



UChicago Alumni Association

PROGRAMMING CRITERIA

Alumni Clubs and Affinity Groups are responsible for facilitating diverse and engaging activities for the broader UChicago community. The below criteria should be taken into account during the planning stages of each event.

- All events should further the connection between alumni, parents, families, and friends to each other as well as the University and the local alumni community.
- All events must be open to all alumni and other University constituents regardless of degree, race, color, religion, gender identity, sexual orientation, national or ethnic origin, age, or disability.
- Events may be geared toward, or intentionally serve the needs of, one segment of the community but must be advertised and open community wide.
- Group events that are “closed,” invitation only, advertised to a personal invitation list, or advertised only through volunteers’ individual outreach must have a specific purpose (e.g., board/officer meetings, committee meetings, programming meetings). These events do not have to be advertised to the entire community, but the staff liaison should be made aware of the meeting in order for the meeting to be applied toward board-volunteer engagement.
- Events must support and not conflict with existing Alumni Association events and activities.
- Events may include support for the philanthropic needs of the University. These funds should be sent to the Alumni Association for appropriate processing and recognition. However, programming that includes or promotes fundraising for any entity (including other causes or nonprofits) other than the University of Chicago is strictly prohibited.
- Events cannot be used to promote or advance the business or profit of one alumna/us; however, club- or group-sponsored events such as an alumni book reading/signing where book sales occur, or other events led by alumni industry leaders or trainers/consultants, are allowed on a case-by-case basis. If you are unsure about whether your event falls in line with Alumni Association policy on these matters, please contact the staff liaison.

Because club/group events provide the foundation for a robust regional alumni network, programming committees and volunteers should ensure that local

programming caters to relevant alumni interests, backgrounds, and geographic locations.

Ideally, all programs should do three things:

1. Promote networking and inclusivity.
2. Be uniquely tailored to the intellectual or professional interests of a segment of the alumni community.
3. Connect alumni with the University.

It is not necessary to meet all three criteria for every program—two will suffice. Volunteers should welcome all ideas even though not every idea turns into a program. Scheduling, cost, and feasibility must also be considered, but a volunteer's passion for a subject or activity is a crucial ingredient for a successful event.

SUCCESSFUL EVENT EXAMPLE

Alumni Club of Chicago [Garfield Park Conservatory Tour](#) on Sep 10, 2017: Met all three criteria

1. Promoted networking by having conversation over breakfast.
2. Was uniquely tailored to alumni interests via a horticulturalist/botanist-led tour.
3. Connected alumni with the University as the horticulturalist is an alumna.

Golden rule for programs: Focus on quality, not quantity.