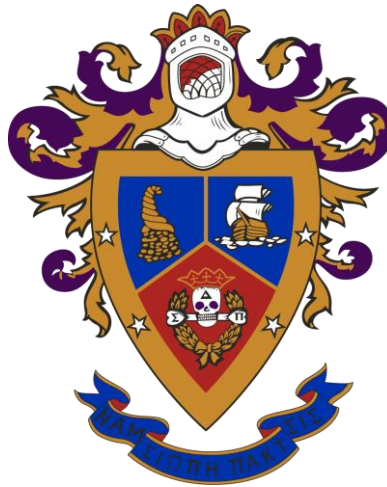


# ***Vice President-Alumni Relations Officer Packet***



## **Duties of the Vice President-Alumni Relations (VPAR)**

*(from Policies and Procedures Manual section D, policy 18)*

- To ensure the members of the chapter are informed on activities being sponsored by alumni chapters in their local area.
- To ensure the members of the chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.
- To ensure the activities of the chapter are communicated to the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.
- To ensure timely information about the chapter and its members is provided to the editor of *The DELTASIG*.
- To oversee the orchestration of Founders' Day, Alumni Day and Homecoming activities.
- To oversee the maintenance and accuracy of chapter member address information in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.
- To ensure the chapter actively seeks lost alumni and reports "found" information to the Central Office.
- To oversee the acquisition, organization and maintenance of chapter historical information.
- To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

## **Additional Resources**

- [Increasing Alumni and Faculty Involvement](#)
- [Awareness Tips: Advisor and Faculty Relations](#)
- [Tips for Alumni Newsletters](#)

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## Developing a Communications Plan

The way you communicate, when you communicate, the frequency you communicate, and the strength of your message can make the integration between collegiate and alumni chapter members significantly more successful. Make personal connections with alumni to gain additional investment. **The important thing is to keep in contact.** If you can't find contact information for some people, focus on those you do have information for. Stay in contact as soon as members graduate and don't lose that connection; once you do, it is harder to get them back involved.

### Timing is Everything

There could be alumni from your chapter who are no longer in the same time zone so be sure to send communications in the late afternoon/early evening.

## Communicating with Alumni

The VPAR is responsible for the communication of chapter activities with the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee. (See the *Communications Plan* section for additional information.)

### Items to Keep Alumni Informed On:

- All Current Events
  - Professional
  - Community Service
  - Alumni Events
- Chapter Officer Information
  - Initiation
  - Weekly or Bi-weekly Business Meetings
  - Other Special Events

### Methods of Communication:

- Newsletter
- Calendar
- Invitations (Google, Microsoft Outlook (Email or Calendar Invitation), Mail)
- Chapter Website
- Chapter Social Media
- Campus Bulletin Board or Alumni Relations Office

## Alumni Newsletter

The chapter may send (monthly if possible) newsletters to the chapter's alumni and local alumni using the chapter's database as a mailing list.

### Newsletter Formats:

- Mail
- Email
- MemberPlanet
- Posting on social media
- Provide copies to deans office to have on display and/or historical references

**Possible Items to include in the alumni newsletter** (some of these are great to include in an email signature or in a "sidebar"):

- ✓ Sender's name/contact info
- ✓ Chapter website link

- ✓ Fraternity website link: dsp.org
- ✓ Calendar of upcoming events, including National Fraternity events
- ✓ Highlights of significant chapter events and accomplishments
- ✓ Highlights those that attend different events (guest speakers, individuals who attended Initiations, etc.)
- ✓ Job Board - as sought from and shared by alumni members
- ✓ Member Profile(s)- alumni and faculty members
  - Interview a successful alumni member about career
  - Share favorite fraternal memories
  - Updates including new jobs or promotions, marriage and baby announcements (listed by member's roll number)
- ✓ Professional Development Tip or Article – shared by alumni members
- ✓ Thank you for any donations (if approved by donor)
- ✓ How to update alumni contact information (shown earlier in this resource)
- ✓ Include a list of people you need information for—it is possible some brothers stay in touch and might have current info for other brothers.
- ✓ Potential chapter needs (besides fundraising \$\$\$)
  - Speakers
  - Battery operated candles for Pledging Ceremony
  - Printing

**Alumni members are the target audience for the alumni newsletter so content should meet their needs and interests.**

- Include more than just news about the collegiate chapter.
- There shouldn't be little to no information about alumni
- At least 70% of your newsletter should contain information of direct relevance to alumni. See the [VPAR Resource Guide](#) for additional information including a complete communication plan.
- The information should be concise with key information you want alumni to know at the top of the page

## Other Routine Communication Mediums

Facebook Fan Page or Group
Create events and invite members
Announce chapter news
Post pictures and videos from events

LinkedIn Group Discussions
Share professional tips, insights, and stories – Engage alumni in discussions about professional questions you have, etc.
Post discussions about upcoming events
Post highlights from recent professional events
Share job opportunities

Direct Emails or List Serve
Update contact information request
Ask for assistance or volunteers with events
Reminders before events, just a quick “Don’t forget tomorrow is...”
<b>**Be aware of the frequency – The best level of email frequency will depend on each chapter.**</b>
❖ Unfortunately, trial and error will be your best way to determine how often emails should be sent and the number of reminders that are effective for your email recipients.

❖ Do not excessively email/send reminders, but in some cases multiple reminders may drive up attendance numbers.
❖ Once you learn what a good level of frequency is, communicate this to the next VPAR in your transition.
❖ Also, if you use a system that allows you to exclude people who have already RSVPed “no” to a particular event, consider not sending them reminders once they have indicated they will not be able to attend.

Printed Items Mailed to Members
For members who may not have email or you only have address
In addition to email and social media communications
Invitations to special events (chapter anniversaries, Initiations, etc.)

## Contributing Information to *THE DELTASIG*

*The Deltasig*, the Fraternity magazine, is printed three times a year (usually in March, July and November). This gives the Fraternity as a whole the opportunity to see each individual chapter’s (collegiate and alumni) accomplishments. **To submit items or for additional information, please contact [magazine@dsp.org](mailto:magazine@dsp.org).**

### Categories of Submission:

- Feature Articles and Cover Stories
- Personal Mentions
  - “Kudos” (new employment)
  - “Mergers” (marriages); “Gains” (children); “Losses” (deaths)
- Chapter News (articles and photos submitted from collegiate chapters about their current events)
  - Exceptional professional programs
  - Special community service events or charitable projects
  - Banquets or formals
  - Special Events (Founders’ Day, Alumni Day or Chapter Birthday)
  - Chapter/individual scholarship achievements
  - New Initiates (including Honorary or Faculty Initiates)
  - Sports accomplishments
  - Awards Presentations
  - Social activities
  - Other noteworthy events

## Keeping an Alumni Database

To communicate with the chapter’s alumni and local alumni, the chapter may need to keep an alumni database. More than one may be necessary as chapter’s should keep track of Deltasig alumni who’ve graduated from their University in addition to Deltasig alumni (within 50-100 miles) that live in the area around the University (whether they are from the chapter or not).

### What should a database include?

- ✓ Member’s Roll Number
- ✓ Name (first, middle, last, maiden, preferred first)
- ✓ Initiated Chapter
- ✓ Current Permanent Address (not a university address)
- ✓ Current Email (preferably a non .edu)
- ✓ Phone Numbers (home, work, and cell)
- ✓ Initiation Date

- ✓ Graduation Date
- ✓ Employer Information (for possible professional events)
- ✓ Birthday
- ✓ Information Last Updated
- ✓ Degree/Majors
- ✓ Last Known Action (email, phone call, etc)
- ✓ Date of Last Known Action
- ✓ Preferred Method of Contact

\*If you have other things unique to your chapter that you would like to keep track of (like family information), you can also add them to your database.

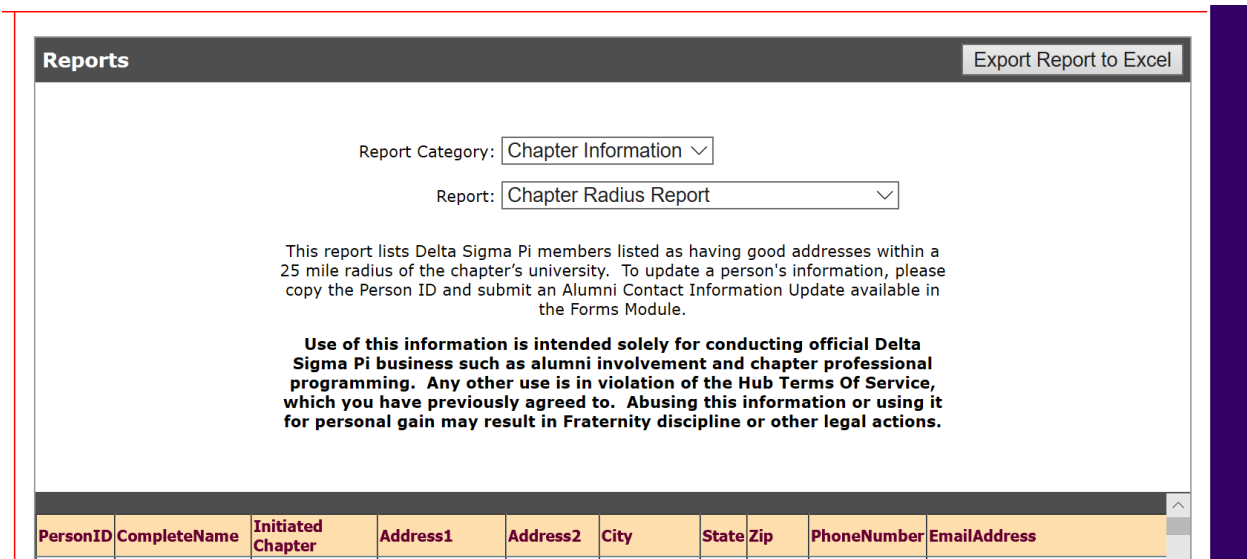
See the [VPAR Resource Guide](#) for additional information.

**If you do not already have a database** you can pull a radius report for Delta Sigma Pi alumni members, listed as having good addresses, within a 25 mile radius of your chapter’s university.

**How to Extract a Radius Report:**

1. In the Hub, go to the Reports Module by clicking on the brown “Reports” icon in the left menu.
2. Pick “Chapter Information” as the Report Category and “Chapter Radius Report” as the Report type.
3. The list of alumni should then appear (this may take a few moments)
  - a. You can also export the report to excel by clicking the tab that says “Export Report to Excel”

If you would like the contact information for alumni living more than 25 minutes away you can request a larger radius report by emailing [centraloffice@dsp.org](mailto:centraloffice@dsp.org).



\*If you find that an individual’s information is incorrect please copy the Person ID and submit an Alumni Contact Information Update available in the Forms Module of the Hub.

## Updating Alumni Information

**Whether it’s the chapter database or radius report, it’s important to review regularly for inaccuracies in contact information. The VPAR ensures that the chapter is actively seeking lost alumni and reporting “found” information.** It is important to share this information with the Central Office through the Hub Form so the national database is correctly updated. Another important duty for the VPAR is to work with the Vice President-

Chapter Operations to ensure the collegiate chapter annually reports its collegiate graduates and collegiate member address updates to the Central Office.

The Recent Grad Report is a listing of alumni members that have graduated in the last five years. The Lost Brother Report is a listing of members who the Central Office does not have correct mailing addresses. You should submit all updated contact information for your alumni through the appropriate Hub form.

**How to Access the Recent Graduate or Lost Brother Report in the Hub:**

1. In the Hub, go to the Reports Module by clicking on the brown “Reports” icon in the left menu.
2. Pick “Chapter Information” as the Report Category and “Recent Grads” or “Lost Alumni Report” as the Report type.
3. The list of alumni should then appear (this may take a few moments)
  - a. You can also export the report to excel by clicking the tab that says “Export Report to Excel”

**How to Update Alumni Contact Information on the Hub:**

1. In the Hub, go to the Forms Module by clicking on the yellow “Forms” icon in the left menu.
2. Click “Alumni Contact Information Update” (Pictured as the first form below)

See the [VPAR Resource Guide](#) for additional information.

**Prior to Graduation (November 30th for fall and April 1st for spring) make sure seniors have updated contact information:**

- In the Hub
- In your database
- They can complete this by filling out an [Update Contact Information form](#).
  - Have them include:
    - a non-edu email address
    - a mailing address not on campus
  - This may help them transition after college
- If they are unsure of who their employer will be after graduation, try contacting them a few months later using their university email or cell phone number.
- If they will be traveling to a new city, send their VP-Collegiate Relations of the local alumni chapter (if there is one) the person's new address, email, etc. so they can be added to the alumni chapter's mailing list.
- Make sure graduating seniors think about available time when considering their level of involvement in an alumni chapter. If time is an issue, ask them to at least join their local alumni chapter and participate when possible.
- See the [VPAR Resource Guide](#) for additional information.
- See more information under *Promoting Participation as Alumni Members*.

**Reaching Out to Alumni:**

- Utilize your alumni relations committee (if the chapter has one)
- Reconnect throughout the year
  - Send personalized emails with a quick update
  - Ensure their contact information is correct
- Send an online or mail survey asking for:
  - Updated addresses
  - Job titles
  - Marriages
  - Children
  - Etc.
  - \*If surveying by mail - include a stamped return envelope or postcard
- Encourage alumni to mail/email in a business card
  - Maintain a business card file of all members
  - Remind them to send in a new card when their position changes

**Most alumni will be excited to hear from you. Tell them what is going on with the chapter and invite them to any upcoming events.**

**When email and mail options have been exhausted:**

- Continue to utilize your alumni relations committee (if the chapter has one)
  - If five brothers are on the committee and each brother calls 5-10 alumni, over the course of the term you will have reached 25-50 alumni!
- Start with the most recent graduates and work your way backward calling alumni
  - They may know contact information or location of other brothers from their pledge or graduating class
  - You may get some alumni's parents, kindly tell them why you are calling and ask if they can provide a contact phone or email address for the brother. If they are still hesitant, leave your contact information and request them to have their son or daughter contact you. As always you may have some alumni or parents of alumni that do not wish to be contacted, respect their wishes by marking them in your alumni database.



- See the [VPAR Resource Guide](#) for additional information including sample email and phone messages.
- Use social media to search for alumni members.
  - Facebook
  - LinkedIn
  - Post a link on the chapter's Instagram to fill out a survey to update their contact information
- Work with your college/university's alumni association on campus to get contact information. If they are hesitant to give you the information, your chapter advisor might be able to assist.

\*Do not stress about contacting every alumni each year, the process is gradual. If you cannot track down an alumni do not worry, leave them on the list and be sure to remove any incorrect contact information from your list.

## Planning Activities for Alumni

In addition to communicating with alumni and promoting involvement following graduation, the VPAR has the opportunity to coordinate activities that will allow for collegiate and alumni member interaction. Start your term with a list of activities, for example:

- Founders' Day - November 7<sup>th</sup>
- Alumni Day - April 25<sup>th</sup>
- Chapter's Founding Date
- Initiation and Rose Formal or Initiation Banquet
- University Homecoming, Reunion Weekends or other campus traditions
- Commencement
- Service and Professional Events
- Social Events including sporting events and alumni dinners
- Pledge Class Reunions

You'll decide which events the chapter would like to invite alumni to and mark them on the chapter calendar.

- Try to plan multiple events including some family-friendly events.
- **Alumni need several weeks (or more) notice to plan to attend an event (if you really want your alumni to attend, please do not invite them the week of the event. Four weeks is ideal.) Also, try to avoid major holiday weekends they may have booked ahead of time.**
- Keep in mind that alumni have families, full time jobs and other commitments which require advanced notice.
- **They can be involved virtually**
  - Alumni don't necessarily need to physically be present for them to be interested in the chapter's activities
  - Utilizing virtual options can engage individuals that would not have been able to engage with otherwise (due to travel, family, etc.)
- If you do not have all of the information by four weeks prior to the event, you should send a "save the date" notification and follow up with a formal invitation with the events details including place, time and dress code as soon as available.
  - Be sure to communicate when they may bring guests (such as socials, not ritual ceremonies).
  - Bring the list of those who have sent an RSVP to the event
    - Since you are the host, you should greet them by name when possible
  - Thank the alumni for attending and follow up any conversations you had, if applicable within one week after the event.
- Submit your event information for CMP credit; send an article and pictures from your event to *The Deltasig* magazine; add to your scrapbook; and include the event in your yearly awards applications.

To have a successful event, you should start planning it at least 6 weeks prior to its scheduled date. Use the table below to help you determine when you will finalize steps in the planning process.

Planning For Your Event	Timing	Example:
Identify date of event	Scheduled date of event	November 7— Founders' Day event
Identify date to send reminder email	At least one week before the event	October 31
Identify date to send invites and add to chapter calendar	At least 4 weeks prior to the event— more if mailing printed invitation	October 10
Identify date to finalize details: date, time, location and other details	Prior to invitations sent out	October 5
Identify date to initialize planning the event: date, time, location and other details	At least 6 weeks prior to the event	September 26

Also consider the following:

- Invite
  - Your collegiate members
  - Your chapter's alumni (graduates from your collegiate chapter)
  - Members from your local alumni chapter(s)
  - Other alumni in your area
  - Chapter Advisor and faculty initiates
  - Volunteer Leadership including District Director, Regional Vice Presidents, other national officers in your area and the Chair of the Provincial Alumni Development Committee
- Send an invitation specific for the event via
  - Printed Invitations
  - Emails or Evites
  - Chapter's Alumni Newsletter
  - MemberPlanet

## Encouraging Participation as Alumni Members

Because Delta Sigma Pi is not just four years, it's for life! The VPAR can help improve each members understanding of their lifelong fraternal opportunities.

### Involvement and Leadership after Graduation:

- You are an indirect recruiter for the alumni chapter because you are preparing your collegiate brothers to be active alumni.
- Active alumni are more likely to provide support for their home collegiate chapter and alumni chapter
- Support from alumni may include networking, providing advice when needed, and monetary donations.
- One of the easiest ways to get involved is by joining an alumni chapter.
- Educating your brothers will help breakdown the impression that alumni chapter involvement is "more intense."
- In an alumni chapter, members can participate as much or as little as they are able while still staying informed about the national Fraternity.

### There are many ways to stay active including but not limited to:

- Joining an alumni chapter or helping to charter a new alumni chapter
- Serving as an alumni chapter officer
- Mentoring a collegiate member or recent graduate
- Being a professional speaker at chapter events
- Helping a chapter with community service events

- Attending collegiate chapter meetings and events including initiation
- Attending or offering to present at National Events
  - Grand Chapter Congress
  - LEAD Provincial Conferences (usually in the spring)
  - LEAD Schools (usually in the fall)
  - Volunteer Leadership Training
- Leadership and Volunteer Opportunities
  - Certified Deltasig Leader (CDL)
  - District Director or Assistant District Director (if applicable to your area)
  - Chapter Advisor (if employed at a university)
  - Regional Vice President
  - Provincial Vice President
  - Board of Directors (Grand President, VP-Organizational Development, and VP-Finance)
  - Leadership Foundation Trustee
  - Regional, Provincial, and National Committee involvement
    - Scholastic Awards and Development
    - Alumni Development
    - Professional Development
    - Community Service
  - Contributor to *The Deltasig* magazine or Delta Sigma Pi news
- Offering Financial Support
  - Contributing to the Leadership Foundation
  - Helping to start a scholarship for an area or home chapter
  - Donating directly to a local chapter

**As VPAR, you should ensure the chapter understands the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.** The Board of Directors approved the [Leadership Foundation's PowerPoint educational presentation](#) as a qualified professional activity to be reported for the CMP. The VPAR should work with the VP-Professional Activities to secure an alumni member to give the presentation.

For more information about remaining involved or volunteering, members should be encouraged to contact their area leadership (District Director, Regional Vice President or Provincial Vice President) or visit [www.dsp.org](http://www.dsp.org).

## Promoting Alumni Chapter Activities and Education

As VPAR, your duty is to ensure the members of the chapter are informed on activities being sponsored by alumni chapters in their local area and to help **educate your members about the differences and similarities between collegiate and alumni chapters.**

### Here are some differences:

- Alumni chapter dues are much less; usually around \$15-30 per year.
- Attendance is not mandatory. Members attend when their schedule permits.
- Business Meetings are typically two-four times per year.
- Dress is usually casual or informal.
- Alumni chapters are not subject to the Chapter Management Program (CMP)
- Programming is geared more toward aiding collegiate chapters, community service, and social activity with some professional and fundraising.

\*Alumni chapters do follow all the same bylaws and policies (including the risk management policy) of the Fraternity as the collegiate chapters.

- Contact the Vice President-Collegiate Relations (VPCR) of the local alumni chapter for updated announcements.
- You can search on the [Chapter Locator](#) on the Fraternity’s website to find the nearest alumni chapter.
- Find contact information for the local VPCR through the officer contact section of the Hub or by contacting Central Office.
  - If there is no alumni chapter in your area, then contact your District Director, Regional Vice President, or other local alumni for support.
- When reaching out to the VPCR or other alumni brothers, you should not feel intimidated or nervous about making contact. You are of equal rank no matter how long you have been in the Fraternity.

The VPAR should be in contact with the Vice President-Collegiate Relations (VPCR) of the local alumni chapter. To find Alumni Chapters in your area you can search on the Chapter Locator on the Fraternity’s website, then use the officer contact section of the Hub to find their VPCR or by contacting Central Office. (If there is no alumni chapter in your area, contact your District Director, Regional Vice President, or other local alumni for support.)

**To contact the VPCR or other Volunteer Leader (DD, RVP)**

- Try sending an email first
- You may also try social media
  - This will help set the fraternal tone for your phone conversation, give you time to introduce yourself and set up a new time to talk
- If these don’t work try phone

**Information to Exchange between the VPCR (or other Volunteer Leader)**

You’ll Need From Them:	They’ll Need From You:
Alumni Chapter Event Information	Collegiate Chapter Activities or Accomplishments

\*Be sure to include your contact on all alumni communications about upcoming events and asking them to do the same for you in terms of the alumni chapter.

Where you can present this information

- Chapter meeting
- Chapter newsletter
- Chapter email
- Social media

You might also be able to provide other opportunities to your chapter members through the alumni chapter:

The VPCR May Be Able to Facilitate:	
Volunteer Opportunities after Graduation	Networking Opportunities
Resume Exposure / Possible Job Opportunities	Combined Collegiate / Alumni Programming
Fund Raising ideas	Professional Speakers
Alumni to Collegiate Brother Mentoring Programs	Chapter Sponsorships and Donations
Alumni Chapter Presentation	

\*Do not make contact when you just need something or are seeking help in your job search. Although your alumni brothers will help when possible, alumni brothers will more likely provide help or recommendations for someone they know.

## Keeping Chapter Records

**It is important for the chapter to keep historical records.** Whether your chapter is among the older ones or just started last year, an accurate historical record provides a link to the past so the chapter can repeat successes and avoid previous failures. Although the VPAR typically oversees chapter historical information, the VPAR will need to work alongside the VPCO to obtain much of the information. The chapter could elect or appoint a separate Historian to maintain most of these items.

Documenting the history of the chapter is of interest to:

- Your current members (documenting their year)
- Your recruits (get a full understanding of what the chapter accomplishes each year)
- Your alumni (to see what you've accomplished and to reminisce on the past)

## Chapter Records to Keep

- Photos/Videos
  - Take plenty of pictures and videos.
  - Write short captions for each picture/video including the date, location and explanation of the event for each.
  - Identify everyone in the picture/video (including whether they are a collegiate brother, alumni brother, faculty initiate, pledge, guest, etc.)
  - Do not write full paragraphs of narrative to explain events. Rather, let the captions under pictures explain the events.
  - Remember that people looking at the scrapbook /video compilation may not know anything about the chapter, the school, chapter members, etc. Do not use "inside jokes" or assume the reader will know what activity is shown in a picture.
  - Encourage numerous chapter members to bring cameras to all chapter activities.
  - Arrange for a group photograph or composite of chapter members each year. (Many professional photographers will provide a large composite photograph for display in the business school if each member purchases a small copy.)
- Chapter Records
  - A journal with descriptions of all chapter activities, successful chapter events and a list of activities to avoid
  - Yearly Chapter Management Program results
  - List of chapter awards or recognitions
  - All chapter meeting minutes
  - Chapter Newsletters
  - Invitations from special events and programs or bulletins from special events, banquets, etc.

Never include unprofessional content, conduct or references. Do not include any pictures with alcoholic beverages (bottles, cans, or cups indicating alcohol), sexually explicit poses or any other inappropriate references including quotes or song lyrics.

## Scrapbook/Presentation

An annual chapter scrapbook or presentation should be kept; the VPAR, Chapter Historian, a committee, and/or the entire chapter can put a photo archive together. A scrapbook or presentation not only serves as a method to keep a historical record of chapter activities, but it can also serve as an effective recruiting tool.

Other ways to collect and share your chapter history:

- Create a slide presentation or PowerPoint to be used during recruiting activities, reunions, Homecoming, or other events where alumni may be present.
  - Add your slide show or photo journal to your chapter's website or Facebook page.
- Keep a journal/calendar with descriptions of all chapter activities.
- Arrange for a group photograph of chapter members each year.
- Maintain files of newsletters each school term
- Collect invitations from special events and programs or bulletins from special events, banquets, etc.

If you need to purchase supplies, include these expenses in your planned budget to your executive committee for review.

## Chapter Management Program (CMP) Reporting and Outstanding Alumni Relations Award

The [Chapter Management Program Guide](#) contains complete details, information and deadlines for all CMP requirements.

The Outstanding Alumni Relations Award is presented on an annual basis to the collegiate chapter of Delta Sigma Pi that most thoroughly integrates an aspect of alumni relations into overall operations. Information submitted for CMP is gathered toward the chapter's award submission. For complete details about this, and all awards, refer to the [Awards & Recognition Guide](#).

## Who to Turn to for Help

The VPAR has one of the most difficult job and you shouldn't have to do all the work yourself. You should reach out to others for assistance. Some groups to consider are an Alumni Relations Advisory Council and an Alumni Relations Committee.

## Alumni Relations Advisory Council

Create a team of alumni to brainstorm with and provide feedback.

- Use the group as a sounding board to help plan successful alumni events and get new ideas from.
- A VPAR should consult with their Advisory Council at least once a month (or every 6 weeks, as needs permit) to strategize on what goals to accomplish and the effectiveness of maintaining that progress.
- With conflicting schedules of working adults, use creative techniques to organize meetings, including traditional group meetings, conference calls, video chat sessions, and group chats.
- The Advisory Council should be comprised of alumni from various backgrounds to provide a broad range of ideas. Consider a team of about four to eight alumni from different age ranges, including recent graduates, graduates who have been out of college for several years, and retired alumni.
  - Also, turn to local alumni chapters, faculty members, and the university alumni association for possible members to consult.

Some goals of an Advisory Council include:

- Help plan alumni events (brainstorming only, preparation and setup is the responsibility of the VPAR and chapter)
- Recommend ideas on how to communicate with alumni
- Assist in finding lost alumni
- They should act as a consulting group of alumni to bounce ideas and get their opinion on alumni-related chapter strategies.

## Alumni Relations Committee

Consider using other collegiate members of your chapter (and its pledges) to form an Alumni Relations Committee (possibly 3-5 members). The members of your committee can help with activities such as:

- Alumni database
- Finding lost brothers
- Alumni communications
- Alumni events your chapter hosts
- Working with your alumni chapter
- Scrapbooking or other historical documentation
- Assisting with the Alumni Relations Advisory Council
- Sending articles or pictures to *The DELTASIG* magazine
- Any other activities that fall under your role as Vice President-Alumni Relations and help the chapter meet its goals for the semester. (Refer to your Chapter Bylaws and Policies and Procedures Manual for specific Alumni Relations Committee requirements that may dictate duties).

## Finding Additional Resources

If you have questions or need help, the first place to go would be the Fraternity website. There are many guides and resources for your position under the [Resources](#) section of the website.

- You can also reach out to your District Director, Regional Vice President, Provincial Vice President and Provincial Alumni Development Chair on the [National Leadership Team](#) page or use the Officer Contacts section of the Hub to find any national or chapter officer, such as other VPARs to gain insight from them.
- Take advantage of your chapter's alumni relations committee. If this is not a standing committee for your chapter, you can recommend this be added to your chapter's bylaws as they can be used to help send mailings, plan events, make phone calls and much more.
- If you would like guidance from your own alumni you might consider creating an Alumni Relations Advisory Council with alumni from various backgrounds. You would be able to use this group a sounding board to help plan successful alumni events and brainstorm new ideas.