

Chapter Scholarship Event

KEY ELEMENTS

- Connect local students and their families to VUAA
- Recruit a committed 6-10 person committee
- "Villanovans Helping Villanovans"
- One of a kind opportunity, unique experience
- Raise at least \$1,000 in scholarship funds
- Obtain sponsorships and gift items
- VUAA to administer scholarship program

Before Activity Planning

VUAA Staff

- Help determine location, cost, details, sponsors
- Market event with mailer, web site and e-mails
- Accept registrations and payment
- Provide list of local alumni to committee
- Secure University representatives to attend
- Provide raffle prizes and event giveaways

Chapter Leadership

- Create 6 -10 person scholarship committee
- Determine date, time, location, event timeline
- Final information due 6 months in advance
- Personal letters, phone calls and e-mails, press
- Obtain sponsors, prizes, event gifts
- Create signage, programs, gift bags

During Activity/Event

VUAA Staff

- Arrange University guest travel and remarks
- Review final event timeline with volunteers
- Identify and recruit new sponsors & volunteers
- Provide remarks about University

Chapter Leadership

- Run event; staff registration, raffle, auction, photos, attend to specific event details (foursomes)
- Serve as liaison to host location
- Mingle with guests, recruit new volunteers & sponsors
- President/Event chair should speak at dinner
- Discuss chapter scholarship program, recognize scholarship winners in attendance

Follow-up to Activity/Event

VUAA Staff

- Reconcile final payment, final list to chapter
- Obtain post event summary form, record info
- Provide list of potential scholarship recipients
- Send letter to scholarship winner

Chapter Leadership

- Submit post event summary form
- Thank you notes to University guests, sponsors
- News release and photos to local press
- Select scholarship winners and amount



VILLANOVA
UNIVERSITY
ALUMNI ASSOCIATION