

# ESTABLISHING AN ALUMNI GROUP

## How to Get Started

1. Contact CAAA: Email [alumni@ucdavis.edu](mailto:alumni@ucdavis.edu) to request information on the right staff liaison or visit [www.alumni.ucdavis.edu](http://www.alumni.ucdavis.edu) to find the appropriate contact person.
2. Volunteer to lead: Agree to serve as the volunteer leader for the group and as the public contact for the chapter or network.
3. Research: CAAA's staff will research the group's viability by searching the alumni database to determine the number of alumni in the region or with the specified affinity. New groups require the following minimum requirements:
  - At least 700 Alumni within a 50 miles radius
  - Valid email addresses for at least 500 alumni in that region
4. Launch: If these requirements are met, we will help you develop a "launch" event to engage and reconnect with other interested alumni.

## Requirements to serve as a Leader for a Chapter or Network

- Must be a current active and dues paying CAAA member.
- Commit to host/lead 2-3 events per year for a Network and 4 events minimum for a Chapter. Generally this entails 1-2 hours a week in the month leading up to the event.
- Agree to serve as a public contact for the chapter or network. Volunteers provide contact information that is published on our website and occasionally in chapter/network materials.
- Be present and active on social media websites (Facebook, LinkedIn) to support the newly established group.

CAAA recognizes that our volunteers have many demands on their time; as such, we will never ask a volunteer to give any more time than they are comfortable with. Staff work to support volunteers in ways that reduce the burden for those giving their time.

## Chapter vs. Network

### **Chapters**

A chapter is a formally registered group of alumni. Each chapter has a mission, a leadership committee and a set of by-laws. A chapter's purpose is to bring alumni together to connect with each other and reconnect with the University. There are no fees to become a chapter, but there is an annual registration process that coincides with the start of each fiscal year. Annual registration requires that the

leadership committee submit a roster of officers, a calendar of events for the year and a budget for each event. Chapters are required to hold at least one educational, one social and one service event per year. Support for admissions events are requested as opportunities arise.

Because of their organization, chapters have the ability to operate autonomously. Within the parameters set forth by CAAA's by-laws, chapters are able to open and manage their own bank accounts and take a larger role in their choice of programming. Large-scale decisions (budgeting, e-mail invitations, etc.) still run through CAAA. A few established groups opt for the chapter approach because of the autonomy that it affords. Networks with large and/or active alumni populations can transition to the chapter format.

## **Network**

A network is a group of alumni that come together to engage with other UC Davis alumni and reconnect with the university. Like chapters, networks are organized around a region or common interest allowing alumni to meet in settings as varied as happy hour socials, networking nights, and community service events. Support for Admissions events are requested as opportunities arise.

Networks are appropriate for new alumni groups because they are neither required to submit annual registration documents, nor to have an organized leadership structure. Additionally, a network's programming calendar is organized in conjunction with a CAAA staff member.

New groups opt for this network approach because it allows them to focus their energies on organizing and starting a group instead of fulfilling the obligations and paperwork associated with the chapter model. Networks allow alumni volunteers to spend more of their energy creatively, driving programming through their ideas and insights. Volunteers can request to establish a network for newer, smaller or less active groups of alumni.

## **Regional Representatives**

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A regional representative is a role for an individual to support and promote UC Davis in an area where the number of alumni does not meet the criteria stated above for a network. Representatives may also serve in a region with a network, but the representative lives in another area of the state. *Example – There is an Arizona Network based in the Phoenix area, and there are representatives in Yuma.* Representatives may assist in planning events, representing UC Davis at Admissions events, or serving as a host for an event with visiting faculty or staff. They can be listed on the Alumni Associations Website, and help manage the Facebook or LinkedIn group if applicable and at the discretion of the CAAA staff liaison. The only protocol is that a representative must be a current active and dues paying CAAA member by their second year in the role.