

The logo for the South Alabama National Alumni Association Chapter and Society Leaders Toolkit. It features a stylized white tower icon on the left. To the right of the tower, the words "South Alabama" are written in a large, white, serif font. Below this, "NATIONAL ALUMNI ASSOCIATION" is written in a smaller, white, sans-serif font, and "CHAPTER AND SOCIETY LEADERS TOOLKIT" is written in an even smaller, white, sans-serif font at the bottom. The entire logo is set against a dark blue background.

South Alabama

NATIONAL ALUMNI ASSOCIATION
CHAPTER AND SOCIETY LEADERS TOOLKIT



PURPOSE

The purpose of the USA National Alumni Association Chapters/Societies program is to support and positively influence the goals of the University through an active relationship with the University, its alumni, students and friends.

MEMBERSHIP

Local chapters/societies may be organized by 10 or more persons eligible for alumni membership in accordance with Article I, Section A. Any such local chapter(s)/society(ies) must obtain approval and recognition of the National Alumni Association, after submitting a society petition to be reviewed by the board of directors of the National Alumni Association.

OBJECTIVES

1. To promote the University of South Alabama according to the judgment of the National Alumni Association
2. To promote fellowship and fraternity among the alumni of the University of South Alabama
3. To assist in all feasible and beneficial programs of the University of South Alabama, including general promotion and publicity, service, student recruitment and athletics
4. To build membership in support of the purposes of the chapter/society while keeping members informed of chapter/society activities
5. To promote and support the fundraising efforts of the University of South Alabama

ORGANIZATION

The procedure for organizing and establishing a chapter/society is the same and is outlined below:

1. Identify a core group of 10 National Alumni Association members who are willing to serve on an organizational committee
2. Contact the Office of Alumni Relations. We can provide you with the following:
 - a. Current list of names, addresses, phone numbers and emails of alumni
 - b. Copies of the USA National Alumni Association constitution and by-laws
 - c. A National Alumni Association representative will assist you in organizing and implementing your chapter/society
3. Complete the PETITION FOR APPROVAL AND RECOGNITION form found on page 7 and submit to the National Alumni Association for board approval





ANNUAL PLANNING

Annual planning is a critical part of good chapter/society management. Each chapter/society is required to participate in the National Alumni Association’s two signature chapter/society events:

1. National Game Watch Party
2. National JaguarsCare Service Initiative

Details for executing these events are located within this toolkit. Each chapter/society is encouraged to also host events outside of the required signature events. Such events could include:

1. Barbeque/picnic with families
2. Wine and cheese party
3. Luncheon or dinner
4. Reception with a guest speaker
5. Holiday party
6. Open house at home of an alumnus

OFFICE OF ALUMNI RELATIONS SERVICES TO CHAPTERS/SOCIETIES

The National Alumni Association and the Office of Alumni Relations are eager to provide chapters/societies with assistance.

The following services are available to chapters/societies:

- Alumni contact lists upon request
- Alumni mailing labels upon request
- Presence of a staff member at events and planning meetings when possible
- Electronic communication, event invitations and event management of your chapter/society events, see page 9 for request form

NATIONAL GAME WATCH PARTY

PURPOSE

The Jaguar family is spread far and wide, but no matter where you are, you can take part in the Jaguar National Game Watch. Jaguar football events are occasionally broadcast on national television. Each year the Office of Alumni Relations will choose one game as the National Watch Party game. Each chapter/society will work to choose a location in their city to host and watch the game. Locations can range from the home of an alumnus to a local sports bar. During the game, follow other fans on twitter and post photos from your chapter's/society's event on twitter using #JAGamewatch.

PLANNING

1. Determine location, date, time
2. Notify the Office of Alumni Relations by completing the form on page 4 (they will publicize the event to local alumni)
3. Solicit door prizes for your guests (the Office of Alumni Relations can assist with this)
4. Take photos! Don't forget to take photos at the event and send them to the Office of Alumni Relations





NATIONAL GAME WATCH PARTY REGISTRATION FORM

Please submit this form to alumni@southalabama.edu.

Once form is received your event will be publicized through the Office of Alumni Relations.

Be sure to take photos at your event and submit them to alumni@southalabama.edu

CHAPTER/SOCIETY NAME: _____

CONTACT NAME: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

EVENT DATE: _____

GAME WATCH LOCATION: _____

LOCATION ADDRESS: _____

EVENT TIME (start and end time): _____

EVENT COST OR DUTCH TREAT? _____

ADDITIONAL DETAILS _____



JAGUARSCARE SERVICE INITIATIVE

April 1 – 30

JaguarsCare Service Initiative brings together students, alumni, faculty and staff volunteers from all over the country to make an impact in their local communities — all in the name of the University of South Alabama. Projects are volunteer-led and reflect the diversity of alumni interests and passions. Some projects are big, some are small, but together their impact is great.

PROJECT GOALS

- To bring USA alumni together throughout the month of April to provide hands-on service projects in their communities
- To engage alumni in identifying communities' needs, planning projects and recruiting volunteers
- To have a substantial impact on the individuals involved in these shared experiences
- To demonstrate the University's commitment to service

PLANNING

- Use the JaguarsCare Service Initiative form to register your chapter's/society's volunteer project or your individual project (one form available for groups and another for individuals)
- Once you are registered, the Office of Alumni Relations will create a registration site for all alumni in your area
- For groups, encourage your chapter/society members to register for the service event in your city
- Take plenty of photos, and send them to the Office of Alumni Relations after the event; post your photos to social media throughout the day using #JaguarsCare and #WeAreSouthAlumni



JAGUARSCARE SERVICE INITIATIVE PROJECT REGISTRATION FORM

Please submit this form to alumni@southalabama.edu.
 Once form is received your event will be publicized through the Office of Alumni Relations.
 Be sure to take photos at your event and submit them to alumni@southalabama.edu

CHAPTER/SOCIETY NAME: _____

CONTACT NAME: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

SERVICE PROJECT ORGANIZATION: _____

SERVICE PROJECT DESCRIPTION: _____

LOCATION ADDRESS: _____

EVENT TIME: _____

ADDITIONAL DETAILS (Should participants bring a donated item or wear a certain type of clothing? Etc.) _____

PETITION FOR APPROVAL AND RECOGNITION OF CHAPTER OR SOCIETY STATUS

WHEREAS, our relationship with and continued interest in the University of South Alabama are promoted through fellowship and fraternity amount the alumni of the University;

WHEREAS, the _____ alumni of the University of South Alabama seek to establish a _____ chapter or society of the University of South Alabama National Alumni Association;

WHEREAS, the University of South Alabama National Alumni Association Constitution provides for the recognition of a chapter or society by the Board of Directors of the Association upon organization of 10 or more persons eligible for alumni membership;

WHEREAS, a copy of the proposed Constitution and By-laws is submitted with the petition for review by the Board of Directors of the Association;

NOW THEREFORE, the undersigned alumnus/alumna of the University of South Alabama petition the board of directors of the University of South Alabama National Alumni Association to recognize, approve and charter, according to its Constitution, _____ of the University of South Alabama National Alumni Association.

NAME, ADDRESS, EMAIL, TELEPHONE NUMBER

SIGNATURE



PETITION FOR APPROVAL AND RECOGNITION OF CHAPTER OR SOCIETY STATUS *CONTINUED*

NAME, ADDRESS, EMAIL, TELEPHONE NUMBER

SIGNATURE

NAME, ADDRESS, EMAIL, TELEPHONE NUMBER	SIGNATURE

REQUEST FOR CHAPTER/SOCIETY EVENT PUBLICITY

(Request should be made six weeks prior to event)

CHAPTER/SOCIETY NAME REPRESENTATIVE: _____

PHONE NUMBER: _____

EVENT NAME: _____

EVENT DATE & TIME: _____

EVENT LOCATION & DRIVING DIRECTIONS (provide complete address): _____

EVENT FORMAT (dinner, hors d'oeuvres, cocktails, etc.): _____

COST PER MEMBER / COST PER NON-MEMBER: _____

R.S.V.P. TO (provide name, phone, email): _____

SEND PAYMENT TO (provide name and detailed information): _____

R.S.V.P./PAYMENT DEADLINE: _____

EVENT DRESS CODE (casual, business attire, Jagwear, etc.): _____

INVITATIONS SHOULD BE SENT TO (all alumni, members only, last 10 graduating classes, etc.): _____

SPEAKER REQUEST (Alumni Office will attempt to accommodate) _____

OTHER _____

Please email this form to: alumni@southalabama.edu