Alumni Chapter (U.S. & International) Guidelines and Procedures
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Bentley University Alumni Association Mission

The mission of the Bentley University Alumni Association is to actively engage the alumni, parents and friends of the institution in a mutually beneficial and lifelong relationship, and to promote Bentley as a premier global business university.

Global Alumni Board

The Global Alumni Board shall include up to five (5) Regional Directors, five (5) At-Large Directors, and one (1) International Director (collectively, the “Elected Directors”), and one (1) Director appointed by the Chair of Advancement of the Board of Trustees and one (1) Director appointed by the Bentley University President (collectively, the “Appointed Directors”). Regional Directors are those directors who reside preferably outside of the area within close proximity to the Waltham campus at the commencement of their election to the Board. (Regional Directors can hail from the U.S. or outside of the U.S.) International Directors are those Directors whose primary residence is outside the United States. At-Large Directors shall have no restrictions or limitations in association or residence.

The Global Alumni Board oversees the Alumni Chapters (U.S. & International). An Alumni Chapter is a group of alumni organized to coordinate alumni engagement and to promote the Mission of the Association in a particular geographic area. Alumni Chapters (U.S. & International) may be recognized by the Board to further expand the reach of the Association and to accommodate the needs of their local region. Alumni Chapters will work according to guidelines established by the Board.

The Global Alumni Board shall be a great resource to Alumni Chapter leaders as they oversee the activities of their respective chapters.

Partnership: Alumni Chapters (U.S. & International) and The Center for Alumni, Parents and Friends

Effective chapter leaders depend on a strong supportive relationship with the Center. Each partner in this relationship has specific responsibilities for the success of the alumni chapter. The Center will communicate with the chapter leaders on a regular basis to provide staff assistance and advice in planning events and recruiting local alumni. We will also support Alumni Chapters (U.S. & International) in a variety of other ways, such as helping to:

- Assist in the marketing of your events/programs
- Assist in finding a Bentley representative to speak at your event
- Send regular broadcast e-mails to all alumni living in your region
- Post events on the chapter web page – if established
- Obtain event supplies (i.e. name tags, attendance sheets, publications, etc.)

Please check with us for the specific resources available to your chapter.
The Center asks that alumni chapters:

- Provide opportunities for alumni to strengthen their commitment to and support of the University.
- Create and execute a diverse series of events focusing on the four pillars of engagement
- Provide web content and invitation copy in a timely manner
- Identify and recruit enthusiastic alumni to help the chapter plan events
- Provide updated lists of chapter leaders and members
- Submit an annual report to the Center to create a history of chapter events, demographics, and to discuss possible areas of expansion

**How to Start an Alumni Chapter (U.S. & International)**

The following is a list of guidelines to help interested Alumni create Alumni Chapters. These guidelines must be followed, and many will occur concurrently. Collaboration with The Center for Alumni, Parents and Friends is essential to this process.

- Gather three to five alumni who are proud of Bentley, recognize the need and value of an alumni chapter, and have the energy, determination and time to commit to this project
- To commit to the creation of an Alumni Chapter (U.S. & International), a city/region must have a proven track record of successful events. The Center defines “successful” as events which draw consistent numbers at Bentley alumni events over an extended period of time (minimum of six months)
- During this time period, it is essential to create and maintain contact with the Center for Alumni, Parents and Friends. The Center will help with any communication and collaborations that you need to create successful events (For a list of successful events and example events, please see the Event Ideas section)
- The Assistant Director for Chapters and Volunteers will meet with those interested parties to begin the process of creating the chapter
- The Center will put these regional leaders in contact with alumni councils from established Alumni Chapters (U.S. & International), as a point person for those creating the chapter
- The Center will compile a list of alumni in your area, and then together, we will create an e-mail that will be sent to these people, asking them if they are interested in helping to form a new chapter
- Keep a list of the people who express interest
- Invite the alumni on this list to an organizational meeting (the Center can assist with the initial invitation). Your first meeting should address the goals of the chapter, explain the leadership positions and their duties and set a potential date for a first event.
- Plan a kickoff event
- Continue to recruit new members
- Plan a larger event
- Plan a calendar of events in the first year that aligns with the budget and goals of the chapter based on the respective tier
Alumni Chapter (U.S. & International) Goals and Guidelines

Bentley University’s Alumni Chapter (U.S. & International) program has been designed to strengthen the relationship of alumni with the life of the University. Alumni Chapters provide opportunities for alumni to participate in programs that encourage professional and social networking.

Alumni Chapter members will be supported by The Center for Alumni, Parents and Friends and the Global Alumni Board. The staff member within the Center who will be the direct connection with the Alumni Chapter is the Assistant Director for Chapters/Volunteers. This person is your link to information about Bentley University and the benefits, services and advice that will help to make your chapter a success. Regional alumni represent Bentley University to the community at large and advance its mission by supporting the institution, fellow alumni, current and future students, admissions efforts, career services, and fundraising.

PILLARS OF FOCUS

There are four pillars of focus for Alumni Chapters. Chapters should plan events/programming in support of these pillars to strengthen the Bentley brand and the alumni community. The number of events/programs planned within each pillar will vary by the chapters’ tiers (see “Regional Tiers”). All of these pillars focus on a specific area of engagement for the alumni and Bentley University. All of these pillars will ultimately support the goals of philanthropic support of the institution and building accurate records of our alumni across the globe.

Professional
- To facilitate networking among alumni
- To inform Bentley University of the accomplishments of Bentley graduates
- To enhance career opportunities for alumni through references and job opportunities

Social
- To allow Bentley alumni of all ages to gather together socially and stay connected with both Bentley University and fellow alumni
- To foster a dialogue about the current state of Bentley University
- To share pride in Bentley University
- To welcome new alumni moving into the chapter community
- To influence men and women to select Bentley University for an undergraduate or graduate education
- To provide a mechanism for leadership development and continuity within local Bentley University chapters

Alumni-Students Connection
- To invite students’ families to participate in the Bentley community
- To enhance career opportunities for students through externships, references and job placements
- To welcome new students to the Bentley family
- To build a talent pipeline of students and future alumni into alumni employers and corporate partners

Promote Bentley
- To build the Bentley Brand and market the institution in a variety of creative and regionally-specific ways
  a. If the region is in an admissions market, support admissions efforts by having an alumni presence at yield events, prospecting events, visiting high schools, speaking at programs, etc.
  b. If the region has a specific industry focus, think of ways of marketing Bentley’s offerings to that industry (i.e. executive education, graduate degrees, faculty speakers, webinars, etc.)
FUNDRAISING: Building Alumni Participation in the Bentley University Annual Fund

The Importance of Alumni Chapter Support
Increasing alumni support in the Bentley University annual fund is one of the university’s most critical priorities. Alumni volunteer leaders in Alumni Chapters across the country and globe, can help grow alumni support in the fund by helping to educate alumni in their area about the importance of making an annual gift. Please be sure to include messages about the annual fund as part of your talking points to the members of your chapter community – at events in your area or as part of your event follow-up to help promote alumni financial support as an important factor in the university’s continued success.

Here are some things you can say:

• Everyone is here tonight because you support Bentley, the Bentley alumni community, and the success of the university moving forward. One of the most important things you can do to demonstrate your support is to make a gift – in whatever amount you can afford – to Bentley’s annual fund.

• Bentley is a not for profit institution and therefore depends on private funding to support its mission. Contributions like yours to the annual fund are necessary for Bentley to operate. Private funding bridges the budgetary gap between tuition revenue and the true cost of running the university. Every dollar in private funding makes a difference.

• When more alumni give, Bentley’s star rises more quickly. The rankings like the US News and World Report and Princeton Review use alumni participation in the annual fund as a factor in determining which universities rank at the top of their lists.

• We already know Bentley is extraordinary. To help ensure our trajectory of excellence, please make a gift to the annual fund. The university will put your contribution to use immediately where they need it the most.

Alumni Chapters - Established:
• Greater Boston
• NYC Region
• Northern California
• Southern California
• Southern Florida

Alumni Chapters/ Potential/Near Future:
• Mid-Atlantic/DC Area
• Chicago
• Philadelphia Area
• Existing and New International Chapters to launch in 2013

Alumni Chapters Officer Structure

Chapter Chair(s):
• Serve as primary contact(s) and liaison(s) between the Center and the Alumni Chapter
• Assist in developing the calendar of events
• Assist in the planning of events that satisfy the needs of the four pillars of engagement and the interests of the alumni chapter
• Monitor the implementation of the planned calendar of events; delegate responsibilities, appoint committees and follow up with the Center
• Work with the Center to appoint and train an informed and enthusiastic successor to ensure the continuation of the chapter
  o This point will be at the discretion of each Alumni Chapter. A specific succession protocol will be determined for each specific chapter at an appropriate time

Committee Leader(s):
• Support chair(s) and all chapter efforts
• Work with chapter alumni to support the Bentley’s efforts in chapter communities
• Work with chapter chair(s) and the Center to plan a calendar of events for the year
• Work with chapter chair(s) and the Center to create promotional e-mails, flyers, website content, etc.
• Work with the Center to create invitations
• Provide the Center with a copy of the final attendance sheet, a post-event report, suggestions, feedback and photos
• Provide the Center with any updated information for the chapter website
• Communicate with chapter members and local alumni via e-mail and event mailings
• Devise alternative ways to promote an upcoming event or activity

Young Alumni Leader(s):
• Cultivate young alumni participation in the chapter and develop events targeted to this particular audience

Alumni Chapter Tier System

Alumni Chapters have been divided into three “tiers,” based on the number of alumni residing within the surrounding geographic area of a club (typically, a 25-50 mile radius of the chapter’s home town/city). All alumni within that area are considered “members” of the chapter. With that in mind, the following guidelines and prospective budgets have been established to provide some level of expectation to regional alumni chapters based on their Tier.

TIER I Chapters – 2,500 or more alumni

Chapters should strive to meet the following goals in each area:
CHAIR(S) – 3 or more
VOLUNTEERS – 6 or more planning committee members
MEETINGS – 4-6 meetings per year to plan events for the coming year/months
EVENTS – 4-8 events/programs each year, including at least one from each of the following areas:
  Professional; Social; Alumni-Student Connections, Promote Bentley
COMMUNICATIONS – information listed on the Bentley website and a subgroup in the Bentley University Alumni LinkedIn Group, others as deemed necessary by chapter (Twitter, Facebook, etc.)

TIER II Chapters – 500-2,499 alumni

Chapters should strive to meet the following goals in each area:
CHAIR(S) – 2 or more
VOLUNTEERS – 4 or more planning committee members
MEETINGS – 2 meetings per year to plan events for the coming year/months
EVENTS – 2-4 events/programs each year, including at least one from each of the following areas:
  Professional; Social; Alumni-Student Connections, Promote Bentley
COMMUNICATIONS – information listed on the Bentley website and a subgroup in the Bentley University Alumni LinkedIn Group, others as deemed necessary by chapter (Twitter, Facebook, etc.)

**TIER III Chapters – 100-499 alumni**

Chapters should strive to meet the following goals in each area:
CHAIR(S) – 1 or more
VOLUNTEERS – 6 or more planning committee members
MEETINGS – 1-3 meetings per year to plan events for the coming year/months
EVENTS – 1-3 events/programs each year, including at least one from each of the following areas:
  Professional; Social; Alumni-Student Connections, Promote Bentley
COMMUNICATIONS – information listed on the Bentley website and a subgroup in the Bentley University Alumni LinkedIn Group, others as deemed necessary by chapter (Twitter, Facebook, etc.)

**Fewer Than 100 Alumni**
For cities/geographic areas with fewer than 100 alumni in the vicinity, The Center for Alumni, Parents and Friends will work with volunteers on a case-by-case basis to determine if having an alumni event is feasible/practical.

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**Affinity Groups**

Alumni Chapters (U.S. & International) are encouraged to empower alumni to discuss the establishment of affinity groups, to better serve the individual and unique needs of our alumni community. The Center for Alumni, Parents and Friends will work with the Chapter Chairs to share any insights on existing or potential affinity groups. Chairs will officially approve any affinity groups within their respective regions, and encourage a representative of each affinity group to join the regional committee. Marketing, communication, and maintenance of these groups will fall to the Chairs and the leadership within the affinity groups.

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**Planning an Event**

Each chapter must fill out the online form “TITLE” (a printed example of the webpage is located in the Appendix) before proceeding with planning the event. The link will be emailed to you by the Assistant Director for Chapters and Volunteers. This form is for more effective planning as well as record keeping purposes.

While planning chapter events, keep in mind the following questions:
- Who is this event for – all members, young alumni?
- Why are we holding this event – professional, social, alumni-student connection, fundraising or a combination of these?
- What are our goals for this event?
- When is the best time to hold the event?
- Where is the ideal location?
Timeline Example for Planning an Event

The following is an example for event planning. Please keep in mind that planning ahead is essential, but every event will be different.

10 to 12 weeks before the event
- Complete Event Planning Form and submit it to the Center
- Finalize plans for the event (date, time, place, cost, R.S.V.P. contact, information contact, event description)
- Make billing or deposit arrangements for venue and caterer

Six to seven weeks before the event
- Mail invitations (the Center will provide the chapter with lists as needed)
- Have event posted on social media outlets

Three weeks before the event
- Count replies and update the caterer and the Center
- If the number seems like it is less than anticipated, the Center can send reminder e-mails and volunteers can make personal calls to local alumni
- Recruit volunteers to help on the day of the event

Two weeks before the event
- Request materials from the Center (nametags, branding materials, etc.)

Five days before the event
- Confirm details with caterer

Day of event
- Arrive at least one to two hours early to check the room seating, audiovisual equipment, bar and other areas and set up registration table
- Check with the caterer to ensure that the food will be served on time and that no last minute changes need to be made
- Locate restrooms and coat check
- Volunteers working the registration desk should take accurate attendance, make note of attendees who registered in advance and those who walked in to ensure an accurate record of attendance.

Post event
- Submit an Event Evaluation Form to the Assistant Director for Chapters and Volunteers (example in the Appendix) within 10 days of the event’s completion.

Recruiting Members

- Ask! People are more willing to volunteer for a project when asked by someone who is currently involved.
- Keep an ongoing file of possible chapter volunteers and add to it by soliciting new names from local alumni.
- Announce in chapter mailings, e-mails and at chapter events that new volunteers are needed.
- Contact past event attendees.
- Plan special events with the goal of recruiting new volunteers.
- Get in touch with current Bentley students — their energy, enthusiasm, and fresh ideas can enhance your chapter’s events and services.
- Assign each chapter member the task of recruiting at least one new volunteer each year.
- Always leave space on mailings for alumni to indicate an interest in volunteering.
- Remind potential alumni volunteers of the many benefits of volunteering.
- Many companies and corporations have Bentley alumni groups already established.
Marketing Your Chapter and its Programs/Events

Communicating and marketing your events are very important aspects of planning your programs. There are several ways to advertise your events and utilizing more than one option can be ideal for reaching different groups of alumni. You may consider marketing the chapter’s events through one or several of the following:

MAIL: the Center will send SOME event invitations by US mail, though in an effort to save resources – both natural and financial – this will be done on a limited basis.

For international chapters, mailed invites will be sent to chapter volunteers in bulk to distribute through local mail systems.

Sample timeline for printed mailing: (U.S. Chapters)

10 weeks out
- Determine time, location and format of the event. Confirm everything before sending copy to the Center.

Nine weeks out
- Assemble list of invitees to determine quantities and cost
- Design invitation
- Invitation gets approved

Eight weeks out
- Submit invitation to printer
- Approve proof

Six to seven weeks out
- Print labels or envelopes
- Mail invitations

EMAIL: the Center will send email invitations to all alumni (and in some cases, parents) in the chapter area for whom the University has email addresses.

E-mailing Guidelines
All e-mails regarding Alumni Chapter events must be reviewed and approved by the Alumni Chapter Chair(s). The Center needs one week’s notice in order to send out a blast.

When to send an e-mail blast:
- To save time and money on invitations
- If your event is too soon for invitations to be printed
- As a Save the Date before your invitation mailing
- To update your chapter on past and upcoming events/programs/activities
- To encourage new membership
- To welcome new leadership
- Interest survey form

SOCIAL MEDIA: Chapters with Facebook pages are encouraged to advertise their events through that medium, as well as other social media channels where alumni are active (LinkedIn, Twitter, etc.). Events can be advertised through these mediums, but only after an official email has been sent from the Center.
Social Media outlets should maintain a posting policy in accordance with the mission and values of Bentley University. Posts should reflect appropriate and relevant material for the event and institution.

**PERSONAL ENCOURAGEMENT**: The most powerful motivator to get people to attend events is through personal contact. Chapter members, especially those organizing a particular event, are encouraged to reach out to their friends/acquaintances/fellow alums via phone, email and face-to-face contact to invite them to alumni chapter events.

**WEBSITE**: The Center maintains a calendar of events and an on-line photo album (please supply timely information on upcoming events).

**BENTLEY BRIEF**: All alumni events will be included in the calendar section of the Bentley’s monthly e-newsletter.

**WEBSITE PROCEDURES**
Alumni Chapters will be listed on the Bentley website within the Center for Alumni, Parents and Friends section. The Site can be used to recruit new members, advertise upcoming events, highlight past events and post photos. The Alumni Chapter Chair(s) are in charge of informing the Center of new content (names, events, photos, etc.). Please be aware that it could take up to three days to post the information.

Alumni Chapter contact information will be available on the Center’s website as well.

Chapters may use the Bentley University website, FalconNet and a LinkedIn subgroup. Please advise us if any other alumni sites exist.

**BRANDING**
All chapters are allowed to use the most current Bentley seal on their printed and electronic materials. (Old logos must be identified and taken out of circulation.) The chapter will be asked to make an event as University-oriented as possible. For instance, you could decorate with blue and gold, use the Bentley logo on signs, and display Bentley photographs or other memorabilia. The Center has additional Bentley banners to be used at various events. If you know you will need a banner for an event, please contact the Center at least two weeks prior to the event to have one sent to you. Please note that banners must be sent back to Bentley’s office no later than one week after the event.
Event Ideas

Some previously successful event ideas include:

Bentley Business Networks (BBN) *(pillars: Professional, Social)*
- Events take place each month in urban areas that are home to a large cross-section of the Bentley community (the majority of these events take place in New England and New York, and periodically in additional markets).
- Each BBN event is hosted by a prominent corporate partner and typically features an executive alumnus, parent or friend as host/speaker.
- Alumni, parents of current Bentley students, and friends of the university are invited to attend events held in their region by email.
- Programs are held in the evening (beginning around 6:00 or 6:30 p.m.) and consist of one hour of networking, followed by a one-hour presentation on a cutting-edge topic presented by a speaker or panel.
- Following the event, each attendee is sent a list of the names of all alumni, parents and friends who were in attendance, along with their business contact information for future collaboration and networking purposes.

Athletics themed event (live or televised) *(pillar: Social)*

Holiday celebrations *(pillars: Social, Alumni-Student Connection)*

Welcome Reception: A reception for incoming freshmen from your area *(pillar: Alumni-Student Connection)*
- We are encouraging all chapters to hold a Welcome Reception for incoming freshmen. This is a great way to get alumni together sharing their experiences and introducing new students to all that Bentley has to offer. This is also a great way to strengthen the Bentley network and show our students the power of their future alumni network.

Networking nights/mentoring opportunities *(pillars: Professional, Social, Alumni-Student Connection)*

Happy hours/informal social events *(pillar: Social)*

Receptions featuring a speaker *(pillars: Social, Fundraising, Promote Bentley)*

Alumni Chapter Event Costs

Chapter events need to be conducted on a cost-recovery basis. Event costs should be estimated as accurately as possible. The Center will cover the costs for events/programs using the budget allotted for each chapter as approved by the Global Alumni Board of the Bentley University Alumni Association. The budgets will be shared with the chair(s) of each Alumni Chapter so that the chapters may plan a years’ worth of events and programs. It is imperative for each chapter to stay within the allotted budget or submit a formal request for a budget amendment to the Center by January 30 to be considered for a new budget allotment for the following fiscal year (July 1 – June 30).
Contact Information

The Center for Alumni Parents and Friends
LaCava Center, 270
866.386.ALUM | 781.891.2025
aluminfo@bentley.edu

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781.891.2520 | ebender@bentley.edu

JOSEPH DREESZEN
Primary Contact for Regional Alumni Chapters
Assistant Director, Chapters and Volunteers
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Administrative Coordinator, Center for Alumni, Parents and Friends
781.891.2477 | spoirier@bentley.edu
Appendix

Event Evaluation
Annual Report
Confidentiality Statement
Alumni Chapter Event Evaluation Form

To be completed after each event to help with the planning of future programs. Please submit this form via e-mail to aluminfo@bentley.edu or to The Center for Alumni, Parents and Friends, 175 Forest Street, Waltham, MA 02452.

Alumni Chapter: _____________________________________________________________________________

Program Title: _____________________________________________________________________________

Pillar(s) of event: _____________________________________________________________________________

Date and Time: ______________________________________________________________________________

Location: _________________________________________ Cost to Reserve Space: _______________________

Speaker(s), if applicable: _______________________________________________________________________

Ticket fee/ charge: __________________________________

Total event expenses: _________________________ Total event revenue: ______________________________

Total Attendance (attach list): _________________________

Please rate the following aspects of the event on a scale from 5 to 1 (5 = Excellent, 1 = Poor)

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<tr>
<th>Aspect</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Unsure</th>
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<tbody>
<tr>
<td>Content of program</td>
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<td>Length of event</td>
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<td>Speaker(s)</td>
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Any comments for the above section:

Would you hold a similar event in the future? Why or why not?

Recommendations on improving?
Alumni Chapter Annual Report

Alumni Chapter: ___________________________ Date: _____________________

CURRENT LEADERSHIP
List names, degrees, preferred e-mail address for the leader(s) (please note N/A if appropriate)
Chair(s):
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
Committee Leader(s):
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________
6. _______________________________________________________________________

LEADERSHIP SUCCESSION PLAN
List names, degrees, preferred e-mail address for future leader(s) (please note N/A if appropriate)
Chair(s):
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
Committee Leader(s):
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________
6. _______________________________________________________________________
EVENTS
List the total number of events organized by your group in the past 12 months, making sure to define the events purpose (pillars of focus: Professional, Social, Alumni-Students Connection, Bentley Branding). Attach event attendance lists.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title of Event</th>
<th>Purpose (Professional, Social, Alumni-Students Connection, Bentley Branding)</th>
<th>Attendance #</th>
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AUDIENCE
The following section is designed to address audience and attendance trends.

Please rate the consistency of attendance for your events (Circle all that apply):

1. Predominately council leaders
2. Consistently new people
3. A reoccurring group of attendees

Have you seen a change in your events’ audience in the last 12 months?
If yes, please define:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Describe how your volunteer organization targets different audiences, (i.e. young alumni (Bentley graduates of the last 10 years), professional backgrounds, industries, majors, geographic locations, etc.):
PROMOTION
How does your group promote other Bentley sponsored initiatives? (i.e., welcoming interns and new graduates, volunteering for admission receptions, assisting with recruiting efforts, participating in annual fund, etc.)?

ADDITIONAL COMMENTS

Please make sure to attach attendance and volunteer sheets to this report. Each Alumni Chapter (U.S. & International) will be asked to turn in an annual report by July 1 in order to assess progress.

Send completed form and attendance list to aluminfo@bentley.edu
Alumni Chapter Confidentiality Statement

As an alumni chapter volunteer, you may have access to personal information regarding Bentley University alumni and other friends. The University takes every step possible to ensure that this information is treated appropriately and that our constituents’ privacy is respected. The University will never provide information on constituents who have specifically requested that their information remain private. All information given to you remains the property of Bentley University, and may not be reproduced in whole or in part by any person or entity without the written permission of the University. The data provided to you is for purposes of alumni chapter activities only. Use of information provided to you for any other purpose—including, but not limited to, unauthorized reproduction or electronic storage, or unauthorized use of addresses and names and personal data—is prohibited and is in direct violation of copyright. In order to protect the usage of constituent data, many reports may only be available to the committees in paper format as opposed to electronically. Every effort has been made to verify and correctly state the information that we provide to you; however, the University disclaims all liability and responsibility for the accuracy of this information. In addition, circumstances may have rendered the information we provide obsolete at the time prior to distribution or prior to the time that the information is reviewed. If you believe any information is in error, please send corrected information in writing to The Center for Alumni, Parents and Friends.