tie for the Alumni Association of the Year Award, additional events over the maximum allowed. If that still results in a tie, total dollars raised (1 point for every \$1,000) will be utilized to determine additional points.