



Guidelines for Alumni Chapters

The LCSC Alumni Association encourages the development of alumni chapters across the country to enhance stronger relationships between former students, currently enrolled students, and the college at a grass roots level. Alumni chapters are organized on a geographic basis. We recognize our alumni as among our most valued and talented resources and encourage alumni participation in shaping the institution's future.

General Chapter Goals

- Promote the interests and welfare of LCSC
- Provide opportunities to participate in and serve the LCSC community
- Promote programs that enrich the professional, cultural and personal lives of alumni
- Represent alumni interests and concerns

Establishing an Alumni Chapter

Forming an alumni chapter is an exciting and rewarding experience and one that you will value for years to come. Chapter leaders and interested members should ask themselves the following questions to help guide the direction and focus of their chapter:

1. What will be the mission of this organization? How will we best serve Lewis-Clark State College and our particular constituencies?
2. What types of activities will our group be involved in to support the chapter's mission (educational, networking, social, community service, college related, etc.)?
3. How will we communicate with our potential membership (direct mail, letters, postcards, newsletter, telephone network, e-mail, listserv, etc.)?
4. How will we recruit new members?
5. Five years from now, what will be our chapter's accomplishments and our role in them?

How to Organize a Chapter

Individuals who are interested in forming a chapter need to follow certain steps so that their chapter can be properly reviewed and approved by the LCSC Alumni Association.

1. Once a group of alumni have come together and expressed interest in forming a chapter, the Alumni Office should be notified at 208-792-2151 or by e-mail at molsen@lcsc.edu. The Alumni Office will gather information from the alumni database to determine LCSC's alumni presence in the relevant geographic area.
2. Develop a list of alumni within the chapter's proposed geographic area. The Alumni Relations Office will assist with this effort.

3. Contact the alumni to assess interest in establishing a chapter. This can be done by mail, e-mail or through the Alumni website and can be in the form of a letter or survey. The Alumni Relations Office will assist with this effort. In the process of communicating with the alumni, recruit additional volunteers.

4. Schedule introductory organizational meetings. These can be via teleconference call or face-to-face meetings. For each meeting, a designated person should prepare minutes of the meeting. The first order of business for the group will be to identify officers who will serve on the steering or planning committee to include a chairman, co-chairman, treasurer, and secretary. Additionally, an annual program plan should be created.

5. Once your group has agreed to apply for LCSC Alumni Association Chapter Status, a written request should be submitted to: Director of Alumni Relations, Office of Alumni Relations, 500 8th Avenue, Lewiston, Idaho, 83501 or by e-mail at rmolsen@lcsc.edu. The chapter application will then be submitted for review. If eligible, the request will be voted on at the next Alumni Association Board meeting. The following must be included in the written request:

- a) Interest in establishing a chapter
- b) A list of at least three to six alumni who are willing to serve as chapter officers or chapter advisory board members
- c) Verification that you have held at least one organizational meeting, with the date of that meeting(s), a list of meeting attendees, and any notes or minutes of the meeting(s)
- d) The chapter's initial vision and direction as determined at the organizational meeting
- e) A proposed annual program plan
- f) A statement verifying that the members present have read and agreed to the by-laws established by the Alumni Association (the by-laws are available on the LCSC Alumni Association Web site and can be mailed or e-mailed to interested individuals upon request).

Once the Outreach Committee has reviewed and approved the request, the Alumni Association Board will review the request, and upon majority vote of members present, the Alumni Board will recommend approval. The Director of Alumni Relations will notify the designated chapter steering committee of the status of their request as soon as the decision is made available. The chapter will be considered an official chapter once these steps have been taken and approval has been granted.

Maintaining an Active Chapter

Once a chapter is established, the chapter must stay active to maintain its LCSC Alumni Association status. To be considered active, chapters must accomplish the following:

- Business meetings: Chapters must conduct at least one business meeting per year and submit all meeting minutes to the Director of Alumni Relations who will forward these to the Outreach Committee.
- Alumni events: Chapters must hold at least one general alumni functions of educational or social nature annually. **All Chapter events and activities must be coordinated through the Alumni Relations Office and the Outreach Committee.** Prior approval must be obtained from the Alumni Relations Office for all programs.
- Reports: Chapters must submit a year-end report to the Director of Alumni Relations who will forward these reports to the Outreach Committee. The year-end report must be received by July 30 of each fiscal year.
- Policy: Chapter must adhere to LCSC and Alumni Association policies and procedures.

Alumni Association/Alumni Relations Office will assist established Chapters in these ways:

- Help arrange meetings and identify possible college speakers
- Offer programming, marketing, and communications consultation
- Prepare, design, print, and mail event flyers
- Send e-mail announcements for events
- Provide an alumni roster of alumni in your area, either in list or label form
- Provide Web site hosting, HTML help, and Web page posting assistance
- Provide information on college faculty, administrators, and events
- Provide chapter, college, and association news through email newsletters, the *Journey* magazine, and on the Alumni Web page
- Assist chapters in creating chapter annual plans
- Assist chapters with student scholarship fund drives, as well as with alumni admissions program information for prospective students

Chapter Regulations

1. Organization

- a. Membership is open to LCSC alumni, faculty, and staff.
- b. The names of the initial steering committee are submitted to the Director of Alumni Relations who then forwards the list to the Outreach Committee for final approval. Officers are voted upon at the first chapter meeting. Nominations may come from the floor.
- d. The steering committee may establish committees, if appropriate.

2. Finances

- a. Chapters may not collect dues, but may charge additional program fees to cover both the event and incidental chapter expenses such as postage.
- b. A program plan and budget must be submitted and approved by the Alumni Relations Director before publicizing a chapter event.
- e. A chapter may request financial assistance for a particular project by submitting a proposal to the Alumni Relations Director.

3. Activities and Publicity

- a. Chapters should sponsor diverse, high-quality programs to stimulate participation from all segments of the alumni population.
- b. Chapters should submit drafts of alumni publicity and all alumni mailings to the Alumni Relations office for approval and mailing.