Alumnae Groups Handbook

Stephens College Alumnae Association
<table>
<thead>
<tr>
<th>Section</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>About the Alumnae Association</td>
</tr>
<tr>
<td><strong>Program Overview</strong></td>
<td>Alumnae Group Program</td>
</tr>
<tr>
<td></td>
<td>Categories – Clubs and Networks</td>
</tr>
<tr>
<td></td>
<td>Where to Start</td>
</tr>
<tr>
<td><strong>Just for Clubs</strong></td>
<td>The Annual Report</td>
</tr>
<tr>
<td></td>
<td>Setting up a checking account</td>
</tr>
<tr>
<td></td>
<td>Sample by-laws</td>
</tr>
<tr>
<td></td>
<td>Suggested Officer Structure</td>
</tr>
<tr>
<td></td>
<td>Officer succession best practices</td>
</tr>
<tr>
<td></td>
<td>Financial management</td>
</tr>
<tr>
<td></td>
<td>Ten Ideals Recognition Program</td>
</tr>
<tr>
<td><strong>Appendix</strong></td>
<td>Annual Report</td>
</tr>
<tr>
<td></td>
<td>Event Report Form</td>
</tr>
<tr>
<td></td>
<td>Request a List Form</td>
</tr>
</tbody>
</table>
Introduction - Welcome to the Alumnae Groups Program!

The Alumnae Groups Program, brought to you by the Stephens College Alumnae Association, offers alumnae the opportunity to stay involved with and connected to the College, current students, and fellow alumnae.

By volunteering time, energy, and talent in this program, you have joined a group of alumnae leaders who are committed to supporting Stephens College and connecting alumnae with each other. You and the Alumnae Groups Program are essential to the Stephens College Alumnae Association’s central mission to support and serve the College. Wherever your group places itself in our two-category system (Clubs and Networks), the work you and your group’s members do is truly invaluable. We cannot thank you enough!

The Stephens College Office of Institutional Advancement and Initiatives is committed to supporting you to create vibrant organizations. We look forward to your successes!

Thank You!

- The Office of Institutional Advancement and Initiatives

Annie Bastida
Advancement Associate
573-876-7173 | abastida@stephens.edu
The Stephens College Alumnae Association (SCAA) strives to empower alumnae through lifelong connections to Stephens College. Our association proudly consists of over 25,000 Stephens College alumnae from across the country and around the world.

It is the responsibility of the Alumnae Association to:

- Create a sense of community through the formation and support of meaningful programming
- Provide opportunities for networking and encourage public relations activities to promote the College
- Increase the number of alumnae who will work on behalf of the College by providing meaningful volunteer opportunities.
- Offer meaningful volunteer opportunities
- Establish and maintain awareness on regarding the needs of the College for financial support.

The Stephens College Alumnae Association offers an array of programs for alumnae and future alumnae – all to deepen their connection to Stephens College.

Here’s just a sample of our programs and activities:

- Alumnae Groups Program
- Class Presidents Program
- Celebrate Stephens Reunion Weekend
- Alumnae Awards Program
- Alumnae Volunteer Leaders Weekend

Start connecting with Stephens College today!

- Visit our website to update your contact information
- Attend Celebrate Stephens reunion weekend
- Explore the career services available for alumnae
- Discuss a variety of topics, connect with alumnae and more on the Alumnae Bulletin Board
- Have questions, concerns or comments? Don’t hesitate to contact our office at (573) 876-7173 or email alumnae@stephens.edu
The SCAA Alumnae Groups Program provides a grassroots mechanism for Stephens alumnae to form their own communities and organizations in order to reach and engage their constituencies. Alumnae Groups fall into two categories: Clubs and Networks.

The Alumnae Groups Program creates a far-reaching coordination of support, which helps the SCAA effort to engage all Stephens College alumnae. Here’s how:

1. **More Opportunities to Connect**
   Through alumnae groups, thousands of alumnae are engaged with Stephens College nationwide. Because of limited resources, SCAA cannot support a wide-range of events and programs nationwide. Alumnae group volunteers fill the gap by providing field leadership in alumnae communities, organizing events, raising money, welcoming new students, and offering many other activities to support Stephens College.

2. **Relevant Programming**
   Because our alumnae groups are interested in connecting their constituency with campus, SCAA facilitates the connection between alumnae groups and various campus units. The SCAA works to bring whatever is most important or most memorable about your time at Stephens to your group!

3. **Let’s you know what is going on**
   The broad and diverse reach of our alumnae groups provides SCAA with a grassroots communications channel. Likewise, SCAA provides vehicles for alumnae groups to promote their activities and voice their feedback about Stephens College and the Stephens College Alumnae Association.

**Key Goals of the Alumnae Groups Program**

1. Assess all current alumnae groups – understanding how they work, what they need, and providing best practices to groups needing direction.
2. Measure success of our groups and the overall program.
3. Improve communication between the alumnae group members and Stephens College.
4. Expand promotion of the Alumnae Groups Program among alumnae groups, the broad alumnae community, and campus.
5. Increase alumnae participation among groups, Celebrate Stephens Reunion Weekend, and other future programming.
Program Overview - **Categories - Clubs and Networks**

Throughout the country, Clubs and Networks welcome alumnae from all graduating classes.

**Clubs**

A Club is a formally registered group. Each Club has a mission, a leadership committee, and a set of by-laws. Alumnae Clubs are chartered affiliate organizations that operate under the nonprofit status of the Stephens College Alumnae Association.

The purpose of a Club is to bring alumnae together, to reconnect with the college and with each other. There are no fees to become a Club. However, there is an annual registration process.

Clubs receive more support from the College. Alumnae Association Board Regional Director serve as liaisons to provide additional support. Within the parameters set forth by the Alumnae Association by-laws, Clubs are able to open and manage their own bank accounts and use the Stephens College tax ID.

**Benefits of being a Club:**

- Staff support to provide accurate contact information throughout the year (“Request a List” available online)
- One event mailing per year – Stephens College will assist with the design and all aspects of mailing one invitation, newsletter, etc. on your behalf.
- One event box – take your pick of Stephens memorabilia that you can have for your events.
- Social media assistance – want a Facebook page or group? Not sure how to get started? We’ll help you set up and advise you on social media.
- Club checking account and Stephens College nonprofit tax ID usage
- Participation in the Ten Ideas Recognition Program – includes the opportunity to bring senior staff member to an event/program!

**Requirements of Club status:**

- Submit an annual report: *(example in Appendix)*
  - Roster of officers and members with current contact info
  - By-laws (assistance is available)
  - Event(s) report
  - Financial report

**Network**

A Network is a collection of alumnae who come together to engage with other Stephens College alumnae and reconnect with the College. Like Clubs, Networks are organized around a geographic region and the common interests of the group, allowing alumnae to meet in a variety of social settings.

As a less formal alternative to the Club model, Networks are not required to submit annual registration documents or to have an organized leadership structure. This allows alumnae volunteers to spend their energy creatively, focusing on programming without having to submit the paperwork. However, these groups are not considered non-profits and do not receive as much support from the college as a Club.

**Benefits of being a Network:**

- Annual list of area alumnae in your area
- AAB Regional Director liaison to provide resources
- Great for newer, smaller or less active groups of alumnae
Starting a new Club/Network or registering a current group is easy!

1. First, fill out our alumnae group form online: https://www.stephens.edu/career-alumnae/for-alumnae/alumnae-association/clubs-and-networks/register-a-group/start-alumnae-group/

   The form includes basic contact information, what type of group you’d like to start or register, other alumnae are interested in starting/registering the group with you, and your primary goal(s) for the group.

2. Someone from the Office of Institutional Advancement and Initiatives will contact you within 5-7 business days after submitting your request.

3. If you did not have other alumnae interested in starting/registering the group with you, your next step will be to recruit at least three others to assist in the formation of the group. The Office of Institutional Advancement and Initiatives can assist you with connecting to other alumnae in your area.

4. If you did have other alumnae interested in starting/registering the group with you, the Advancement and Initiatives will assist you with finalizing your registration, connecting you to resources, and giving you a list of area alumnae for you to connect with.

If you have additional follow up questions or need assistance with the form, please call us at 573-876-7173 or email at alumnae@stephens.edu.

Establishing an Alumnae Group - Strategies for Success

1. Start early
   Coordinating resources among volunteers and College staff takes time. Begin planning early to maximize all available opportunities.

2. Communicate
   Our staff want to help you succeed. Bring questions and ideas to staff and other volunteers for feedback. We recognize that you have other obligations. Accordingly, we hesitate to make unnecessary demands on your time. By speaking with a staff person well in advance, we can find ways to work efficiently to support you in your volunteer efforts while ensuring that we meet appropriate deadlines.

3. Reach out
   Volunteer leaders have access to the Alumnae Bulletin Board for sharing ideas, tips, and experiences. Find and talk to other volunteer leaders to see what has worked, what is being planned and what to avoid.

4. Have fun
   Planning events takes time and effort, but volunteering should be rewarding and fun. Our staff will help ease the burden of planning an event. Make sure you take the time to enjoy yourself and the company of your fellow alumnae.

5. Budget enough time and start small
   Alumnae have the best of intentions when starting a group, but can easily find themselves overwhelmed. Remember that every little bit makes a BIG difference to the College. Talk to our staff members and other volunteers to see how much time planning an event will take. Groups take time to develop and grow; don’t try to do everything all at once.
Just for Clubs - The Annual Report

Why?
The annual report is here to help you – and the College! Although it may seem like a cumbersome task, the goal for the annual report is to track progress so we can celebrate your achievements and anticipate future needs. With the annual report, we are able to keep track of who is actively involved with your Club, assist in promoting your special events, and help you manage the Club finances in the best possible way.

What is it?
The annual report includes:

1. Roster of officers and members with current contact information
   The list of officers and members is very important to the College because it provides us with current contact information. We need to know who the main point of contact is for Clubs so that we can refer our recent graduates and you can build your membership!

2. An up-to-date copy of Club by-laws
   The college can assist with the creation of by-laws (see Sample by-laws in this handbook) and is happy to answer any questions you may have. We are requesting that you have a set of by-laws to help protect all your members and officers. It’s important for all organizations to have policies and by-laws that provide structure to our alumnae Clubs.

3. Financial report of the Club
   Since Clubs have access to the Stephens College nonprofit tax ID number, we need to request a financial report from our Clubs. This also helps protect the members who are signatories on the account.

4. Alumnae Event Reports
   These reports can be submitted any time throughout the year and include basic information about your events. Having this information is important so that we can keep track of your successes and use that information to provide even more resources to your Club!

How?
You will submit your annual report online (INSERT LINK HERE).
The process should be an easy, step-by-step process. But if you have questions or concerns at any point in time, please contact our office. We’re happy to help walk you through the process, especially if it’s your first time filling it out.

When?
Please have your annual report filled out and submitted to our office no later than December 31st.

To see an example of the Annual Report, please refer to Appendix in this handbook.
Just for Clubs - Sample by-laws
A sample set of bylaws is presented here. These may be modified to suit your needs.

Article I. Name
The name of this organization shall be “the Stephens College Alumnae Club of ____________”

Article II. Purpose
The purpose of this organization shall be to promote the interest of Stephens College and its mission, and to bring members into closer contact with the College and with each other.

Article III. Membership
All members of the Stephens College Alumnae Association are eligible members of this Club.

Article IV. Officers and Their Election
Section 1: The officers of the club shall consist of a president, vice president, a secretary and a treasurer, to be elected by the club for INSERT TERM LIMITS. (The office of President, Vice President and Treasurer may be XX-year posts)
   a. Single or multiple slates may be used.
   b. It is suggested that half the slate of officers be elected each year.
   c. Additional officers may be elected when deemed necessary for effective club functioning.

Section 2: Officers shall be elected before January 1 to ensure that the new President is in contact with Stephens College prior to the start of a new annual report cycle. If officers are changed at any time during the year, the President shall notify the Alumnae Programs Office as soon as possible.

Section 3: Duties of the officers shall be consistent with those usually pertaining to these positions.

Article V. Voting
A majority of officers constitutes of quorum. Passage of a motion requires a simple majority.

Article VI. Meetings
There shall be a specified number of meetings each year scheduled by the executive committee.

Article VII. Dues (OPTIONAL)
The annual dues of active members shall be set by the Club from a recommendation from the Club Officers. (Dues vary according to the size of the club. The range is generally $5.00 to $30.00 annually.)

Article VIII. Amendments
These bylaws may be amended at any meeting of the club by a two-thirds vote of the members present provided the proposed amendments have been submitted by the executive committee in writing and read at a previous meeting of the club. The notices of both meeting shall inform the member of the club that amendments are to be considered.
Just for Clubs - Suggested Officer Structure

Because Clubs vary in size and activities, the formal structure of leadership also varies. All Clubs should have at least a president, secretary and treasurer. Although terms of office are set by individual Clubs, two- to three-year terms seem to work best. These terms should be staggered to provide continuity on the board. Officers should be elected by December 31. Whenever new officers are selected, notice should be sent to the Alumnae Association so we can update our records and website with the correct information.

**President/Co-Presidents**
- Determine overall direction of the club
- Call and preside at meetings
- Appoint specific committees (nominating, young alumnae, public relations)
- Maintain records of club activities and file the annual report each December
- Keep informed about the College
- Thank and nurture volunteers

**Vice President**
- Assist the president
- Carry out specific duties as assigned (social chair, benefit chair, membership chair, young alumnae representative, career development representative, publicity chair, webmistress)
- Take the lead in planning annual club programs

**Secretary**
- Write and keep a file of minutes of all meetings
- Distribute minutes to board members (by mail, email)
- Maintain current membership list
- Notify board members of meetings (by telephone, mail or email)
- Notify Alumnae Association of address changes

**Treasurer**
- Maintain appropriate bank account in the club’s name
- Receive and keep accurate records of all incoming money (dues, gifts, fundraising)
- Pay all club bills and keep accurate records of all expenses
- Ensure that the club complies with laws relating to fundraising and taxes; file necessary forms
- Report on finances at meetings
- Keep a file with bank account numbers, bank statements, copies of tax forms and exemption certificates, bulk mail permit (if any)
- File an Annual Finance Report to the Alumnae Association in December of each year

Additional positions your group may consider adding:

**Webmistress**
- Update and maintain the club website and/or Facebook group or page

**Young Alumnae Representative**
- Work with the club president to establish a set of program activities geared to alumnae 10 years out and younger

**Career Development Representative**
- Work with the club officers to determine career programming interests of the club and provides career-related programming

**Program Chair**
- Plan the year’s calendar of events for the club in cooperation with designated officer(s) and submit that calendar for the Alumnae Association

**Membership Chair**
- Maintain accurate records of club membership and current contact information

**Newsletter Editor**
- Create print and e-newsletters publicizing club activities

*If you choose to set up your leadership structure differently, just let our office know. We’ll work with you to ensure that we have everything we need and you have a leadership structure that works best for your group!*
To keep an active Alumnae Club healthy, members of the group need to transition into and out of leadership roles—this prevents leader burnout and the stagnation of events, ideas, and programs.

Remember that while many traditions should be maintained, some change is necessary to keep the group vibrant and interesting to new and current members alike. Remember, too, that all leaders need good support, both from other leaders and from the group’s membership, to continue a successful organization.

**Helpful Tips**

- Hold elections at the same time every year. Do not allow one person to stay in their position year after year without a vote of the membership.
- Have a plan for transition: An outgoing leader may wish to mentor an incoming leader through a portion of her term in a leadership role.
- Elect a President Elect, making clear who the next President will be.
- Set term limits: we recommend two- to three-year terms for all officers; these needn’t all be on the same cycle; some of the officers could transition each year.
- Delegate major event and program planning to members of the Group (consider non-officers and new members) with the idea that they will go on to become leaders/officers.
- You may also consider former officers as people to whom you may delegate tasks.
- Define your officer structure, volunteer job descriptions, term limits, and succession in your Club bylaws.

**Other Suggestions to Promote Success**

- Use committees; delegate work.
- Encourage members to be involved in organizing or volunteering for programs and events.
- Periodically survey the interests, skills and resources of your membership. Know whom to turn to for help.
- Host an event with members to talk about new ideas.
- Create evaluations for your events to gauge their success.
- Focus your efforts on programs that are sustainable through leadership transition.
Usage of Stephens College Nonprofit Tax ID
Stephens College Tax ID may be used for the following purposes:
- To open a bank account for the alumnae Club to pay a discounted, nonprofit rate.
- To provide to vendors in order to receive a discounted, nonprofit rate.

Bank Account Options

No bank account
An alumnae Club can choose not to collect membership dues or event monies and simply run no-cost events and programs.

Bank account under the Alumnae Club name using Stephens College tax ID
An alumnae Club can use the Stephens College nonprofit tax ID in order to open a less expensive bank account. SCAA requires there to be 2 active group officers listed as signatories on the account. Please speak with the prospective bank to obtain a list of the necessary documents required to open a bank account. Providing this list to the alumnae programs staff will speed up the process and save you trips to the bank.

Become a separate nonprofit organization
Alumnae Clubs have the option to be a separate nonprofit organization. You will use your tax ID to open your bank account. Stephens College tax ID may not be used for any reason. The College cannot provide advice on starting your own nonprofit organization.

These ways are NOT recommended:

Bank account under an individual’s name using the individual’s social security number
The individual would have to report all group revenue and expenses on their personal IRS tax return.

Bank account under the Alumnae Club name using an individual’s social security number
Similar to a bank account in an individual’s name, the individual would have to report all group revenue and expenses on their personal IRS tax return.

SCAA manages your funds
Logistically, we are unable to provide this service. If your alumnae group dissolves or is de-chartered, we will hold on to your funds until the alumnae group reforms itself and then reissue the monies.
Just for Clubs – Ten Ideals Recognition Program

The Ten Ideals Club Recognition Program strives to connect Stephens Alumnae Clubs and members with the College through activities of service based on the Ten Ideals. Since participation in the program is voluntary, Clubs may choose each year whether to participate. Recognitions are based on annual accomplishments (January through December) and will be announced at Reunion the year following achievement.

Levels of Recognition:

Four-Fold Club (4 of the 10 categories of participation completed)
- One additional mailing per year
- One additional event box
- One complimentary Reunion registration for a Club member

Stephens Star Club (7 of the 10 categories of participation completed)
- Two additional mailings per year
- Two additional event boxes
- Two complimentary Reunion registrations for Club members

Ten Ideals Club (all 10 categories of participation completed)
- Three mailings per year
- Three additional event boxes
- Three complimentary Reunion registrations for Club members
- Website created and maintained by the College (or a link to Club website)
- Fly a senior staff member (VP, President, Dean, etc.) to an event/program subject to availability

CATEGORIES OF PARTICIPATION

Clubs that choose to participate in this program must complete at least four of the listed activities of service. Clubs that complete the requirements are designated a Four-Fold Club (4 activities), Stephens Star Club (7 activities), or a Ten Ideals Club (all 10 activities).

RESPECT - Refer three prospective students to Stephens

CREATIVITY - Host a social event in your area OR host a fundraising event in your area

SUPPORT - Give a Club donation during the current year OR award a Club scholarship using local funds

INDEPENDENCE - Host a career networking event in your area OR another program from the Center for Career and Professional Development

LEADERSHIP - Host a Club strategic planning session with a Stephens AAB member OR add a new member to your roster

RESPONSIBILITY – Plan and host three events per year and submit the proper event reports for those events

BELIEF - Nominate a deserving alumna for the Alumnae Achievement Award OR Alumnae Service Award OR Alumnae Association Board

INTELLIGENCE - Have one or more members participate in either AAB Leadership Conference OR Volunteer Leaders Weekend.

COURAGE – Participate in an alumnae-student engagement program OR a community service project in your Club’s name

SENSITIVITY - Provide alumnae support to the current Stephens students from your area

For more information about the Ten Ideals Recognition Program or to see examples of events, please refer to the Events 101 Handbook on the alumnae page of the Stephens College website.
Appendix – Sample Annual Report

The following documents are part of your 2015 Annual Report. You may submit them with this form (preferred) or separately. Please indicate below if documents will be submitted hard copy or electronically. Make a copy of your documents for your files. The 2015 Annual Report covers the period of January 1, 2015 to December 31, 2015.

Please understand that if you choose to print out this form and submit a hard copy for any portion of your annual report, it must be postmarked prior to December 31st in order to remain in good standing.

Section I. Membership Roster * Submit Electronically Submit Hard Copy
Section II. Alumnae Group Bylaws * Submit Electronically Submit Hard Copy N/A
Section III. Finance Report * Submit Electronically Submit Hard Copy
Section IV. Other information * Submit Electronically Submit Hard Copy

I confirm that this information is complete and accurate to the best of my knowledge.

Alumnae Club Name

________________________________________________________
First Name, Last Name (Printed) Signature (typed signature is accepted for those submitting electronically)

Section I. Membership Roster

SCAA must code your alumnae group members into the College’s alumnae database. This helps us track who is involved in your Club as well as keep the most up-to-date contact information readily available.

*Please upload your membership roster to SCAA (Excel format preferred). The following fields are required.

- First Name
- Maiden Name
- Last Name
- Email Address
- Full Address (street, city, state, zip)
- Phone Number – please specify home, business, or cell

In addition: Please indicate any members of your leadership team as well.

Section II. Alumnae Group Bylaws

* Please submit your current group’s bylaws – Word or PDF format may be uploaded below.

Please note: If they are the same as last year’s, you do not need to resubmit, but please check the appropriate box below. If your group wishes to create bylaws, please reference your Alumnae Groups Program handbook.

- We are submitting our current bylaws. (include upload option here)
- Our current bylaws are the same as the ones from last year.
- We need assistance with our bylaws.
Section III. Finance Report

*Please mark AT LEAST one or more of the boxes below:

- Our Alumnae Club does not do anything financially. We have no bank account.
- Our Alumnae Club has our own bank account under the Group’s name only. Provide information below.
- Our Alumnae Club has our own bank account under the Club’s name, using the SCAA’s tax ID. Provide information below.
- Our Alumnae Club is a separate 501(c)(3) nonprofit. Our tax ID number is: ____________________________
- Other banking arrangements (please describe): ___________________________________________________

Bank Account Information:

<table>
<thead>
<tr>
<th>Bank Name and Branch</th>
<th>Checking Account</th>
<th>Savings Account</th>
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<tbody>
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<td></td>
</tr>
<tr>
<td>Account Name</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Account #</td>
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<td></td>
</tr>
<tr>
<td>Name(s) of Signatories</td>
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INCOME AND EXPENSE STATEMENT *(You may upload and submit your own expense statement so long as all of the bolded information is included.)*

*Select one or the other:*

**Fill out the SCAA Income/Expense statement** *(when selected the following information is made available)*

January 1, 2015 to December 31, 2015

<table>
<thead>
<tr>
<th>Checking Starting Balance:</th>
<th>$______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Starting Balance:</td>
<td>$______________________</td>
</tr>
<tr>
<td>Other (please specify):</td>
<td>$______________________</td>
</tr>
<tr>
<td><strong>Total Beginning Balance:</strong></td>
<td>$______________________</td>
</tr>
</tbody>
</table>

**INCOME**

- Membership Dues: $______________________
- Donations: $______________________
- Event/Program Revenues: $______________________
- Fundraising/Scholarship Revenues: $______________________
- Other (please specify): $______________________
- **TOTAL INCOME:** $______________________

**EXPENSES**

- Operating/Administrative Expenses: $______________________
- Website expenditures: $______________________
- Events/Programs expenditures: $______________________
- Fundraising expenditures: $______________________
- Group Contributions to Scholarships: $______________________
- Other (please specify): $______________________
- **TOTAL EXPENSES:** $______________________

**CLOSING BALANCE:** $______________________
Upload our own financial documentation: (when selected the insert upload option becomes available)

Section IV. Other information

* Number of event(s) held this year: _____

* Did you request an event box this year?
  - Yes
  - No

* Did you use your one mailing from the College this year?
  - Yes, what did you mail? ______________
  - No

* Does the club want to be considered active or inactive for the upcoming year?
  - Active
  - Inactive (May we will still list you as an area contact?)
    - Yes
    - No

* Do you require dues? If so, how much?
  - Yes, $_________
  - No

* How often does the group meet each year?
  - Once
  - 2-3 times
  - More than 3 times

* Do you use the Internet as a club communication tool?
  - Yes
  - No

* Which of the following Internet options do you use?
  - Website built and hosted by your club
  - Facebook group
  - Facebook page
  - Club email
  - Twitter
  - We don’t use the internet

Share with us any links to your Club online:

Why doesn’t your club use the Internet as a communication tool?

What worked well this year?

What would you like to see the Club improve upon?

* What additional ways can the SCAA be of assistance to you?

Additional Comments:
**Appendix – Alumnae Event Report**

**Alumnae Event Report**

Please fill out the following form to submit your event report. These are important to help track valuable information for the College and for your Club!

We will hold on to this form each time you fill it out and include the information with your annual report. If you have additional follow up questions or need assistance with the form, please call **573-876-7173** or email **alumnae@stephens.edu**.

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Number of Attendees</th>
<th>Money Raised</th>
<th>Time of Year/Location</th>
<th>Other information you want to share</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Ex. Holiday Party and Auction</em></td>
<td>30</td>
<td>$250</td>
<td>Early December/ local alumna home</td>
<td>It worked well to have a silent auction during our holiday party this year. Next year need to get the list from SCAA sooner.</td>
</tr>
</tbody>
</table>

Next event here.

Next event here.

Next event here.
Appendix – Request a List Form

Clubs are able to request lists of alumnae from the SCAA at any time. Please be aware that we require at least 2 weeks’ notice for the processing and generating of alumnae lists. Please fill out the following form and our office will let you know we’ve received your request, ask for any additional clarification, and get to work on it for you.

Requestor’s Name: ____________________________

On behalf of which alumnae Club: ____________________________

Purpose of the list:
- Event list to send invitations
- Just wanted an up-to-date list
- Other: (please specify) ______________

Let us know what area you would like included in your list:
- State, please specify ______________
- Specific zip codes
  Please provide only the first three digits of the zip codes you would like included in your list:
  __________________________________________________
  __________________________________________________
  __________________________________________________

Any additional information you would like segmented or included:
(For example, I’d like a list of the entire state of NY as well as a separate list of recent graduates in NY.)
  __________________________________________________
  __________________________________________________
  __________________________________________________

Questions?
  __________________________________________________
  __________________________________________________
  __________________________________________________