



# 2007-08 U of M Club Annual Report

Club name	Date
Report prepared by	Title

Please make sure you review the instructions document before you begin.

## I. Programming

Rationale: An important role of clubs is to serve as a regional UM connection for alumni through the implementation of programs and activities that engage a large number of alumni. Essential to accomplishing this presence within a community is a diverse range of events.

### **Program/Event Summary**

List all club-organized events, meetings and activities that were held between July 1, 2007 and June 30, 2008, *except scholarship and student relations activities which should be listed in sections II and III.* Please list each event just once and in one category only. For example, you must decide whether a social event that has a speaker and includes a silent auction is actually a social event or a scholarship event—it should not be listed as both. If your club hosted a repetitive event (e.g. happy hour, football watch party, etc.), please list it once and indicate in the description the number of times it was held. (Please do not include AAUM-organized events such as the Alumni Chats or career events.)

	Date	Description of Athletic Events (Examples: sports watching parties, outing to sporting events, UM team sponsorship)	Number of Participants
1			
2			
3			
4			
5			
6			
7			
8			
	Date	Description of Community Service Events (Examples: environmental clean-ups, Habitat for Humanity, answering phones at a public TV telethon, participating in a walk-a-thon)	Number of Participants
1			
2			
3			
4			
5			
6			
7			
8			
	Date	Description of Cultural/Educational Events (Examples: museum tours, music or theatre group outings, book clubs, UM speakers, local lecture series, etc.)	Number of Participants
1			
2			
3			
4			

5			
6			
7			
8			
	Date	Description of Social Events (Examples: happy hours, welcome events, bowling outing, etc.)	Number of Participants
1			
2			
3			
4			
5			
6			
7			
8			
	Date	Description of Organizational Meetings (Examples: board meetings, annual meeting, new volunteers meeting, planning retreat, etc. )	Number of Participants
1			
2			
3			
4			
5			
6			
7			
8			

Does your club host an annual planning meeting to discuss how it will plan its activities and spend its funds? *(check one)*

Yes? (If so, please give date.)  No?

Has your club collaborated with other local alumni groups (such as the Ross School of Business alumni clubs, the African American Alumni Council, Big Ten alumni clubs, Alumnae clubs or the U-M Entertainment Coalition)? *(check one)*

Yes?  No?  N/A; There are no other groups to collaborate within our club area.

If yes, please briefly indicate with which groups you have collaborated and how. *(Please use only the space provided.)*

Based on alumni research, the Alumni Association has made it a strategic priority to focus on career and family services. Please use the space below to elaborate on any club programming efforts (including those listed above) to include career and family-friendly events. *(Please use only the space provided.)*

Please use the space below to describe what is unique or significant about your club's efforts in programming. *(Please use only the space provided.)*

## **II. Scholarship**

Rationale: An accessible education is a part of the University of Michigan's mission. Club scholarships help insure that top students will choose Michigan over competitive institutions. They also help support the University in its efforts to maintain a strong and geographically diverse student body.

Does your club have a scholarship fund? *(check all that apply)*

Yes, through  
UM Office of  
Financial Aid

Yes, through a  
local financial  
institution

No, we do not  
have a  
scholarship fund

*If the answer to the question above is "yes", please answer the following questions:*

Our club website contains a scholarship section with the following information:

▪ How to donate	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ History of award	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Selection criteria	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ How to apply	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Application timetable	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Testimonials from past recipients	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Photos of past recipients	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>

*If your club scholarship fund is held at a local financial institution, please answer the following questions:*

Do you share donor information with the University?

Yes

No

Who is the club contact for the scholarship fund? \_\_\_\_\_

What is the name of the local financial institution where the funds are held?

---

List all scholarship fundraising activities and events that occurred between July 1, 2007 and June 30, 2008.

	Date	Description of Scholarship Fundraising Activities/Events (Examples: silent auctions, raffles, phone-a-thons, golf outings, solicitation letters, etc. )	Number of Club Participants
1			
2			
3			
4			
5			
6			
7			
8			

Please list the names, home addresses, and scholarship amounts for scholarships awarded by your club during July 1, 2007 - June 30, 2008:

	Student Name	Home Address	Scholarship Amount
1			
2			
3			
4			
5			
6			
7			
8			

Please use the space below to describe what is unique or significant about your club's efforts in scholarship. *(Please use only the space provided.)*

### **III. Student Relations**

Rationale: Representing and increasing awareness of the University of Michigan among prospective students, their parents, their teachers, and supporting current University students is an essential component of the Alumni Association's partnership with the University of Michigan.

	Date	Description of Student Related Activities/Events (Examples: Student send-off parties, Admitted Student Receptions, hosting Alternative Spring Break students, Men and Women's Glee Club, Solar Car team, interns, etc.)	Number of Student Participants	Number of Club Participants
1				
2				
3				
4				
5				
6				
7				
8				

Does your club participate in the Alumni Student Recruitment Program? *(check one)*

Yes?       No?       N/A; We don't have an ASR program in our club area.

*If the answer to the question above is "yes", please answer the following questions:*

Our club has an identified recruiting chairperson who is an active participant in the Alumni Student Recruitment program and is registered with the Admissions Office. *(check one)*

Yes?       No?

How many ASRs do you have in your area that are actively involved in your club?

We promote the Alumni Student Recruitment program to alumni in our region by:

- Posting information on our club website      Yes?       No?
- Providing a link to the ASR website      Yes?       No?
- Using other club communication resources      Yes?       No?
- If you checked yes above, please list them:

Please use the space below to describe what is unique or significant about your club's efforts in student relations. *(Please use only the space provided.)*

#### **IV. Membership**

Rationale: A strong membership reflects the effectiveness of the Alumni Association and clubs and provides crucial volunteer and financial resources.

Our club's website and print materials contain a membership statement promoting club membership as a benefit of membership in the Alumni Association.

Yes?  No?

We make AAUM membership materials available to participants at club events.

Yes?  No?

Our club hosts an annual welcoming event for newcomers.

Yes? (If so, please give date.)  No?

Our club has designated club leaders who make a point of welcoming new faces and introducing them to others at all of our events.

Yes?  No?

Club leaders are knowledgeable about membership in the Alumni Association, i.e., how to sign up, cost, benefits.

Yes?  No?

Please write a minimum of two sentences explaining your club's efforts in membership. *(Please note that for this section, written elaboration is required.)*

### **V. Public Relations and Promotion**

Rationale: Enhancing the visibility of the University of Michigan and the Alumni Association within each club area is an important means through which we can engage alumni and help them to remain connected to the University.

Our club regularly collects alumni email addresses using event attendance/sign-up sheets.

Yes?  No?

Our club regularly forwards new email addresses to Regional Relations staff for updating MAC.

Yes?  No?

Our club downloads updated alumni postal addresses from MAC whenever the club produces its own mailing.

Yes?  No?

We use our club listserv to communicate with all alumni in our clubs geographical area on a regular basis.

	Yes, we have a U-M club listserv and typically send out _____ (insert number) messages per month
	Yes, we have a non-UM club listserv and typically send out _____ (insert number) messages per month

We do not use our club listserv.

Our club makes monthly submissions to the AAUM electronic newsletter, Regional e-True Blue.

Yes?  No?

We used the 2007-08 supplemental mailing(s) provided by the AAUM to communicate to our area alumni.

Yes?  No?

We publish and mail a printed newsletter (other than the supplemental mailing) to alumni in our area.

Yes?  No?

In addition to the scholarship information and membership statement previously mentioned in the report, our club website contains the following:

▪ Upcoming events	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Information about past events	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Club volunteer opportunities with descriptions	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ A list of club officers and committees	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Club bylaws	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Important UM, AAUM, and local website links	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Photos and graphics	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Contact information for our club	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ A letter from our club president	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>
▪ Instructions on how alumni can sign up for our club listserv	Yes?	<input type="checkbox"/>	No?	<input type="checkbox"/>

Our club webmaster updates our website: *(check one)*

Weekly?  Monthly?  If Other, please specify.

Please use the space below to describe what is unique or significant about your club's efforts in public relations and promotion. *(Please use only the space provided.)*

**VI. Business Matters**

Rationale: Organizational continuity; A historical record of club activity and procedures; Fiscal responsibility

Our club board of directors holds board meetings:

Monthly?  Quarterly?  Twice a  Other (please

year? 

explain)

We hold an annual meeting to which all club members are invited.

Yes? (If so, please give date.)  No?

Our club maintains written minutes of its meetings.

Yes?  No?

We maintain a permanent record of all club financial matters.

Yes?  No?

Our club treasurer presents the club's financial report at club meetings.

Yes?  No?

We have club bylaws and review them on a regular basis to insure that they reflect current operating practice.

Yes? (If so, please give date of most recent revision/review.)  No?

Please use the space below to describe what is unique or significant about your club's efforts in business matters. *(Please use only the space provided.)*

## **VII. Leadership Development and Continuity**

Rationale: Creating opportunities for new leaders to develop is essential to ensuring that the club will have diversified ideas and be maintained beyond the participation of its current leaders.

We make opportunities for club leadership known to the general membership by promoting opportunities on our club website , in our listserv messages, and in regional e-TrueBlue.

Yes?  No?

We regularly use a volunteer sign-up sheet at our club events.

Yes?  No?

Our club solicits nominees for Officer and Director positions by canvassing current board members.

Yes?  No?

Our club's bylaws include a succession plan that requires a change in leadership after a specified period of service (term limits).

Yes?  No?

Please use the space below to describe what is unique or significant about your club's efforts in leadership development and continuity. *(Please use only the space provided.)*

**VIII. Innovation**

Rationale: Each club is unique in the challenges it faces and must be innovative in seeking to meet its challenges if it is to maintain its viability.

List any activity or program that has addressed or capitalized on the special needs of alumni within the community and which has contributed to the excellence of the club within the past year. *(Please use only the space provided.)*



## Club Leaders for the Upcoming 2008-2009 Year

Please fill in ALL of the following contact information.

Name/Address	UM Degree & Year	Contact Information	Employer Name and Job Title
<b>President</b>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	
<b>Vice-President</b>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	
<b>Secretary</b>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	
<b>Treasurer</b>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	
<b>Programming Chairperson</b>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	
<b>Student Recruiting Coordinator</b>			
<i>(if affiliated with club)</i>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	
<b>Scholarship/Fundraising Coordinator</b>			
		Home:	
		Office:	
		Cell:	
		Fax:	
		Email:	

Name/Address	UM Degree & Year	Contact Information	Employer Name and Job Title
MAC Administrator			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Webmaster			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Listserv Administrator			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Regional e-TrueBlue Editor			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Other Board Member			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Other Board Member			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Other Board Member			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	
Other Board Member			
		Home Telephone:	
		Office Telephone:	
		Cell Telephone:	
		Fax Number:	
		Email Address:	