



South Alabama

NATIONAL ALUMNI ASSOCIATION®
CHAPTER AND SOCIETY LEADERS TOOLKIT



PURPOSE

The purpose of the USA National Alumni Association Chapters/Societies program is to support and positively influence the goals of the University through an active relationship with the University, its alumni, students and friends.

MEMBERSHIP

Local chapters/societies may be organized by 10 or more persons eligible for alumni membership in accordance with Article I, Section A of the Association's Constitution and Bylaws. Any such local chapter(s)/society(ies) must obtain approval and recognition by the National Alumni Association Board of Directors, after submitting a society petition to be reviewed by the board of directors of the National Alumni Association.

OBJECTIVES

1. To promote the University of South Alabama according to the judgment of the National Alumni Association
2. To promote fellowship among the alumni of the University of South Alabama
3. To assist in all feasible and beneficial programs of the University of South Alabama, including general promotion and publicity, service, student recruitment, and athletics.
4. To build membership in support of the purposes of the chapter/society while keeping members informed of chapter/society activities
5. To promote and support the fundraising efforts of the University of South Alabama

ORGANIZATION

The procedure for organizing and establishing a chapter/society is the same and is outlined below:

1. Identify a core group of 10 National Alumni Association members who are willing to serve on an organizational committee
2. Contact the Office of Alumni Relations. We can provide you with the following:
 - Current list of names, addresses, phone numbers, and emails of alumni in your area or interest group
 - Copies of the USA National Alumni Association constitution and by-laws
 - A National Alumni Association representative will assist you in the initial organizing and implementing of your chapter/society
3. Complete the PETITION FOR APPROVAL AND RECOGNITION form found on page 4 and 5, and submit to the National Alumni Association for board approval.





ANNUAL PLANNING

Annual planning is a critical part of good chapter/society management. Each chapter/society is required to host two annual signature chapter/society events.

Details for executing these events are located within this toolkit. Each chapter/society is encouraged to host events.

Listed below are some ideas:

1. Barbecue/picnic with families
2. Wine and cheese party
3. Luncheon or dinner
4. Reception with a guest speaker
5. Holiday party
6. Open house at home of an alumnus
7. Game Watch Party
8. Student Send Off

OFFICE OF ALUMNI RELATIONS SERVICES TO CHAPTERS/SOCIETIES

The National Alumni Association and the Office of Alumni Relations are eager to provide chapters/societies with assistance.

The following services are available to chapters/societies:

- Alumni contact lists upon request
- Alumni mailing labels upon request
- Presence of a staff member at events and planning meetings when possible
- Electronic communication, event invitations, and management of your chapter/society events, see page 6 for the request form

NATIONAL GAME WATCH PARTY

PURPOSE

The Jaguar family is spread far and wide, but no matter where you are, you can take part in the Jaguar National Game Watch. Jaguar football events are occasionally broadcast on national television. A chapter/society will choose a location in their city to host and watch the game. Locations can range from the home of an alumnus to a local sports bar. During the game, follow other fans on social media and post photos from your chapter's/society's event and tag the National Alumni Association.

PLANNING

1. Determine location, date, and time
2. Notify the Office of Alumni Relations by completing the form on page 6 (they will publicize the event to local alumni)
3. Take photos! Don't forget to take photos at the event and send them to the Office of Alumni Relations



PETITION FOR APPROVAL AND RECOGNITION OF CHAPTER OR SOCIETY STATUS

WHEREAS, our relationship with and continued interest in the University of South Alabama are promoted through fellowship and fraternity amount the alumni of the University;

WHEREAS, the _____ alumni of the University of South Alabama seek to establish a _____ chapter or society of the University of South Alabama National Alumni Association;

WHEREAS, the University of South Alabama National Alumni Association Constitution provides for the recognition of a chapter or society by the Board of Directors of the Association upon organization of 10 or more persons eligible for alumni membership;

WHEREAS, a copy of the proposed Constitution and By-laws is submitted with the petition for review by the Board of Directors of the Association;

NOW THEREFORE, the undersigned alumnus/alumna of the University of South Alabama petition the board of directors of the University of South Alabama National Alumni Association to recognize, approve, and charter, according to Constitution, _____ of the University of South Alabama National Alumni Association.

NAME, EMAIL, TELEPHONE NUMBER

SIGNATURE

NAME, EMAIL, TELEPHONE NUMBER	SIGNATURE

PETITION FOR APPROVAL AND RECOGNITION OF CHAPTER OR SOCIETY STATUS CONTINUED

NAME, EMAIL, TELEPHONE NUMBER

SIGNATURE

REQUEST FOR CHAPTER/SOCIETY EVENT PUBLICITY

(Request should be made six weeks prior to event)

CHAPTER/SOCIETY NAME REPRESENTATIVE: _____

PHONE NUMBER: _____

EVENT NAME: _____

EVENT DATE & TIME: _____

EVENT LOCATION & DRIVING DIRECTIONS (provide complete address): _____

EVENT FORMAT (dinner, hors d'oeuvres, cocktails, etc): _____

COST PER MEMBER / COST PER NON-MEMBER: _____

R.S.V.P. TO (provide name, phone, email): _____

SEND PAYMENT TO (provide name & detailed info): _____

R.S.V.P./PAYMENT DEADLINE: _____

EVENT DRESS CODE (casual, business, jagwear, etc.): _____

INVITATIONS SHOULD BE SENT TO (all alumni, members only, last 10 graduating classes, etc.): _____

SPEAKER REQUEST (Alumni Office will attempt to coordinate): _____

OTHER: _____

Please email this form to: alumni@southalabama.edu