

ONU Alumni Club Annual Report



CLUB NAME: _____

REPORT YEAR: _____

LIST OF OFFICERS

PRESIDENT

Name:

Address:

Phone:

Email:

VICE PRESIDENT ELECT (Optional)

Name:

Address:

Phone:

Email:

VICE PRESIDENT FOR PROGRAMMING/EVENTS (Optional)

Name:

Address:

Phone:

Email:

SECRETARY

Name:

Address:

Phone:

Email:

TREASURER

Name:

Address:

Phone:

Email:

CHAIRS

1. Event:

Name:

Phone:

Address:

Email:

2. Event:

Name:

Phone:

Address:

Email:

3. Event:

Name:

Phone:

Address:

Email:

What do you think is the best way to communicate with club members and prospective members?

US mail Email Internet (ex. Evite) other _____

Does your club have a B.E.A.R.S. Chair?

Yes No

Does your club have members who are either active or interested in the B.E.A.R.S program?

Number of B.E.A.R.S. _____ Number Interested in B.E.A.R.S. _____
(Please submit a list)

Is the current level of support sufficient from the Office of Alumni Affairs?

Yes No

Does your club have any best practices or lessons learned that will benefit other clubs?

TOTAL NUMBER OF CLUB EVENTS: _____

EVENT REPORTS

(One report per event)

TYPE OF EVENT:

MARKETING:

(How event was communicated to area alumni; attach invitation/email)

ATTENDANCE:

(Attached a copy of sign in sheet)

LOGISTICS

Location:

Actual Price:

Ticket Price:

Alumni Office Support:

Menu:

Program:

Event Summary:

EVENT EVALUATION:

Best Practices:

Lessons Learned:

Suggestions:

Alumni Club Annual Report Approval Page

Alumni Board President:

By: _____
Jennifer Frommer

Date: _____

Office of Alumni Affairs, Director

By: _____
Ann Donnelly

Date: _____

Office of Alumni Affairs, Assistant Director

By: _____
Karla Geise

Date: _____

Office of Alumni Affairs, Coordinator of Alumni Clubs

By: _____
Annmarie Baumgartner

Date: _____