

Regional Program

KEY ELEMENTS

- Create Villanova community
- Enhance the Villanova image
- Keep alumni connected
- Support networking, student recruitment, annual fund
- Market all activity under "VUAA" brand
- Approach all activity as a partnership

Responsibilities of Chapter Volunteers

- Plan, market and attend local activity
- Identify candidates for president & activity chairs
- Visit and evaluate event sites
- Promote activity through local media
- Contact local alumni to increase attendance
- Submit Event Planning and Reporting Forms
- Serve as host of event & staff registration area
- Participate in Leadership Conference calls
- Respond to inquiries from alumni

Responsibilities of the Alumni Office

- Hold Chapter leaders conference call
- Market activity through web, NovaNotes, ChapterNotes
- Coordinate event planning & logistics
- Secure University staff as keynote speakers
- Accept registration & payment
- Inform volunteers of news & info
- Provide materials i.e. name tags & giveaways
- Provide volunteer training



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Chapter Activity Menu

- University Speaker Series
- New Student Reception
- Business Networking
- Theme Event
- Student Scholarship
- Community Service
- University Team / Student Group Gathering

Expectations

- Plan to your capability & interest
- Alumni Office staff resources will match Chapter investment
- Promote activity through local media
- Respond to new & unique opportunities
- Maintain strongest presence in Philadelphia, New York, Boston, Washington DC metro areas where more than 60% of alumni live

Volunteer Recognition

- Recognition Dinner
- Chapter of Excellence
- President's Letter of Appreciation
- Individual & Chapter Awards



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