UCR Alumni Networks

Criteria

To be chartered and recognized as an alumni constituency group of the UCR Alumni Association (UCRAA) the following is required of new networks:

- Regionally based networks must have at least 500 alumni in the specific geographic area (50-mile radius).
- Special interest networks must have an on-campus office dedicated to serving the student population identifying with this special interest
- Leadership board consisting of at least 4 officers. Leaders may use the title of President, President-Elect, Secretary, Past President if preferred. All board members must be UCR alumni and current, active members in the Alumni Association.
- Complete and maintain on file with the Alumni Association the following:
  - Bylaws (template provided by Alumni Engagement staff)
  - Board roster (submitted twice per year in January and July)
  - Yearly action plan with goal dates for events and board meetings
- Founding documents are reviewed by the Engagement Committee of the Alumni Association Board of Directors and submitted to the full board for approval

Leadership

Running an alumni network is an important responsibility and requires the efforts of multiple board members working together to be truly successful. The following responsibilities are the minimum expectations from UCRAA for an alumni network to maintain a charter. Charters are renewed annually as long as the network has fulfilled its responsibilities for the previous year.

The leadership board should:

- Meet quarterly to work on tasks, programs, or events (at least two (2) and preferably four (4) board member meetings per year)
- Produce 2- 3 alumni events a year, one of which is a Highlander Welcome reception during the summer.
- Coordinate an activity for Highlander Day of Service.
- Assist alumni staff with arranging local venue coordination and event details.

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- Plan for filling and maintaining leadership and board member positions – as prescribed by bylaws.
- All board members must be responsive to inquiries from interested alumni, staff, and students.
- Sign an annual memorandum of understanding in compliance with UC policy

Board members are encouraged to commit to an annual donation of any amount to UCR. Gifts might include donations to the UCR Alumni Association Scholarship Endowment or other UCR philanthropic programs.

Reporting

- Provide an up-to-date board roster in January and July of each calendar year.
- Submit year-end activity summary by July 31.
- Submit Action Plan for coming year by September 1.
- Submit event report with attendance list to alumni staff within two weeks after each event, if staff were not present
- Provide timely updates to alumni staff on any changes in board member assignments.

Resources

An officially recognized alumni network with the UCR Alumni Association has access to the following organizational, online, and event resources. These resources are specifically designed to help build an engaged community of alumni and fulfill the responsibilities associated with maintaining a charter with UCRAA.

Resources

- Alumni Association staff support with the organization, management, and development of alumni networks
- Network email address
- Online board application
- Online Event Request form
- Alumni staff are available for consultation and planning assistance. Staff can also arrange with direct payment of tickets, rental costs, catering or contractual obligations. Preapproval is required.
- Event liability coverage for events, including the ability to list your event venue as an "additional insured".

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- Events and activities posted on UCRAA website, event calendar, and social media
- Paid social media advertising for select events
- Select events may be featured in UCRAA email and monthly e-newsletter.
- Email blasts to alumni within your community to promote activities, events, and volunteer opportunities. Request form must be submitted at least six weeks prior to requested send date.
- Online registration forms including the ability to accept payment. Fully completed request form must be submitted six weeks prior to activity/event date.
- Event support materials including nametags, decorations, and giveaways (as supplies last). Higher-end door prizes or speaker gifts are available for select events - request due with event request form.
- UCRAA staff attendance at key events as available.
- Staff assistance and guidance with identifying and securing speakers.

Donations and Gifts – Monetary and Gift-in-kind

Monetary Donations

Alumni networks may solicit and collect donations on behalf of the UCRAA Endowed Scholarship, UCRAA programs, and other campus departments. For more information, reach out to the Alumni Engagement staff.

In-Kind Donations of Goods

In-kind donations of goods may be accepted. UCR does not provide a receipt for in-kind gifts but only a letter that states an in-kind donation was provided. Consult with your UCR staff liaison before accepting any in-kind donations of goods. In-kind gifts are only tax deductible to the extent provided in the IRS rules [See IRS Publication 526, Charitable Contributions].

In-Kind Donations of Services

In-kind donations of services are **NOT** tax-deductible. UCR cannot provide a tax-deductible receipt for any kind of donated service.

Examples of services:

- A graphic designer donates her design services to make a t-shirt design.
- An alumnus volunteers his time to staff an event.
- A chef donates his time to prepare hors d'oeuvres for a reception.