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Shippensburg University welcomes and depends upon the participation, input from, and support of its alumni. The University strives to be a center of communication, activities and services for the 59,000 members of the Alumni Association. Alumni chapters, organized throughout the country are the result of a desire of alumni to maintain a link to their alma mater. Through this link, alumni are able to maintain and develop friendships with other alumni, share ties to the past, participate in the ongoing progress and life of the University and continue the life-long learning experience.

This handbook was developed by the Alumni Outreach Committee of the Shippensburg University Alumni Board of Directors. Its purpose is to aid and assist in the development of new alumni chapters associated with Shippensburg University as well as to support those chapters already in existence. For more information, e-mail alumni@ship.edu or call 717-477-1218.

Meet old friends, make new friends, and discover new opportunities!

Our alumni and alumni chapters are the backbone of the SU Alumni Association. Shippensburg University depends on its engaged alumni and dedicated alumni leaders to carry on its spirit.

Alumni chapters provide communication channels and programming to meet the needs of its members. By becoming involved in your local chapter, you will have an opportunity to connect with former classmates, form a professional network with fellow graduates, remain involved with the University, and have fun.

Community

By participating with a local alumni chapter, you remain connected to fellow alumni and facilitate the bonds that all SHIP alumni share. Chapters bring together alumni from different generations and varied fields, thus creating a sense of community.

Networking

As a participant in your chapter, you will have the opportunity to make new friends, business acquaintances, and personal contacts with other accomplished alumni. SHIP alumni are leaders in all areas and continued contact with each other will build friendships and partnerships that will benefit all involved.

Forming a Chapter

Organizing an alumni chapter can be a fun and rewarding experience! It's a great way to stay connected to Shippensburg University; give back to your local community; develop a network of fellow alumni in your area; and support the Alumni Association. The University Relations Office is pleased to offer assistance to alumni interested in starting an alumni chapter.

In order to help you start an alumni chapter, we've outlined some simple steps to organizing a chapter in your area. Leading a chapter can be one of the most rewarding volunteer experiences you have as a graduate. It's a great way to stay connected to fellow alumni, and a rewarding opportunity to serve your alma mater! Throughout the process, our staff will assist you and fellow volunteers in starting the new alumni chapter.

Chapter Toolbox

Step 1: How many SHIP alumni live in my area?

Step 2: Contact fellow alumni.

Step 3: Organize a chapter meeting.

Step 4: Funding chapter events.

Step 5: Host a local chapter event.

Step 6: Actively recruit new volunteers.

How Many Alumni Live in My Area? Step 1 of 6

All graduates are automatically members of the Alumni Association upon graduation. The first question to ask is, are there enough Alumni Association members in your area to support a chapter? We can assist you in answering this question, and identifying other Association members (potential volunteers) who live in your part of the world. If there are enough alumni in your area to support an active alumni chapter, our staff can assist you with contacting these individuals to start an official group.

Contact Fellow Alumni Step 2 of 6

We will assist you in developing a mailing to gauge alumni interest in organizing an alumni chapter. The University Relations Office will coordinate and send the mailing. A follow-up e-mail will also be sent to alumni.

Organize Initial Chapter Meeting Step 3 of 6

An initial meeting of potential alumni volunteers should be held. This meeting will serve as an opportunity for alumni to meet one another; generate ideas for future chapter activities; solicit additional volunteers to help with specific chapter sponsored events or projects; and in general provide a sense of overall direction for the new chapter. These should be the primary goals of the meeting.

Most chapter meetings are held at a convenient location (a popular restaurant with private meeting space, conference room in an office building, or in some cases the home of the local organizer). Although the event should be a fun gathering, it also needs to be well organized to maximize time and take into account everyone's busy schedules. Be sure there is a clear agenda planned for the initial meeting – this will help everyone understand what is needed from potential volunteers, and where the new alumni chapter is headed in the future.

Funding Chapter Events Step 4 of 6

Events hosted by the chapter should be budgeted so that it is not too costly for alumni to participate and should essentially 'break even' in cost. Many alumni activities may be sponsored by one or more individuals or a company to offset the cost for an alum to participate. Take advantage of group discounts. The University Relations Office has limited resources to offset expenses.

Host a Local Chapter Event Step 5 of 6

Now you are ready to launch some fun events and activities for alumni in your area. With a little thought, the chapter can host a number of different kinds of programs each year. When creating a chapter event, be sure to utilize the unique surroundings you have in your local community, or work with fellow alumni volunteers to utilize their local business connections and network of friends. Remember – variety is the spice of life – and chapter events should reflect the large variety of alumni interests and tastes in your area.

Actively Recruit New Volunteers! Step 6 of 6

Even though most alumni chapters have strong leadership, all chapters should continually seek additional volunteers to help with their next activity or project. Telephone calls or e-mail communications are an excellent way for chapters to share their need for more volunteers, and more importantly, identify others who wish to get involved. Also, it's important that current chapter volunteers regularly recruit new volunteers (to replace them as they retire from leadership positions). Remember, volunteers are the lifeblood of the chapter, and a personal touch can make a big difference!

*Alumni Chapters
Mission and Goals*

Alumni Chapters will be established where concentrations of alumni exist and where interest in supporting the Alumni Association and University has been expressed.

The purposes of the Alumni Chapters are:

To support efforts by the University to keep alumni informed on campus developments

To provide a venue for the exchange of ideas between alumni and the University

To provide ways for alumni to network and meet each other in their communities

To involve alumni in career development and job placement of students and graduates

To plan and host events that strengthen alumni ties to the University

To renew friendships developed at the University

To plan and provide informative and educational programs

To assist the University's recruitment and admissions program

To encourage participation in the Annual Fund and Capital Campaigns

Chapter Goal Setting

Each chapter should have a clearly defined set of measurable goals. These goals will allow chapters to gauge success and identify areas that could be developed in the future.

A few examples:

Goal: To assist in the connecting/reconnecting of Reading area alumni to SU.

Objectives:

Reading alumni chapter will host four events between January and December that includes at least one service related project.

Reading alumni chapter will engage 50 local alumni through participation in events between January and December.

Reading alumni chapter will engage 15 local alumni in an event who have never before participated.

The Office of University Relations should be involved in the establishment of goals. Their experience will help give the chapter direction for the future and also they can share goals and advice from other chapters. Having established goals will help to give the chapter direction for the coming year.

Goals are not as specific or measurable as objectives. For example, one of the goals of the Alumni Relations Committee of the Board of Trustees and of the Shippensburg University Alumni Board of Directors is to increase participation in alumni events. A specific objective is to increase participation by 5%. The Office of University Relations can keep the local chapters abreast of the goals of the SU Alumni Board of Directors and offer direction in meeting these goals.

Alumni Chapter Chairperson Job Description

Mission: To stimulate and reinforce a strong SU presence away from the campus by assisting and leading valued volunteers in creating programs which involve alumni, students, parents and friends of the University.

Purpose of the Position: To oversee and assume responsibility for the organization and implementation of chapter activities and events.

Special Qualifications:

- Ability to recruit and motivate other volunteers
- Recognized leadership, organizational and social skills
- Ability to plan ahead and deal with details

Overall Responsibilities:

- Attend Leadership Training Sessions offered by Shippensburg University
- Assume responsibility for planning meetings and follow-thru of programs and activities
- Maintain communications between the chapter and the University Relations Office

Term of Office: Generally the term of office will be one to two years.

The University Relations Office will provide support and assistance to the Chair through:

- Aid in the development of programs
- Assistance and participation in planning meetings when available
- Information on area alumni, including address changes and new alumni in the area
- Support services including printing, mailings, and supplies

Alumni Chapter Event Coordinator Description

Mission: To stimulate and reinforce a strong SU presence away from the campus by assisting with off campus programs which involve alumni, students, parents and friends of the University.

Purpose of the Position: To assist the chapter by organizing, overseeing and implementing events and activities for the chapter.

Special Qualifications:

- Ability to plan and execute details
- Recognized organizational and social skills
- Strong communication skills

Overall Responsibilities:

- Organize events, considering budget, reservation and attendance goals
- Maintain communication with chair and office on event planning and progress
- Provide a short report of event and list of attendees
- Make recommendations for future programs and events

The University Relations Office will provide support and assistance through:

- Aid where needed in planning the event
- Handle mailing of invitations and RSVP's
- Send a University Relations Office or University representative to the events when possible

Planning Meetings

Alumni Chapters should hold regular planning meetings to share information and opportunities for program development. The number of planning meetings varies with the size of the chapter and the participation of its members. Well structured planning meetings should be scheduled in advance and should follow an agreed upon agenda. At least once per year, a representative from the University Relations Office will meet with the alumni chapter planning committee to set goals and schedule events for the year.

An example of an agenda may be:

1. Introductions (if new alumni are attending)
2. Review of past events hosted by the chapter/in the chapter area.
3. Activities to be scheduled.
4. Ideas for the future
5. Next meeting date/time frame.

Meetings may also take the form of conference calls which may be arranged through the University Relations office. Additionally, the planning committees are encouraged to correspond through the use of e-mail conversations and the use of on-line collaborative tools that include social media and skype.

General Considerations in Planning Meetings/Events

Dates: It is a good idea to start chapter activity off with an inexpensive outing that encourages attendance. “SHIP Alumni Social” events help build local area identity and tie alumni into a local network. To avoid conflict, always schedule events on dates that do not conflict with religious holidays and check the calendar for conflicts with already scheduled events and Luhrs Center events.

Location: Select a place that is centrally located, easy to reach, has ample parking and in itself might be an attraction. Make sure the facility is adequate for the group and there is sufficient privacy. *It is University policy that alumni meetings cannot be held in any facility which may limit access or deny membership or admittance for reasons of race, sex, or which might prove embarrassing to any member of the University family.*

Time: Set the time of the meeting to take into account the age demographics of the group, as well as the local traffic and commuter conditions.

Invitations: Include spouses and children when possible, as well as parents of current undergraduates and current seniors if appropriate. Allow at least 12 weeks advance planning time to permit the office staff to prepare and mail appropriate invitations.

Publicity: Invitations should be mailed 7 to 8 weeks in advance; third class mail is always used to take advantage of the bulk mail pricing and it takes several weeks to process. A shorter time frame may be used if sending the bulk of your invitations via e-mail and social media. If possible, promote the event in the local newspaper under Community News, radio, and cable stations. The University Relations Office will feature your event in the calendar of events on the Alumni Web Page, as well as in the SU Magazine if details are available before publication.

Receiving Participants: Plan to have a registration table near the door to welcome and sign in people quickly. The University Relations Office will provide name tags, address change forms, an SU banner, complimentary give-away items, and door prizes when appropriate.

Cost: Make every attempt to keep the cost of the event reasonable. Costs that appear too high will limit participation. Events should be charged to “break-even”, unless the event is wholly or partially sponsored to reduce the cost to the attendees.

Tips for Effective Meetings

Successful meetings lead to more productive chapters. The following suggestions will be helpful to lead and participate in more successful meetings.

1. Distribute a written agenda at least a week before the scheduled meeting. Email to chapter members so they can prepare for the meeting.
2. Keep order throughout the meeting. Keep the conversation on task.
3. Finish one item of business before moving to the next item.
4. Keep it simple. Stay away from plans that can overwhelm.
5. The chapter leader should be prepared. Understand new materials and programs and present them in a simplified manner.
6. Make sure the meeting place is conducive to running an effective and efficient meeting.
7. Be positive!
8. Show appreciation to all who have taken the time to participate in the meetings.
9. Have an established end time for the meeting – don't let it drag on.
10. Send reminders of meeting dates, time, and place several days in advance.
11. Keep minutes at each meeting and send out electronic minutes to remind members of their responsibilities. A copy of the minutes should be shared with the University Relations Office.

Evolution of an Event

The following is a summary of the steps generally necessary for holding a successful event:

- Select the type of event and format that will meet alumni interests. Contact the University Relations Office before finalizing event plans to avoid conflict dates and for additional suggestions on events. Sample events may be seminars, sporting events, luncheons, picnics and barbeques, happy hours/alumni socials, golf outings, SU presidential visits, SU faculty speakers, musical and theatre performances, community service projects, tailgating at SU games, bus trips, freshman welcomes, career panels, and much more. Be creative.
- Alumni scheduling events that require a signed contract should have the contract sent to the University Relations office. The office will sign the contract and mail back to the vendor.
- The University Relations office will pay for any necessary deposits needed to secure facilities or tickets. Requests should be forwarded to the office.
- Choose a centrally located site and confirm availability and costs. Use the SU Event Planner as a guideline when scheduling events. Make note of the contact person, deposit needed and when, when the number attending is due, balance due and date, as well as the cancellation policy.
- Price the event to cover costs, given a reasonable estimate of the expected attendance. Conferring with the University Relations Office is highly recommended.
- If you would like an SU administrator or professor to be involved, contact the University Relations Office to discuss options. A personal call to that individual from an alumnus carries the most weight and often brings acceptance. Always confirm the engagement in writing. The University Relations Office will underwrite the SU guest expenses.
- Alumni should receive invitations approximately 6 weeks before the event. Accordingly, information for the invitation should be sent to the University Relations Office twelve weeks ahead to allow for invitation printing and mailing. If you have ideas for invitation design, let the office know. Again, a shorter time frame may be permitted if the bulk of promoting the event is done thru e-mail and social media. RSVP's are returned to the University Relations Office.
- The chapter committee may follow-up with calls to local alumni to encourage attendance.

- Just prior to the event, all details should be confirmed. This includes contacting the speaker, verifying reservations, confirming food, and other setup items. The Office can assist with this.
- If an office representative is not attending they will provide you with the RSVP list, name tags, and goodies for everyone in advance of the event.
- Take pictures and forward them to the University Relations Office. Be sure to provide a write up of the event for publication purposes. This is an excellent way to promote your chapter activities.

Finally, be sure to formally thank all attendees with a thank you note.

Shippensburg University Alumni Event Planner:

Event: _____

Date: _____ **Time:** _____

CONTACTS

Address: _____

Contact Person: _____

Phone #: _____

Fax: _____

SU Event Planner _____

BILLING

Deposit Needed: \$ _____

Deposit Due: ____/____/____

completed: yes no

method of payment: _____

Balance Due: ____/____/____

Balance Needed: \$ _____

Count Due: ____/____/____

final count: _____

Minimum count needed _____

Refund Policy _____

COSTS

(Room Rental, Per Person food/beverage cost, Total Cost) – Show detail.

\$ _____

Gratuity %: _____

Tax %: _____

Total: \$ _____

Inform of Tax Exempt in PA – Need Tax Exempt

Form? *yes* *no*

MENU

Menu Items: _____

Cash Bar Available: *yes* *no*

Bartender Fee: *yes* *no*

Misc. Details _____

DETAILS

Facilities to accommodate a group?

Group rate available?

Private room available?

Payment Options?

Remember to confirm everything.

Room set-up.

Tips for Success

The mark of a successful alumni chapter is not how many events it holds, but whether it continually engages new alumni and keeps active alumni involved. Most often by satisfying alumni interests in social, intellectual, and cultural activities. Some tips for success include:

- Poll and monitor the interests of your members. Find out what type of events in your area are desired and are generally successful. Try a membership survey and include suggestions.
- Remember that interests of individuals vary according to age and family situations. Consider your target age group and circumstances.
- Invite and re-invite. While follow-up mailings may sometimes be available, telephone calls and e-mails prove to be very effective follow-up devices. Employ the use of social media sites to spread the word including your Facebook account, Facebook group pages and fan pages, and twitter.
- Choose an accessible and relatively inexpensive location. Always consider parking, provide maps and directions.
- Use name tags and give away items which will be provided by the office.
- Create a festive atmosphere with a Shippensburg University Alumni banner and other decorations.
- Make all attendees feel welcome by engaging them in conversation and introducing them to fellow alumni.

Working with Volunteers

Recruiting and retaining volunteers is necessary for an alumni group to be successful. It is the responsibility of the entire alumni group to seek out new volunteers and engage them with SU.

Identifying and Recruiting Volunteers

Look to friends, referrals and survey to recruit.
Find team players.
Look for people with diverse backgrounds and ages.
Don't assume people are too busy.
Don't be afraid to ask.
Be honest about the position, duties, opportunities and time require.

Working with Volunteers

Involve alumni volunteers in the chapter.
Allow for involvement with decision making.
Keep them informed.
Emphasize the importance of the work they do.
Train volunteers in all phases of the job.

What do Chapter Volunteers Do?

Identify and plan alumni events in their area.
Research potential locations and other planning logistics for events.
Make connections with area alumni inviting them to upcoming events.
Meet with other volunteers to plan future events and collect ways to promote the chapter.
Serve as a resource to alumni re-locating to their area.
Make connections with recent graduates, welcoming them into the chapter.
Serve as an official representative of the University at area events.

Photos and Articles

Take pictures and share information about what events/activities the chapter is hosting.

If you have a story idea, contact the Office of University Relations and provide as much information as possible. This information should include contact name along with daytime phone and/or email. If you are interested in publicizing a particular event, give the date, event name, location, purpose, type of event, speaker, topic, what makes this event special. Submit photos and a summary to the office.

When submitting an article, make sure to identify the purpose. What is it you wish to communicate? Remember your audience is fellow alums, faculty members, and friends of SU. Make sure the story includes the following qualities.

Information – be specific and accurate

Relevance – what is the reason for the story?

Context – make sure readers will understand the perspective of the story

Basics – use the five Ws – Who? What? Where? When? Why?

If you have a journalism, communications or public relations major in your chapter give them the responsibility to report and photograph the event.

Photos should be of top quality. Check with the Office of University Relations to see what is expected when submitting photographs of the event.

Photos and articles should be submitted to Lori Smith at lrsmit@ship.edu. Pictures and information may appear in a number of places such as the Shippensburg University Magazine, SU website, alumni website, Facebook page, an alumni activity brochure, etc. The local chapter might also keep a scrap book of activities.

Alumni Outreach Charter

Purpose

The purpose of this document is to describe the mission, membership, objectives, scope of work and collaborations for the Alumni Outreach Committee of the Shippensburg University Alumni Association (SUAA). The Alumni Outreach Committee was established to assist in the ongoing development of the alumni chapters and to oversee successful implementation of these chapters.

Committee Mission

The mission of the Alumni Outreach Committee is to continually increase alumni engagement and re-engagement. It is also important to increase and focus on Association visibility.

Membership

The Alumni Outreach Committee will consist of at least five (5) members led by Committee Co-chairs. At least three (3) members of the committee shall be members of the SUAA Board of Directors, all representing different chapters.

Committee Objectives

The Alumni Outreach Committee will strive:

1. To support efforts of the University to keep alumni informed.
2. To provide a venue for the exchange of ideas between alumni and the University.
3. To provide ways for alumni to network and meet each other in their communities.
4. To involve alumni in career development and mentoring of students and graduates.
5. To aid Alumni chapters in planning and hosting events to strengthen alumni ties.
6. To renew friendships developed at the University.
7. To encourage SUAA board members' participation in the annual fund and capital campaigns.

Scope of Work

The committee will present these ideas, concepts, and actions to the SUAA Board for evaluation, discussion, and approval by the Board to meet the above objectives.

1. Periodically review the calendar of events to ensure that the types of alumni activities being offered and their locations are diverse.
2. Provide overall guidance and direction for alumni chapters. A handbook will be provided for chapter planning members which will include helpful information and serve as a reference guide.
3. Provide ways for the chapters to interact with one another, including the planning of a leadership meeting for representatives of the individual chapters.
4. Priority will be placed on the expansion of the role of chapters to not only function as a way to bring together alumni for social/networking opportunities, but also involve them in community-building initiatives.

5. Currently focusing on the establishment of alumni chapters in the Harrisburg-Hagerstown Corridor.
6. Continuous re-evaluation of our focused efforts keeping budget in mind.

The alumni chapters will:

1. Identify and plan alumni events in geographic areas.
2. Research potential locations and the planning logistics for events.
3. Meet with other committee volunteers and alumni office staff to plan future events.
4. Serve as an official representative of Shippensburg University at area events.
5. The activities should be geared toward social, service, cultural and charitable events.

Committee Collaborations:

The Alumni Outreach Committee will have collaborations with all of the standing and Ad Hoc committees.

University Relations Office

Richard D. Rife Alumni House
1871 Old Main Dr., Shippensburg, PA 17257
Phone: 717-477-1218
Fax: 717-477-4071
E-mail: alumni@ship.edu

Tim Ebersole
Executive Director
tmeber@ship.edu

Identifies and coordinates alumni resources to support legislative and community relations.
Serves as the Executive Director for the SU Alumni Association Board of Directors.
Homecoming/Alumni Days Weekend:
Co-Manage activities associated with Homecoming & Alumni Days weekend

Lorie Davis
Assistant Director, Alumni Career Services
ladavis@ship.edu

Alumni Career Services:
Responsible for all aspects of the Alumni Career and Employment Service (ACES) Program.
Provide career counseling to alumni in regards to the ACES program. Manage alumni enrolled in the ACES Program. Develop and maintain active relationships with regional and national employers for alumni career services. Coordinate job fairs and expos.
Alumni Board of Directors Support:
Serve as contact and liaison for the SU Alumni Association Board of Directors by providing staff support for the alumni board and its committees.
Alumni Chapters Outside PA:
Oversee select alumni chapters outside the state of PA to include the planning and managing of alumni events, meetings.
Homecoming/Alumni Days Weekend:
Co-Manage activities associated with Homecoming & Alumni Days weekend

Lori Smith
Assistant Director, Data Management and Alumni Outreach
lrsmit@ship.edu

Technology and Communications:
Manage the information produced on-line including webpages, on-line directory, and social networking site. Maintain the alumni computer database. Oversee information for the alumni pages in the Shippensburg University Magazine including Class Notes. Handle requests for alumni information from other offices, colleges and alumni including records and lists. Process and respond to e-mails addressed to the alumni e-mail account.

Alumni Chapters Within PA:

Oversee chapters in PA to include the planning and managing of alumni events, meetings. Chapters.

Alumni Chapters Outside PA:

Oversee select alumni chapters outside the state of PA to include the planning and managing of alumni events, meetings.

Homecoming/Alumni Days Weekend:

Co-Manage activities associated with Homecoming & Alumni Days weekend

Jennifer Caudill

Staff Support

jacaudill@ship.edu

Compile data on persons nominated for alumni awards. Track reservations/registrations for Homecoming Weekend and Alumni Weekend, including compilation of 50th class surveys. Compile information from community calendars for University relations calendar.

Stephanie Swanger

Staff Support

sjswan@ship.edu

Process event reservations including RSVP lists and payment options. Process expense reimbursements and payments for staff/services. Manages the office budget and assists the executive director with committees related to community service.

Shippensburg University Foundation
1871 Old Main Dr., Shippensburg, PA 17257
Phone: 717-477-1377

Executive

John Clinton
President & CEO
jeclin@sufoundation.org

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Major Gifts

Lani Longarzo
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lalong@sufoundation.org

Linda Miller
Senior Major Gifts Officer
llmill@sufoundation.org

Debra Hess
Major Gifts Officer
dahess@sufoundation.org

Scott Lux
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scdlux@sufoundation.org

Beth McKinley
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SU Alumni Association Board of Directors

President Tonya Myers Wible '97 McConnellsburg, PA tdwible@pfb.com		President-Elect Tim Smith '91 Purcellville, VA timsmith1234@hotmail.com		Immediate Past President Kelly Kemper Altland '91-'00M Mohnton, PA kellyaltland@catholichealth.net			
Term expires 2012		Term expires 2013		Term expires 2014		Term expires 2015	
Bill Bailey '76 Coatesville, PA bbailey@upperdarbysd.org		JoAnn Baldwin '81-'89M Harrisburg, PA jbaldwin@cdschools.org		Rolland "Ted" Foor '66 Mechanicsburg, PA tfoor@panetwork.com		Kim Alvarez '06 York, PA kalvarez3@wellspan.org	
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Suzanne Schaffer '96 Wrightsville, PA sschaffer@phisigmapa.org		Gene Mizdail '88 Harrisburg, PA ebmizd@ship.edu		Brittney Kellem '08 Philadelphia, PA dara4051@aol.com		Jason Kirsch '95 Harrisburg, PA jason.kirsch@mymetrobank.com	
		John Muscarella '86 Leesburg, VA jj.muscarella@comcast.net		Lou Minisci '91-'96M Chambersburg, PA miniscil@comcast.net		George McElwee '98 Arlington, VA George.mcelwee@mail.house.gov	
		Michael Sibbel '91 Goldsboro, NC michaelnc@hotmail.com		Scott Moyer '90 Manheim, PA scott.a.moyer@us.pwc.com		Joseph Peltzer '08 Philadelphia, PA peltzerjm@gmail.com	
				Liz Willey '05 Harrisburg, PA willey.liz@gmail.com		Rob Rutz '87 Mechanicsburg, PA Robert.rutz@pnc.com	
				Carrie Wise '95 sphinxhead@aol.com		Robert 'Bucky' Ward Slatington, PA reward@comcast.net	

Committees of the Alumni Board of Directors

Alumni Weekend Planning

To engage and re-engage alumni by inviting them back to campus for a theme-oriented, activity driven weekend.

Alumni Weekend Golf

The Golf Committee will meet and plan the location, cost per player, format of play and solicitation of prizes for the Annual Alumni Weekend Golf Outing. They work to make sure players have a fun day.

Alumni Outreach

The mission of the Alumni Outreach committee is to continually increase alumni engagement and re-engagement. It is also important to increase and focus on Association visibility.

Board Development

Mission includes the development, monitoring & evaluation of a new member mentor and orientation program; the identification, development and evaluation of ongoing training needs for the current Board; the review & recommendations for changes to the SUAA Constitution and By-Laws of the SUAA Board; & completion of other assignments related to the functioning, structure, membership & evaluation of the Board as requested by the Executive Cmt. or the President of the SU Alumni Association.

Communications

To promote the timely and effective collection, dissemination and distribution of information to and about Shippensburg University (SU) Alumni, Staff, Faculty and Students and the SUAA Board of Directors.

Executive committee

Mission is to set Board meeting agendas, assist the Board of Directors on key policy decisions, support University leadership, appoint Committee Chairs/Co-Chairs, and provide strategic direction and operational oversight to all SUAA committees.

Homecoming

The mission of the Homecoming Committee is to engage alumni, students, families and friends through a variety of alumni and student activities and events.

Nominations

The mission of the Nominations Committee, as a standing Committee of the Board, is to identify and develop a slate of candidates for positions on the Board of Directors of the SUAA, the President-Elect, and the At-Large Representatives to serve on the Executive Committee.

Sponsorship/Scholarship

To offset budget cutbacks by raising funds in support of the SUAA through underwriting opportunities available at various SUAA events and to provide a minimum of two scholarships annually to legacy students attending SU.

Student Outreach

To establish, maintain and promote the traditions and lasting friendships of Shippensburg University by developing interaction and mentoring opportunities among Shippensburg University students and the SU Alumni Association.