Chapter Chat:
May 2018

END OF YEAR REPORTING & CHAPTERS PROGRAM UPDATES
Your Host:

Andy Foiles
Assistant Director, Chapter Programs
afoiles@vt.edu
Guest:

Ginny Ritenour,
Director of Chapter Programs
Everything you need to know...

- Scholarship Reminders
- End of Year Reporting
- Updates to the Chapters Program for 2018-19
Scholarship Reminders

- Applications have been sent to offered students
- Chapters should have received list of students who have accepted the offer of admission from their liaison
- Recipient names due by June 15 to your liaison
- Funds to cover awards due by June 15 to Ginny or your liaison
What are “chapter reports?”

- No more Chapter Database!
- Meeting and event reports submitted throughout the year
- END of year reports for 2017-18 (due July 1)
- BEGINNING of year reports for 2018-19 (due July 1)
# Chapter Award Program Requirements 2017-18

Activities to be completed between July 1, 2017 and June 30, 2018

<table>
<thead>
<tr>
<th>Award Level</th>
<th>Requirements</th>
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<tr>
<td></td>
<td>Communicated regularly with chapter liaison</td>
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<td></td>
<td>Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)</td>
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<td></td>
<td>Submitted all chapter reports (meeting and events)</td>
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<td>Submitted updated signed Articles of Association (new presidents only)</td>
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<td>Submitted updated officer contact information for the upcoming year</td>
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<td>Submitted the annual plan for the upcoming year</td>
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<td>Submitted at least one mailer/email request through VTAA chapter database</td>
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<td>Awarded chapter scholarship(s) for upcoming year</td>
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<td></td>
<td>Submitted year-end financial report</td>
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<td>Shared Advancement priorities through social media, meetings, and events (i.e. &quot;5 Things to Know&quot;)</td>
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<td></td>
<td>Hosted a <strong>Speaker Event</strong></td>
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<td>Hosted <strong>Social Event</strong> #1</td>
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<td></td>
<td>Hosted a <strong>Student Send-Off Event</strong></td>
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<td></td>
<td>Executed <strong>Community Service Project #1</strong></td>
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<td></td>
<td>Completed all requirements for Bronze level</td>
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<td>Hosted a Student-led ON Event</td>
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<tr>
<td>Executed <strong>Community Service Project #1</strong></td>
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<tr>
<td><em>Completed all requirements for Bronze level</em></td>
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<tr>
<td>Submitted event reports within one month of event completion</td>
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<tr>
<td>Submitted meeting reports within one month of each meeting</td>
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<td>Maintained updated social media and web presence (no more than 30 days out of date)</td>
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<td>At least one chapter representative attended a VTAA training event (Chapter Officers Forum, webinar, or teleconference)</td>
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<tr>
<td>Hosted <strong>Social Event</strong> #2 (different type from Social Event #1)</td>
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<tr>
<td>Provided attendance lists of new attendees and address updates to VTAA regularly</td>
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<tr>
<td>MUST COMPLETE 3 OPTIONAL ACTIVITIES</td>
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<td>Participated in Hokies for Higher Education (for chapters located in Virginia)</td>
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<td>Assisted with an admissions program (college fairs, phone calls to students, etc.)</td>
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<tr>
<td>Hosted <strong>Social Event</strong> #3 (different type from Social Events #1 and #2)</td>
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<td>Hosted an <strong>event intended to support Virginia Tech’s Inclusion &amp; Diversity initiatives</strong></td>
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<tr>
<td>Executed <strong>Community Service Project #2</strong> (different type from Service Project #1)</td>
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<td><em>Completed all requirements for Silver level</em></td>
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<tr>
<td>At least two chapter representatives attended a VTAA training event (Chapter Officers Forum, webinar, or...</td>
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Start Here: Tiered Chapters Program

› Tiered Chapters Listing
› Chapter Annual Goals and Resources
› Alumni Relations Chapter Liaison 2017-18 Assignments

Chapter Reports

› Chapter Meeting Report
› Chapter Event Report
› Chapter Officers/Committee Chair Update Form
› Annual Plan (Due by July 1 for upcoming year)
› Memorandum of Understanding (Due by July 1 for upcoming year)

Forms and Templates

› Year-End Financial Report Template (Excel)
› 2017-2018 Awards Checklist (.pdf)
› 2017-2018 Awards Checklist (.xlsx)
END of the Year Reports

- Reporting for 2017-18 chapter activities
- Remaining events/meetings
- Due July 1
- END of year Financial Report (template available)
- NO MORE “Annual Report”
BEGINNING of the Year Reports

- Reporting for 2018-19 chapter activities and programs
- Due July 1
- Chapter Leader Roster (Word doc)
- Annual Plan (for upcoming year)
- Memorandum of Understanding signed
  - Replaces Articles of Association
  - Online document only
Alumni chapters work towards Outstanding Chapter status throughout the year by completing a checklist of programs, activities, and reports. ALL chapters are eligible to achieve Outstanding Chapter status and should work with their chapter liaison to ensure they are on track. Bronze, Silver and Gold achievement levels are available.

Refer to the Annual Awards Requirements Checklist for more information:

- 2017-2018 Awards Checklist (.pdf)
- 2017-2018 Awards Checklist (.xlsx)

Visit this page to review last year’s award winners.

A current listing of tiered chapters and assigned chapter liaison may be downloaded here.

**Chapter Award Nomination Forms**

- Outstanding Chapter Award Nomination (includes Bronze, Silver and Gold Levels)
- Outstanding Chapter Volunteer Nomination
- Chapter Superlative Awards Nominations
  - Outstanding Chapter Event
  - Outstanding Community Service Project
  - Innovation Award
  - Broadening Alumni Engagement Award
  - Outstanding Networking Event
  - Outstanding Fundraising Event
  - Outstanding Chapter Marketing
Chapters 2.0

- Advancement: Tiered Chapters Program
- Focus Areas
- Orange and Maroon Chapters
- Defined minimum goals
Chapters 2.0

- ALL chapters eligible for Outstanding Chapter Awards and superlative awards
- Liaison support based on level of activity no matter which tier a chapter falls within
- Tiers will be reviewed annually or adjusted during the year as needed
Updated Resources

- Chapter Officer Position Descriptions
- Chapter Best Practices
- Chapter Management Toolkit
- Chapter Officer Newsletter Reboot
Upcoming Dates to be aware of

- June Chapter Chat: Thursday, June 14, 12pm EST.
- Virginia Tech Reunion Weekend 2018, June 7-10
  - alumni.vt.edu/reunion
- Virginia Tech Beer Fest – June 23
- Student Send-Offs, last two weeks of June or the first two weeks of August (webpage live soon!)
- 2018 Chapter Officers Forum Save-the-Date, September 6-8, 2018
Thank you for all that you do!

On behalf of the Chapter Team and entire VTAA, thank you for your continued hard work and dedication to making our chapter program so great. Your work does not go unnoticed and we are all so very excited to work with you and develop the program even further over this next year!

Go Hokies!
Contact the Chapter Team

- Katie Marquis
  - Assistant Director of Alumni Relations
  - kmarquis@vt.edu

- Jack Hutcheson
  - Director, National Capital Region Alumni Programs
  - jhutches@vt.edu

- Andy Foiles
  - Assistant Director, Chapter Programs
  - afoiles@vt.edu

- Ginny Ritenour
  - Director of Chapter Programs
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