

Alumni Community Handbook

2015–2016

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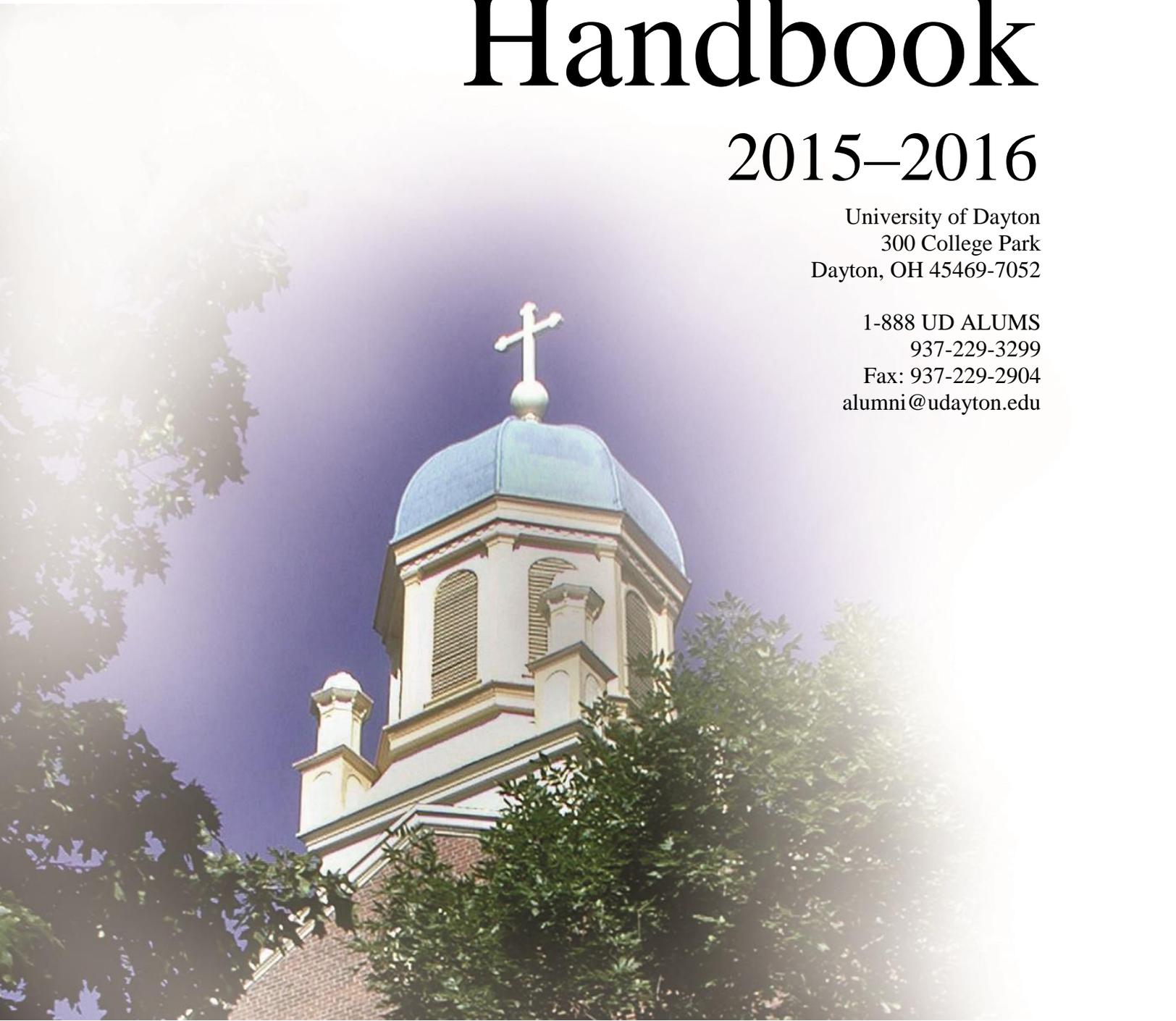


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Dear Alumni Community Volunteers,

Welcome and thank you for volunteering your time to continue the University of Dayton tradition of learn, lead and serve. As an alumnus of UD, you carry the Flyer spirit with you through your life and to your community.

The University of Dayton Alumni Association counts on the support from its alumni volunteers in order to fulfill its mission of fostering life-long involvement with the University and its mission to be a top-tier national Catholic research university in the Marianist tradition. Your loyalty makes the University of Dayton a special place. No matter what year you graduated, you're a part of an alumni family that spans the globe—100,000 strong.

As an alumni leader you are the lifeblood of our organization. Your efforts in bringing UD to your community provides our alumni, their families and other University supporters with opportunities for networking, friendship-building and remaining active with Dayton's #1 institution of higher learning. Without you, local Flyers would be without that community that keeps UD strong for a lifetime. In a typical year, there are more than 250 engagement events that allow UD to share its success with alumni and University supporters. From planning reunions and basketball game watches to organizing community service projects and networking opportunities, you are essential to the University's efforts to keep alumni, parents and friends active, informed and involved with the University of Dayton.

We are pleased to provide you with this handbook to assist in your alumni engagement efforts. Please share it with your fellow alumni community leadership volunteers, and refer to it while planning alumni community activities throughout the year. Of course, in addition to this handbook, the UD Alumni Association staff is always on hand to support you in all of your endeavors.

We appreciate all who give their time to the University of Dayton and who help promote the importance of giving back to the university. Your loyalty is appreciated and your contributions are a key component to the continued success of your alma mater.

We look forward to working with you,



The image shows five handwritten signatures in black ink. From top-left to bottom-right, they are: Jen Clark, M. Kevin Morin, Anita Botez, John O'Malley, and Nathan Reed. The signatures are written in a cursive style.

UD Alumni Association Overview

The mission of the University of Dayton Alumni Association is to foster life-long involvement of alumni with the University in support of its mission to be a top-tier national Catholic research university in the Marianist tradition. Our focus is engagement. As we build our alumni network around the world, we are interested in offering opportunities for our alumni to engage with UD's campus, students and with one another.

Our programs, activities and services help you stay connected to your alma mater even if you live halfway around the world. All graduates of the University of Dayton are automatically members of the Alumni Association. There are no membership dues.

The Alumni Association is led by a diverse group of alumni, who represent the growing alumni base. There are 17 board members; four are alumni who represent the alumni communities throughout the United States and Puerto Rico. The board also includes ex-officio members— the chairs of the Golden Flyers and day10 executive committees and the president of Student Alumni Association and the Executive Director of Advancement Relations.

Alumni communities meet locally to build relationships between and among University of Dayton graduates. Events range from service and networking to game watches, picnics with new students and activities to raise money to fund scholarships.

The staff in the Alumni Relations department in Advancement Relations supports all of the volunteers who lead the Alumni Association, the alumni communities and various shared interest groups.

The Alumni Association focuses its efforts on the following objectives:

- Build a sense of pride at UD that will result in alumni choosing to maintain a relationship with the University
- Attain broad linkage with alumni through meaningful programs which serve alumni and the University and events which are attractive to alumni segments
- Define and target alumni life-stage segments to increase the number of alumni who attend events and volunteer for programs
- Provide active advice and counsel to the University leadership to support University functions and the mission and vision of the University
- Begin to build a relationship with current students that predisposes them to continue their relationship with the University as alumni
- Create a preference among alumni to support the University financially

What is an Alumni Community?

Alumni communities are made up of University of Dayton graduates, family members and friends of the University who live within a designated geographic area. Each alumni community is led by a volunteer leadership team that works to plan, implement and evaluate community events and initiatives in that geographic area to support alumni engagement.

Alumni Community Purpose:

- **Establish and maintain contact between the University of Dayton and its alumni and friends:** Alumni communities are an important way for alumni to stay connected to the University, its faculty and administration. The University of Dayton needs a strong network of alumni who can provide support for University goals and programs as well as development efforts.
- **Advance the interests and welfare of the University of Dayton and today's students:** Alumni groups are a way for alumni to show support for the University of Dayton and today's students and assist in the University's admission efforts. Through local involvement, alumni can give back to the University by sharing their educational and life experiences. This is an ongoing connection with the past, present and future students that continues to keep the University a leader in Catholic Higher Education.
- **Enhance the University of Dayton's presence in the community:** Alumni serve as an instrumental voice for the University of Dayton across the country. Informed alumni group leaders can communicate effectively with local news media about local alumni activities that will keep the University of Dayton name before the public. Alumni group members can also be vital sources of feedback for the University of Dayton's faculty and administration. An alumni group has the ability to provide a direct link of communication between the University of Dayton and its alumni.
- **Provide a variety of opportunities and direct benefits to alumni:** Participation in local activities provides alumni with a wide variety of social, community service and networking opportunities, as well as access to continuing education and career development programs. Goals of alumni groups are to provide something for everyone, with the common bond being the comfort and friendliness of our shared connection to UD.

Alumni Community Goals:

- Facilitate communication among alumni and between alumni and the Board of Directors
- Foster alumni involvement with the University through programs and activities
- Engage and develop alumni volunteers and leadership in support of the University
- Assist locally with association and University events
- Promote and support the University through programming which reflects the priorities of the University

Active Alumni Communities

Alumni communities are organized in geographic areas with at least 250 alumni within a 60-mile radius. There are currently 35 active University of Dayton Alumni Communities in the United States and Puerto Rico. The communities are listed below with the current number of participating alumni.

Arizona

Phoenix: 685

California

Los Angeles: 833
Orange County: 448
San Diego: 439
San Francisco: 906

Colorado

Denver: 979

Florida

Orlando: 758
Tampa Bay: 1,086

Georgia

Atlanta: 1,276

Illinois

Chicago: 5,600

Indiana

Indianapolis: 1,480

Kentucky

Louisville: 974

Maryland

Washington D.C./Baltimore: 2,998

Massachusetts

Boston: 745

Michigan

Detroit: 1,626
West Michigan: 444

Missouri

St. Louis: 1,389

New York

New York/New Jersey: 3,518
Rochester: 811

North Carolina

Charlotte: 789
Raleigh/Durham: 570

Ohio

Cincinnati: 8,956
Cleveland: 5,621
Columbus: 9,116
Dayton: 24,212
Northwest Ohio: 1,435

Pennsylvania

Philadelphia: 1,692
Pittsburgh: 1,954

Puerto Rico: 259

Tennessee

Nashville: 479

Texas

Austin: 315
Dallas/Fort Worth: 831
Houston: 619

Washington

Seattle: 339

Wisconsin

Milwaukee: 506

Community Leadership Team

Engagement Officer (Staff)



Position Priorities

Engagement Officer (Staff):

- Collaborate with community to identify, recruit and train new volunteers.
- Partner with community leadership team to engage alumni in all life stages.
- Coach and support community leadership team to execute community goals.

Community Leader:

- Manage chairs in support of community goals.
- Recruit volunteers to serve in leadership team positions.
- Partner with staff to ensure life-stage specific engagement techniques and opportunities are present and utilized within community.

Communication Chair:

- Execute all communication requests from chairs and Community Leader in partnership with alumni relations staff.

Social Chair:

- Facilitate the execution of social opportunities for the community.

Career Development Chair:

- Facilitate the planning and execution of career development opportunities within the community (networking, mentoring, life-long learning).

Service Chair:

- Facilitate the planning and implementation of Christmas off Campus and any other service-oriented activity for the community.

Alumni Community Programming

Programming in an alumni community is the responsibility of the local alumni community.

Community Programming Purpose: To provide meaningful interactions in each alumni community that provide a connection between UD alumni, UD students and/or campus. These connections will result in increased engagement and build a foundation of loyalty to the Alumni Association and UD that fosters life-long involvement.

Community Programming Goals: Each year, alumni communities are required to plan a minimum number of programs for their local alumni population.

- **Career Development (at least 1):** One goal of the Alumni Association is to continue education and professional growth long after you graduate from the University of Dayton. Communities should plan at least one program that inspires alumni to further their personal goals within their careers. This can be a networking event, mentoring sessions, a speaker series, educational programs, etc.
- **Service (at least 2):** The University of Dayton teaches students to “Learn, Lead, Serve.” We embody these values in the alumni communities through our service events and initiatives. Communities should plan a minimum of two service programs per year, one of those programs being Christmas off Campus.
- **Socials:** Flyers love to gather in community! Social events are *not required* within the alumni communities, but definitely encouraged. Social events can include cultural events, game watches, family programs and much more.

Budgeting for Programming:

Most events should be self-supporting. The cost of events should be supported through ticket or registration fees. Events should not make money for the community. *The exception to this rule is to support a service event like Christmas off Campus.*

Examples of being a self-supporting event include:

- An event that is free to hold, with no room fees or cost to attendees
- Food and beverages are pay-as-you-go for attendees, such as at a game watch
- An event with an attendance fee to cover costs

If advance fees or deposits are required, there are three ways to cover expenses:

- **The University P-card:** The University can make the payment with a purchasing credit card. Please contact the Engagement Officer on staff or work through the Community Leader.
- **Reimbursement to Volunteer:** If payment is made by the chair or a volunteer, a reimbursement form and original receipt is to be submitted immediately following the events. A check will be issued to the volunteer to cover expenses.
- **Invoices:** The chair can ask the vendor to submit an invoice to the University. Again, please work through the Community Leader or staff Engagement Officer.

Alumni Community Resources

Alumni communities have access to many resources to help accomplish goals and initiatives.

Community Leadership Team: The leadership teams in each community are the first place to look for support. Your team members are talented! Use them as a resource and a tool to build engagement and accomplish community goals. A full description of leadership team responsibilities can be found on page 7 of the document or within the alumni community volunteer resources, which are available online in the Alumni Community Toolkit.

Community Council Officers (CCO): The community council is made up of experienced past and present community leaders who are elected into their positions and serve as liaisons for alumni communities to the Alumni Association Board—which recommends and shares new and needed policy. Not only is the community council a voice for the alumni communities, but they also support the communities in various ways.

- Sounding Board: Each CCO is assigned to a specific community to provide support and provide a forum for current community leaders to exchange ideas and information.
- Assist with programming: CCOs will assist with annual goal evaluation and ensure effectiveness of engagement programming within the communities.
- Provide training: CCOs are here to help! They are experienced volunteers who have great ideas. They will provide training as needed to assigned alumni communities.
- Recommend the chartering of new communities based on size and need.
- Culture of giving: CCOs encourage financial support to the University and can support community leadership teams as they look to create a culture of giving within their local communities.

Alumni Community Online Toolkit: This toolkit is where you can find all of the necessary documents to ensure success within the University of Dayton alumni communities. Example documents include:

- Community Leadership Team Position Guides
- Alumni Community Handbook
- Event Planning Guide for Alumni Community Programming
- Recruitment Documents
- Forms

Visit your.udayton.edu/communityresources for complete access to the toolkit.

Engagement Officer (Alumni Relations Staff): Staff is eager to provide ongoing support to keep communities informed and involved. The community assigned Engagement Officer is available by phone and email to answer questions and provide direction as needed. In addition, they strive to attend at least one University-sponsored event in every alumni community each year. Here are some other ways that staff can support the community:

- Training: Each month, Alumni Relations staff schedules conference call discussions with all community leaders to allow for training, networking and University updates. These

are great opportunities to ask other alumni community leaders about any challenges you've experienced or brainstorm ideas for new events.

- Promotions and Communications: Engagement Officers can help assist you in developing printed pieces and emails to advertise events within the community.
- Provide supplies and other necessary materials for events, i.e. nametags, letterhead, door prizes.
- Assistance in creating successful events for all alumni communities: Engagement Officers can help you brainstorm event ideas that may be right for your community. They can provide metrics for who lives in your community and what things they might like to do. All you have to do is ask!
- Financial: Staff will pay deposits and other expenses related to events, maintain alumni community accounts and process reimbursements.

Alumni Community Peers: Using peers as resources is a great way to not only network with fellow alumni, but also share great ideas across communities. Below you will find community contact information grouped by community size.

Major (Over 2000 Alums)

Dayton: dayton@alumni.udayton.edu
Columbus: columbus@alumni.udayton.edu
Cincinnati: cincinnati@alumni.udayton.edu
Cleveland: cleveland@alumni.udayton.edu
Chicago: chicago@alumni.udayton.edu
New York/New Jersey: newyork@alumni.udayton.edu
Washington DC/Baltimore: dc-baltimore@alumni.udayton.edu

Mid (1000–2000 Alums)

Pittsburgh: pittsburg@alumni.udayton.edu
Philadelphia: philadelphia@alumni.udayton.edu
Detroit: detroit@alumni.udayton.edu
Indianapolis: indianapolis@alumni.udayton.edu
Northwest Ohio: northwestohio@alumni.udayton.edu
St. Louis: stlouis@alumni.udayton.edu
Atlanta: atlanta@alumni.udayton.edu
Tampa Bay: tampabay@alumni.udayton.edu

Small (Under 1000 Alums)

Denver: denver@alumni.udayton.edu
Louisville: louisville@alumni.udayton.edu
San Francisco: sanfrancisco@alumni.udayton.edu
Los Angeles: losangeles@alumni.udayton.edu
Dallas/Fort Worth: dallas@alumni.udayton.edu
Rochester: rochester@alumni.udayton.edu
Charlotte: charlotte@alumni.udayton.edu
Orlando: orlando@alumni.udayton.edu
Boston: boston@alumni.udayton.edu

Phoenix: phoenix@alumni.udayton.edu
Houston: Houston@alumni.udayton.edu
Raleigh/Durham: Raleigh-durham@alumni.udayton.edu
Milwaukee: Milwaukee@alumni.udayton.edu
Nashville: Nashville@alumni.udayton.edu
Orange County: orangecounty@alumni.udayton.edu
West Michigan: westmichigan@alumni.udayton.edu
San Diego: sandiego@alumni.udayton.edu
Seattle: seattle@alumni.udayton.edu
Austin: austin@alumni.udayton.edu
Puerto Rico: puertorico@alumni.udayton.edu

Alumni Community Funding

Each fiscal year, all UD alumni communities are granted an annual budget of \$500. This budget is to be used to develop meaningful engagement opportunities for local alumni and alumni volunteers. Funds do not roll over from year to year.

Funds *SHOULD* be used for...

- Enhancing events
- Leadership team meetings
- Volunteer thank you

Funds *CANNOT* be used for...

- Alcohol: University funds may not be used to purchase alcohol for events sponsored by the Alumni Association. Alcohol may be offered if alumni are paying for it, but alumni will not be reimbursed for the purchase of alcoholic beverages.
- Alumni communities are encouraged to work with other nonprofit organizations; however, University funds may not be used as a monetary contribution to another nonprofit.

In addition to the base budget of \$500, alumni communities are encouraged to request **additional funding for events** when needed. Some events may cost more to plan, so UD grants those funds on an as-needed basis. If you are seeking additional funding for your event, please make sure to complete the Event Submission Form (located in the online toolkit) according to the information below.

- At least 90 days out for funding requests of \$1,000+
- At least 45–60 days out for funding requests of \$500–\$1,000
- At least 30–45 days out for funding requests of \$200–\$500
- No later than 30 days out for funding requests below \$200

Gifts and Gift Cards

- Any gifts purchased that cost more than \$40 must be accompanied with a form listing the recipient's name, address and social security number for taxing purposes.
- For reimbursement of any and all gift cards purchased, the original receipt must be accompanied by the recipient's name, address, social security number and phone number.

Tax-Exempt

- For all Alumni Relations purchases, please inform the vendor that the University of Dayton is a tax-exempt organization. If the vendor requires a copy of the tax ID card, contact your alumni relations representative. **Tax ID number 31-0536715**

For more information regarding planning events for University of Dayton Alumni Communities, please reference the Event Planning Guide for Alumni Community Programming found online at this link: your.udayton.edu/communityresources.

Alumni Community Awards

Each year, we recognize Alumni Community Leadership Teams for the time and effort put into providing quality programming for alumni communities. Award recipients can be nominated by all community leadership, and chosen by a vote from Community Council Officers and Alumni Relations staff members.

The following are awarded at the annual Alumni Leadership Conference:

Innovative Program of the Year

This award is given to the community that hosts a new and creative event which best represents UD's values of Learn, Lead, Serve. In order to receive this award, communities must incorporate these values into the planning and execution of the program. The recipient of this award will receive \$250 in their community account.

Program of the Year

The Program of the Year Award is presented to the community whose program best demonstrates the mission of the University of Dayton Alumni Association. The recipient of this award will receive \$250 in their chapter account.

High Flyer Award

The High Flyer Award is rewarded to the community who has shown the most improvement and development throughout the year. The recipient of this award will receive \$100 in their chapter account.

Community of the Year

The Community of the Year Award is presented to the alumni community that best represents the UD Alumni Association's mission, the University's mission and the University's motto of Learn, Lead, Serve. The winner of this award will receive \$500 in their chapter account.

Alumni Leadership Conference

Annually, in September, volunteer leadership of the University of Dayton assembles on-campus for the Alumni Leadership Conference (ALC). The alumni community leaders, community council officers, reunion weekend chairs, day10 executive board and Board of Directors participate to receive extensive updates, training and planning opportunities. Included in the weekend will be recognition of outstanding volunteer efforts, as well as the opportunity to see the changes that are occurring on campus and to meet others who share in the life of the University by volunteering their time. ALC is a weekend that inspires and invigorates the volunteer leadership in their support of the University of Dayton.

Because of the importance placed on the conference, the UD Alumni Association offsets the cost for community leaders and representatives to attend the conference. The meeting expense policy is detailed below.

Travel Cost:

Gasoline expenses, air travel or a combination of air travel and car rental (up to \$500) is covered by the Alumni Association.

Housing:

Thursday, Friday and Saturday night (if needed) hotel rooms are paid for by the Alumni Association.

Meeting Cost:

Materials and meals during the conference are covered by the Alumni Association.

Please submit original receipts for reimbursement.

(Copies of receipts are not accepted for reimbursement.)

Attendance at all ALC events is expected. Reimbursements will be processed following the weekend.

**University of Dayton Alumni Association's
2015–2016 Notable Dates**

August

Sat, 22 Move-in Day for First-Year Students
Wed, 26 First Day of Classes

September

Mon, 7 Labor Day—University Offices Closed
Fri–Sun, 11–13 Alumni Leadership Conference
Fri–Sun, 18–20 Family Weekend 2015

October

Wed–Sun, 7–11 Fall Break

November

Tues, 3 Election Day
Thurs, 26–27 Thanksgiving Holiday Observance—University Offices Closed

December

Tues, 8 Feast of the Immaculate Conception/COC—University Offices Closed
Thurs–Fri, 24–25 Christmas Holiday Observance—University Offices Closed
Thurs, 31 New Year's Eve—University Offices Closed

January

Fri, 1 New Year's Day—University Offices Closed
Mon, 18 Martin Luther King, Jr. Day—University Offices Closed

February

Wed, 10 Ash Wednesday
Sun, 14 Valentine's Day

March

Thurs, 17 St. Patrick's Day
Sun, 20 Palm Sunday
Fri, 25 Good Friday—University Offices Closed
Sun, 27 Easter Sunday (services available on campus, all are welcome)
Mon, 28 Easter Monday—University Offices Closed

May

Sat, 7 Doctoral/Graduate Commencement Exercises
Sun, 8 Undergraduate Commencement Exercises, Mother's Day
Mon, 30 Memorial Day—University Offices Closed

June

Fri–Sun, 10–12 Reunion Weekend 2016
Sun, 19 Father's Day