

New Student Reception

KEY ELEMENTS

- Participation is strongly encouraged by all chapters
- VUAA reimburses event expenses
- Opportunity to expand alumni base
- Welcome new students to Villanova family
- Create a positive 1st impression of VU and VUAA
- Introduce students and parents to VUAA

Before Activity Planning

VUAA Staff

- Provide list of incoming freshman?
- Market event with national mailer listing all NSR's across the country
- Provide time line, START contacts, FAQ's
- Provide gift and give away items
- Secure University guest if applicable
- Cover direct expenses

Chapter Leadership

- Determine date, time, location, host
- Submit information to VUAA by March 31st
- Take RSVP's
- Contact START member and/or local student
- Make personal phone calls and e-mails, follow up phone calls
- Report RSVP's VUAA 1 week before event

During Activity/Event

VUAA Staff

- If in attendance:
 - Arrive an hour prior to event
 - Mingle with alumni and students
 - Provide remarks about the University
 - Answer questions

Chapter Leadership

- Help prepare location, sign in list, photos
- Welcome students, parents and alumni
- Encourage interaction between students
- Speak about chapter, answer questions, split up group between parents and students
- Provide remarks about chapter and University

Follow-up to Activity/Event

VUAA Staff

- Obtain post event summary form, record info
- Provide reimbursement for event

Chapter Leadership

- Complete post event summary form
- Submit original receipts to VUAA office
- Invite students and parents to future events
- Send news release and photos to local press



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