



VirginiaTech*forlife*TM
ALUMNI ASSOCIATION



***Chapter Chat:
Everything You Need to Know about Year-End Reporting***

Andy Foiles, Assistant Director of Chapter Programs
Ginny Ritenour, Director of Chapter Programs

June 5, 2017



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Chapter Officers Forum

Save the date!

*Thursday, September 7 through
Saturday, September 9, 2017*

Delaware vs. Virginia Tech



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Other Reminders

- Join our Chapter Officers Facebook group!
- Scholarships: names and \$\$\$ due June 15
- Submit email requests if needed for Student Send-Off events
- Suggestions for future Chapter Chats!



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What are “chapter reports?”

- Regular reports throughout the year
- BEGINNING of year reports (due July 1)
- END of year reports (due July 1)



Chapter Award Program Requirements 2016-17

Activities to be completed between July 1, 2016 and June 30, 2017

Chapter: _____

Award Level	
	Communicated regularly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports (meeting and events)
	Submitted updated signed Articles of Association (new presidents only)
	Submitted updated officer contact information for the upcoming year
	Submitted the annual plan for the upcoming year
	Submitted chapter 990n e-postcard from the previous tax year
	Submitted at least one mailer/email request through VTAA chapter database
	Awarded chapter scholarship(s) for upcoming year
	Submitted year-end financial report
	Hosted a Speaker Event
	Hosted Social Event* #1
	Hosted a Student Send-Off Event
	Executed Community Service Project #1
	<i>Completed all requirements for Bronze level</i>
	Submitted event reports within one month of event completion



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	Executed Community Service Project #1
	<i>Completed all requirements for Bronze level</i>
	Submitted event reports within one month of event completion
	Submitted meeting reports within one month of each meeting
	Maintained updated social media and web presence (no more than 30 days out of date)
	At least one chapter representative attended a VTAA training event (Chapter Officers Forum, webinar, or teleconference)
	Assisted with an admissions program (college fairs, phone calls to students, etc.)
	Hosted Social Event* #2 (different type from Social Event #1)
MUST COMPLETE 3 OPTIONAL ACTIVITIES	Provided attendance lists of new attendees and address updates to VTAA regularly
	Participated in Hokies for Higher Education (for chapters located in Virginia)
	Hosted Social Event* #3 (different type from Social Events #1 and #2)
	Hosted an Event Intended to Broaden Alumni Participation (age, race, family, major, location, etc.-- student send-offs excluded)
	Hosted a Professional Networking Event
	Executed Community Service Project #2 (different type from Service Project #1)
	<i>Completed all requirements for Silver level</i>
	At least two chapter representatives attended a VTAA training event (Chapter Officers Forum, webinar, or teleconference)
	At least two chairs identified for targeted groups (young alumni, diversity, family, VTCC, admissions, etc.)
	Developed succession plan for chapter leadership

What are “chapter reports?”

Alumni Association



A social and professional networking site **free** and **exclusively** for Hokies

▶ [HNN LOGIN HERE...](#)

- ▶ [Update My Profile & PID](#)
- ▶ [Find Alumni Online](#)
- ▶ [Mission & Strategic Plan](#)
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- ▶ [Calendar of Events](#)
- ▶ [Publications](#)
- ▶ [Legislative Advocacy](#)
- ▶ [Student Programs](#)
- ▶ [Services \(auto, home, health and life insurance\)](#)
- ▶ [Gifts \(jewelry, art, books\)](#)
- ▶ [Alumni Travel](#)
- ▶ [Class Rings & Traditions](#)
- ▶ [Submit/View & Share](#)

Wisconsin Chapter Forms Menu

▶ [To submit Email and Print requests, click here](#)

Chapter Reports

- ▶ [Meeting Report](#)
- ▶ [Event Report](#)
- ▶ [Staff Reports](#)

Chapter Report Options

- ▶ [View Submitted Information](#)
- ▶ [View All Chapters and Areas](#)

Chapter Annual Reports

Due every year by July 1:

- ▶ [Year-End](#) (for 2015-2016)
- ▶ [Annual Plan](#) (for upcoming year)
- ▶ [Contacts Update](#) All officers must submit each year.
- ▶ [Year End Financial Template](#) (MS Excel 2007 format)
- ▶ [Download Alumni Chapters Articles of Association](#) (Adobe PDF format)

E-mail your report to your liaison and alumnichapters@vt.edu

Request Forms

- ▶ [Application for Chapter Grant Subsidy](#)
- ▶ [Hokie Nation Serves T-Shirt Request Form](#)

Chapter Award Nomination Forms

Due every year by July 1:


- ▶ [Outstanding Community Service](#)
- ▶ [Outstanding Event/Activity](#)
- ▶ [Outstanding Networking Event](#)
- ▶ [Outstanding Fundraising](#)
- ▶ [Chapter Marketing Award](#)
- ▶ [Outstanding Volunteer](#)
- ▶ [Outstanding Alumni Engagement Event \(Broadening Audiences\)](#)
- ▶ [Innovation Award](#)

Meeting Reports

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Chapter Monthly Report

Please submit periodic reports (monthly, if possible) to help the Alumni Association stay up to date on your chapter activities and to provide assistance as needed.

New River Valley Chapter

Your Chapter Liaison is [Virginia Ritenour](#)

Meeting

Meeting Date (yyyy-mm-dd):

Meeting Location:

Officers and Directors Present:

Meeting Minutes:

Print Submit Reset

If you have any questions about this form, please contact your chapter liaison.

Event Reports

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Chapter Event Report

Please submit this report after each chapter event.

The Alumni Association recognizes outstanding chapters and outstanding chapter events in the *Virginia Tech Magazine*, the *Alma Mater*, the Chapter Officers Update, and with numerous awards. Please help keep the Alumni Association Staff informed of your chapter's activities. We want to acknowledge the excellent work that the chapter performs for Virginia Tech in your community.

Please submit only one form per event.

New River Valley Chapter

Your Chapter Liaison is [Virginia Ritenour](#)

Event Contact Information:

Event contact person:	<input type="text"/>
Position:	<input type="text"/>
E-mail:	<input type="text"/>

Event Information:

Event name:	<input type="text"/>
Event type:	<input type="text" value="Choose one"/>
Event Date (yyyy-mm-dd):	<input type="text"/>
Location:	<input type="text"/>
Estimate number of attendees:	<input type="text"/>
Number of chapter volunteers:	<input type="text"/>
Brief description of event:	<input type="text"/>



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BEGINNING of the Year Reports

- Due July 1
- Chapter Contacts (yes, please enter again!)
 - ❖ *Be sure to update year*
- Annual Plan for the upcoming year
- Signed Articles of Association (if needed)



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END of the Year Reports

- Also due July 1
- Year-End Annual Report
- End of Year Financial Report (any format!)



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Superlative Award Nominations

Community Service Project

Chapter Marketing

Event/Activity

Volunteer of the Year

Networking Event

Alumni Engagement Event

Fundraising Event

Innovation Award



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Questions?



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Contact us!

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