UCR Alumni Chapters and Clubs

Chapter Criteria

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

- Regionally based chapters must have at least 1,000 alumni in the specific geographic area (50-mile radius).
- Special interest chapters must have at least 2,500 alumni that identify with the specific interest.
- Leadership board consisting of 4 officers (e.g. President, President-Elect, Secretary, Past President) and at least 4 other members, one of whom should be a young alumnus/a (40 or younger). 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:
    - Chapter bylaws
    - Statement of purpose signed by the officers
    - Board roster (submitted twice per year in January and July)
    - Chapter Action Plan submitted by September 1
    - Year-end chapter activity summary submitted by July 31

The leadership board should:

- Meet quarterly to work on chapter tasks, programs, or events.
- Produce at least 3 alumni events a year.
- Conduct at least one young alumni event annually in partnership with alumni office staff.
- Coordinate an activity(ies) for Highlander Day of Service.
- Assist alumni staff with arranging local venue coordination and event details.
- Complete a year-end chapter activity summary and Chapter Action Plan for upcoming year.

UCR Alumni Chapters and Clubs

Chapter Responsibilities

Running an alumni chapter 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 chapter to maintain a charter. Charters are renewed annually as long as the chapter has fulfilled its responsibilities for the previous year.

Board Members and Board Structure

- Leadership board consisting of four officers (e.g. President, President-Elect, Secretary, Past President) and at least four other members, one of whom should be a young alumnus/a (40 or younger).
- All board members must be UCR alumni, and current, active members in the Alumni Association.
- Maintain the chapter bylaws approved by UCRAA.
- Regular elections for all chapter leadership and board member positions – as prescribed by bylaws.
- All board members must be responsive to inquiries from interested alumni, staff, and students.
- Chapter leadership must conduct at least two (2) and preferably four (4) board member meetings per year.
- Board members are encouraged to commit to annual financial support of any amount to UCR. Gifts might include donations to the UCR Alumni Association Scholarship Endowment or other UCR philanthropic programs.

Alumni Chapter Reporting

- Provide an up-to-date chapter board roster in January and July of each calendar year.
- Submit year-end chapter activity summary by July 31.
- Submit Chapter Action Plan for coming year by September 1.
- Submit event report with attendance list to alumni staff within two weeks after each event.
- Provide timely updates to alumni staff on any changes in board member assignments.

UCR Alumni Chapters and Clubs

Chapter Responsibilities

Alumni Community Engagement

- Hold at least three events or activities per year for all alumni in area/interest. The events should be diverse in nature to engage a wide range of alumni interests (i.e. service, social, career-oriented, family-oriented, or educational).
- Coordinate an activity(ies) for Highlander Day of Service.
- Maintain regular communications with membership base.
- The chapter agrees to actively promote UCRAA membership at their events, in their emails, and on their online communication channels (website/social) as appropriate.
- The chapter should encourage alumni philanthropy at events and activities as appropriate.
- Co-sponsor UCRAA/University events and programs in your area when appropriate and within means.

UCR Alumni Chapters and Clubs

Chapter Resources

An officially recognized alumni chapter with the UCR Alumni Association has access to the following organizational, online, and event resources. These resources are specifically designed to help your chapter 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 chapters.
-

- Chapter email
- Online board application
- Online Event Request form
- Chapter events and activities posted on UCRAA website, event calendar, and social media outlets.
- Paid social media advertising for select events
- Select chapter 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.

UCR Alumni Chapters and Clubs

Chapter Resources

Event Resources

- 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 chapter events, including the ability to list your event venue as an "additional insured".
- Online registration forms for activities and events, including the ability to accept payment.
- Email blasts to alumni within your community to promote activities, events, and volunteer opportunities.
- Event support materials including nametags, decorations, and giveaways (as supplies last). Chapters can apply for higher end door prizes or speaker gifts 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.

UCR Alumni Chapters and Clubs

Volunteer Reimbursement

Pre-approval from your UCR staff liaison is required prior to making any purchases or commitments for purchases. Reimbursement requests must be submitted within 30 days of the expenditure. Mileage is not be reimbursable.

Information required:
- Original, itemized receipt showing method of payment (cash, check, credit card). If method is not shown on receipt, a credit card statement showing the expense might be required.
- Payee name, address and phone number
- Total amount requested for reimbursement
- Business justification (event purpose/goal, supply, etc.)
- Event date
- Event host
- Event location
- Meal type (attach receipts showing itemized meal details). Maximum per person expenditures _include_ tax, labor, service charge, and gratuity. Meal cost per attendee not to exceed UC Entertainment policy limits below:
  - Breakfast $27.00/person maximum
  - Dinner $81.00/person maximum
  - Lunch $47.00/person maximum
  - Reception: Light Refreshments $19.00/person maximum
- Number of attendees
- Attendee/RSVP list (name, affiliation, title, company)
- Attach event invitation, if appropriate

For any event or gathering that may involve alcohol, prior approval must be granted. Request to have alcohol must be submitted six weeks prior to the event. Additional information may be needed to ensure all procedures and approvals are in place for insurance liability purposes.

UCR Alumni Chapters and Clubs

Chapter Donations and Gifts – Monetary and Gift-in-kind

Monetary Donations

Alumni chapters may solicit and collect donations on behalf of the UCRAA Endowed Scholarship, UCRAA programs, and other campus departments. In this case, for donors to receive a tax receipt and University credit, the following is needed for donations to UCR:

- Donors should use the donor remit cards and business reply envelopes available from the Alumni Association to make gifts. Donor can mail the gift directly using the supplied business reply envelope.
- Individual donor's check should be made payable to "UCR Foundation." Donation checks must be **separate** from any payment toward event costs or other payments.
- If a chapter representative collects the remit cards (donor should still use and seal the business reply envelope), these should be delivered ot the Alumni Association or mailed within two (2) business days and within the same calendar year of the donation.

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 alumni chapter member volunteers his time to staff an event.
- A chef donates his time to prepare hors d'oeuvres for a reception.

UCR Alumni Chapters and Clubs

Alumni Clubs

Alumni wishing to connect with fellow alumni in their regional area or area of special interest, but do not qualify as or who do not wish to become a UCRAA Chartered Alumni Chapter can form an Alumni Club. This is a more informal way to connect with alumni in your area of interest, and can be as simple as creating a Facebook page or group. Alumni Clubs can host local events and provide opportunities for alumni to connect to one another and stay engaged with the University.

Alumni Clubs are not chartered under the UCRAA, but are listed with our Alumni Chapters as an additional opportunity for alumni to stay connected with UCR. Alumni clubs do not receive the benefits extended to chartered alumni chapters described in the Chapter Resources section.

Resources available include:

- Events posted on UCRAA website event calendar and social media outlets. Fully completed request form must be submitted six weeks prior to activity/event date.
- Email blasts to alumni within your club to promote activities, events, and volunteer opportunities. Request form must be submitted at least six weeks prior to requested send date. (Limited to two (2) per year)
- Select events may be chosen to be featured in monthly Highlander Highlights e-newsletter.