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A Letter from the Director of Regional Alumni Programs

Welcome to the Bronco Family!

I encourage you to actively participate and explore ways to continue your connection to Boise State. The Boise State Alumni Association connects Broncos across campus, in Idaho, across the United States, and throughout the world. Building connections helps graduates feel a higher level of value in the education they received, enhances their understanding of the aspirations of the university, and increases university support through advocacy, volunteerism and philanthropy. By creating relationships with alumni from a variety of programs, colleges, departments, branch campuses, professions, geographic areas and special areas of interest, the alumni association builds a family of alumni and friends who work together to advance Boise State University.

The Boise State Alumni Association Board of Directors created regional programs to build on past successes, create new traditions and provide opportunities for members of the Bronco Family to proudly share stories, energy and ideas. There are lots of ways to rekindle your Bronco Spirit and connect with other alumni. Being a Bronco is more than great memories and old friends. It’s also about connecting with other passionate Broncos who want to support current students, give back to the university that gave you a great start, and elevate Boise State. There are Broncos world-wide waiting to connect. Regional Alumni Programs include Chapters, Clubs, individual Bronco Contacts, Bronco Advocates, and volunteers.

This handbook outlines how to get involved with chapters, clubs or serve as a contact. If you are interested in local volunteer opportunities, please click here to register on our website. If you are interested in learning more about our Bronco Advocate program, please call 208-426-1698.

Go Broncos!

Teresa L. Harder, Ed.D. '06
Director of Regional Alumni Programs
Alumni Relations
Boise State University
Office: 208-426-1297
Cell: 208-919-5555
teresaharder@boisestate.edu
Definitions

1. **Boise State Alumni Association:** A non-profit corporation 501(c)(3) with a mission to “connect, celebrate and engage alumni and friends of the university to build lifelong relationships that support the future of our university.” By fostering alliances among alumni, students, friends, and the university community and building new traditions, the alumni association supports our metropolitan university of distinction. Members of the association include graduates of the university, former students and friends of the university. All chapters, clubs, contacts and advocates are affiliate organizations of the Boise State Alumni Association.

2. **Chapter:** A constituency group of the Boise State Alumni Association which supports the missions of the university and the alumni association through its activities. Chapters may be created in geographic regions, based on special interests or social affiliations or affiliated through an academic or professional (or corporate) focus.

3. **Club:** A collective group of active alumni and friends. Typically, clubs are smaller than our chartered chapters. As a club grows, they do have the option of changing their status to a chapter.

4. **Bronco Contact:** A volunteer who serves as a contact person for a geographic region, academic unit or special interest group not served by an officially chartered chapter or club. This program is designed for areas or groups that do not have a sufficient number of alumni or an adequate volunteer base to sustain a viable chapter or club. These individuals organize activity(ies) for these areas and serve as key contacts, typically for a geographic area.

5. **Constituent or Constituency:** an individual or group of people who have any connection to, history with or passion for Boise State University, the Boise State Alumni Association, or the Broncos.

6. **Event:** An activity produced by a Bronco Contact, club, chapter or the Boise State Alumni Association that can include but is not limited to a social, educational and/or charitable function in alignment with the mission of the Alumni Association.

7. **Charter:** Privilege granted by the Boise State Alumni Association to a specific constituency group that enables the group to operate under guidelines set forth in the chartering agreement. See Boise State University Policy #11040, Alumni Association Chapter Recognition at http://policy.boisestate.edu/university-advancement/alumni-association/

8. **Alumni Association Member:** An individual who has paid or is paying a lifetime membership or someone who is a current dues-paying annual member of the Boise State Alumni Association. Anyone can be a dues-paying Boise State Alumni Association member.
Our Mission & Guiding Values

Mission

The Boise State Alumni Association connects, celebrates and engages alumni and friends of the university to build lifelong relationships that support the future of our university.

Guiding Values

Connect alumni and friends strategically back to the university linking their interests to university needs.

Support students through scholarships and programs that foster a life-long commitment to the university.

Advocate, promote and educate the public concerning the value of investing in Boise State University and higher education in Idaho.

All chapters, clubs and contacts are affiliate groups of the Boise State Alumni Association and all activity that is undertaken in each group must be in alignment with the mission of the alumni association.
How to Create a New Boise State Alumni Chapter

Chapters are considered affiliate organizations of the Boise State Alumni Association. An application to start a chapter is made to the executive committee of the board of directors. Boundaries of new geographic chapters (generally within a 60-mile radius) will be agreed upon by chapter organizers and alumni staff. No new chapters may be established in areas with existing chapters. Exceptions may be considered, provided there is demonstrated alumni interest in another formal organization. Generally, chartering a chapter will not be considered if the population for the served region is less than 350 alumni or social or professional group counts less than 200 alumni.
A chapter petition application for recognition form (attachment A) must be submitted to trigger the year-long chartering period. Once this form has been received, the alumni association will provide the applicant chapter with an alumni roster and organizational support as listed in the Benefits for Chapters. The one-year chartering process includes the following steps:

1. Identify one person as the key contact(s) for the chapter chartering process.
2. Hold an initial meeting and identify at least three volunteer leaders.
3. Draft chapter bylaws and a purpose statement for approval (attachment B).
4. Hold at least two meetings for planning chapter activities.
5. Hold at least one event and submit post-event evaluation (attachment C).
6. Have leadership complete and return signed data access confidentiality forms (attachment D).
7. Submit a petition with at least 25 alumni signatures of chapter supporters:
   (a) (At least 25 alumni from the defined geographic region, social group or professional group must sign the petition. At least fifteen signers must be current Boise State Alumni Association members. Staff can assist with membership confirmation.)

At the end of this period, the applicant chapter will present verification to the executive committee of the Boise State Alumni Association Board of Directors that the above requirements have been completed. Based on the supporting documentation, the committee will determine whether the applicant chapter’s activities have met the requirements for official charter recognition and make a recommendation to the board of directors.

If the board of directors approves the proposed chapter’s application, an official charter will be granted. A charter entitles a chapter to receive benefits and services from the association. Service benefits (i.e., graphic design, event registration) will begin at the time the charter is approved. **Financial support for chapters and events is dependent on the association’s availability of resources.**

Each official chapter will designate one person to serve as a non-voting representative to the alumni association board of directors.
Chapter in Good Standing: Requirements to Sustain a Chapter after Year One

In order to retain its charter, each chapter must meet the following requirements:

Membership & Leadership

1. Chapter ‘members’ are defined as all eligible alumni and/or friends who actively participate in chapter activities, live within the chapter’s geographical boundaries, share a common academic background, share a special interest, work for the same corporate entity or are otherwise eligible to participate in chapter activities. All “voting members” are those eligible individuals who are dues-paying members of the alumni association and who participate in chapter activities. In many chapter bylaws, only “voting members” are allowed to vote on chapter business.

2. Voting members should elect officers at the first official chapter gathering and at annual meetings thereafter. Standard parliamentary procedure is recommended. Officers must include (at minimum) a president, vice president, and a secretary/treasurer. (Titles can be defined by chapter leaders at the time the bylaws are written.)

3. Terms of office are typically two years with two consecutive terms maximum.

4. The leadership team may establish committees, if appropriate.

5. All chapters will be governed by a three person (at minimum) volunteer leadership group. All chapter leaders must be current dues-paying members of the Boise State Alumni Association and complete a signed confidentiality form.

Finances

1. Chapters may not collect dues but may charge fees to cover both the event and incidental chapter expenses such as postage. It is the Boise State Alumni Association expectation that events should be designed to break even.

2. The chapter secretary/treasurer works with the alumni association on budget/reimbursement needs.

3. An annual chapter program plan (attachment E) and budget (attachment F) must be submitted to the director of regional programs by April 1 for the next fiscal year.

4. Scholarship fundraising options should be discussed with staff.

5. All financial requests must be submitted by April 1 (attachment G).
Activities and Publicity

1. Chapters are expected to sponsor a minimum of three diverse, high-quality events to stimulate participation from all segments of the alumni population. The events must address two of the three services to Boise State: Social, Service and Scholarship. For example, the chapter may plan one or more football watch parties and then also host a send-off in their geographic area for incoming Boise State freshmen, hold an annual reunion, or dinner event.

Other suggested activities: letter writing campaign to students who have not yet committed to Boise State, hold a recruiting event to add members to your chapter, develop a BOLD (Broncos Of the Last Decade) committee for your chapter, and/or plan a tour, social event or community service event. Charge an admission fee to one of your events and donate the proceeds to our Legacy Scholarship fund. Or, develop your own scholarship and support a specific academic program at Boise State. Select a signature event to support with volunteer and/or financial power (Distinguished Alumni Awards Dinner, Annual Membership Picnic, Top Ten Scholars etc.).

Affinity chapters may collaborate on an event with the corresponding academic college and provide support for a selected focus such as recruitment, internships, job placement or scholarship funding specific to their college. Challenge another chapter to a membership drive contest or invite them to join you in a planned alumni engagement event. Pool the chapter resources and provide a unique trip/activity package for the auction gala that happens every May in odd numbered years.

2. Chapters should submit drafts of alumni publicity and all alumni mailings to the alumni association for approval and mailing (use NetCommunity).

3. Use of all licensed Boise State, Athletic and Alumni Association logos/brands must be approved by staff and must follow guidelines as presented in the Boise State Alumni
Association Branding Guide (available from staff). All Collegiate Licensing Company (CLC) rules must be followed.

4. Chapter leadership should serve as an advocate for alumni membership and make an effort to obtain current email addresses for constituency and send the information to the alumni association. Be a voice for our online CONNECT platform and educate alumni about how to stay connected to Boise State. Make sure your profile is current: https://connect.boisestate.edu/

5. Chapter leadership should promote alumni association membership and recognize members at events and in communication materials.

6. Chapters may create recognized social media options (Facebook, Twitter, etc.) and may link them to the Boise State Alumni page. Chapters may also create generic email addresses to avoid publicizing personal contact information.

7. Maintain a roster of active members: minimum 25 members.

Rules of Order

1. Comply with the provisions set forth in chartering procedures and chapter bylaws.
2. Communicate any significant changes in the volunteer group to the alumni association (i.e., officer changes, bylaw revisions, webpage information, etc.).
3. Be fiscally responsible and operate on the same fiscal year as the alumni association which begins on July 1 and ends on June 30 of each year.
4. Work within alumni association timelines to ensure events and communications are produced according to schedule and adhere to Boise State Alumni Association branding requirements. Please allow for a 30 day notice prior to any email or print communication at a minimum.
5. Submit chapter in good standing form (attachment H) each June 30 to recount past year’s activities.

Chapters are reviewed annually by staff to ensure that chartering requirements are being met.

Benefits for Chapters in Good Standing

1. Email invitation support for a minimum of three events (option to negotiate for more).
2. Materials/postage for letter writing campaign to potential students.
3. Event kit/swag for event(s) (not to exceed $250).
4. Chapter banner provided after year one of successful completion of all requirements.
5. Link to Facebook page on Boise State Alumni website (main chapter information page).
6. Access to alumni association logos and chapter logos for publicity use (t-shirts, posters etc.).
   Be a good brand ambassador and comply with our style guide.
7. If chapter provides $750 or more in scholarship support, an autographed item (helmet, football, basketball) will be provided.
8. Roster of all potential alumni members for chapter provided to leaders.
9. Coordination of up to two marketing communication pieces (postcard, invitation etc.) per year (includes design, printing and mailing) to promote an upcoming activity/event. Football watches will only be promoted via email invitations through NetCommunity.
10. Event registration assistance for events.
11. Guidance and consultation for event planning.
12. Campus facility space for meetings (in Boise only).
13. 501(c)(3) status (this does not mean exempt from sales tax).
14. May request financial support for alumni outreach efforts. Must submit mini-grant request by April 1 deadline for the following fiscal year (July-June). Submitting a request does not guarantee support. All requests are evaluated and considered based on available resources.

Probation and Surrender of Charter

The board of directors of the alumni association reserves the right to deactivate or dissolve the charter of any chapter that no longer meets the requirements outlined in the chapter in good standing documents or does not operate within the spirit and/or letter of the guidelines as set forth in this document.

Charter probation will be determined by the alumni association executive committee and a notification letter of probation will be sent to the appropriate leadership group.

Once a chapter is placed on probation, it will have one year from the date of notification, to comply with the requirements of chapter in good standing. At the end of that time, the executive committee may vote to reactivate the chapter’s charter. Benefits provided to the group as outlined in the benefits for chapters in good standing and Bronco Contacts will continue.

If the probationary chapter does not meet the requirements, the executive committee will recommend the deactivation or dissolution of the chapter. A personal phone call, followed by a written notice of deactivation or dissolution, will be made to the leadership group immediately after such a decision is reached. Notification of action to the entire constituency will be posted on the Boise State Alumni Association website.
**Reinstatement**

Reinstatement of a deactivated club or chapter charter may be requested by fulfilling the current chartering requirements.

**Dissolution**

Once a chapter has been dissolved by the board of directors, all of the constituent group’s assets and net income — current and accumulated — remaining after the payment of its debts, obligations and claims will be transferred to and become the property of the alumni association. A chapter may be dissolved if it is misaligned with Boise State University or Boise State Alumni Association’s missions. A chapter may be dissolved if volunteer leadership is deemed by the alumni association board of directors or staff to be ineffective (i.e., the chapter has had no activity or volunteers are unable to meet requirements of position descriptions) and all efforts to assist the respective leadership group or recruit new leadership have not resulted in a positive change for the chapter.
How to Create a New Boise State Alumni Club

Clubs are a group of active alumni and friends. Typically, clubs are smaller than our chartered chapters. As a club grows, they do have the option of changing their status to a chapter. Often clubs grow from an initial Bronco Contact. To start a club, an email request is made to the director of regional programs. The following steps are typical for starting new clubs:

1. Identify one person as the key contact(s) for the club.
2. During year one, hold an initial meeting and identify at least two volunteer leaders.
3. During year one, hold at least one event and submit post-event evaluation (attachment C).
4. During year one, have leadership complete and return signed data access confidentiality forms (attachment D).
5. If event is successful and six or more members are committed to the group, collaborate with the director of regional programs to create a club Facebook page for the alumni group.
6. Keep a roster of members: minimum six members.
Club in Good Standing: Requirements to Sustain a Club after Year One

In order to remain in good standing and receive continued support from the Boise State Alumni Association, each club must meet the following requirements:

Membership and Leadership

1. Maintain two leaders, both must be current on membership dues, one must be an alumnus/na.
2. Club leaders must complete a signed confidentiality form.

Finances

1. Clubs may not collect dues.
2. Clubs may charge fees for events if the proceeds are to cover event costs and/or donated to the Boise State Alumni Association Legacy Scholarship fund. A minimum of 30 days’ notice is required for event support of a club activity.
3. An annual club event calendar (attachment I) must be submitted to the director of regional programs by April 1 for the following year.
4. Scholarship fundraising options should be discussed with staff.
5. All financial requests must be submitted by April 1 (attachment G).

Activities and Publicity

1. Hold three events per year, one not football related. Clubs are expected to sponsor three well-planned events to stimulate participation from alumni in their area or affinity group. The events must address two of the three services to Boise State: Social, Service and Scholarship. For example, the club may plan one or more football watch parties and then also host a send-off in their geographic area for incoming Boise State freshmen. Complete a post-evaluation event form (for football events) and provide photos and attendance for all events including football watch events. Other suggested activities: letter writing campaign to students who have not yet committed to Boise State, hold a recruiting event to add members to your club, develop a BOLD (Broncos Of the Last Decade) for your club, plan a tour/social event, host a lecture or organize a community service event. Charge an admission fee to one of your events and
1. Donate the proceeds to our Legacy Scholarship fund. Challenge another club in a different state to a membership recruitment drive.

2. Club leadership should serve as an advocate for alumni membership and make an effort to obtain current email addresses for constituency and send the information to the alumni association. Be a voice for our online CONNECT platform and educate alumni about how to stay connected to Boise State. Make sure your profile is current: [https://connect.boisestate.edu/](https://connect.boisestate.edu/)

3. Clubs should submit drafts of alumni publicity and all alumni mailings to the alumni association for approval and mailing (use NetCommunity).

4. Use of all licensed Boise State, Athletic and Alumni Association logos/brands must be approved by staff and must follow guidelines as presented in the Boise State Alumni Association Branding Guide (available from staff). All Collegiate Licensing Company (CLC) rules must be followed.

5. Clubs may create recognized social media options (Facebook, Twitter, etc.) and may link them to the Boise State Alumni page. Clubs may also create generic email addresses to avoid publicizing personal contact information.

6. Maintain a roster of members: minimum six members.

**Rules of Order**

1. Communicate any significant changes with the club to the director of regional alumni programs.

2. Be fiscally responsible and operate on the same fiscal year as the alumni association which begins on July 1 and ends on June 30 of each year.

3. Work within alumni association timelines to ensure events and communications are produced according to schedule and adhere to Boise State Alumni Association branding requirements.

4. Submit club in good standing checklist (attachment J) each June 30 to recount past year’s activities.
Benefits for Clubs in Good Standing

1. Email invitation support for up to three events (option to negotiate for more). This includes mailing to a list of your defined roster constituents. For example: all the Denver area alumni within a 40-mile radius or all the College of Business and Economics graduates.

2. Materials/postage for letter writing campaign to potential students.

3. Event kit/swag for event(s) (not to exceed $250). Kit support will match the number of planned club events as well as the historic attendance at events.

4. Club banner provided after year two of successful completion of all requirements.

5. If a club grows their dues-paying membership by three or more members in a fiscal year, an autographed football or basketball will be provided for an event give-away drawing. Club leader is responsible for documenting the new members on the year-end Club in Good Standing Checklist each June.

6. Link to Facebook page on Boise State website.

7. Coordination of one postcard marketing communication piece (design, printing and mailing) to promote an upcoming activity/event (lecture, social event, community service event or tour). Keep in mind the costs associated with this kind of marketing. We cannot support this for small attendance events. Football watches will only be promoted via email invitations through NetCommunity.

8. 501(c)(3) status (this does not mean exempt from sales tax).

9. May request financial support for alumni outreach efforts. Must submit mini-grant request by April 1 deadline for the following fiscal year (July-June). Submitting a request does not guarantee support. All requests are evaluated and considered based on available resources.

10. Campus facility space for meetings (in Boise only).

Club Dissolution

A club may be dissolved if volunteer leadership is deemed by the alumni association board of directors or staff to be ineffective (i.e., the club has had no activity or volunteers are unable to meet requirements) and all efforts to assist the respective leadership group or recruit new leadership have not resulted in a positive change for the club.
How to Serve as a New Boise State Bronco Contact

Geographic regions, academic units or special interest groups not served by an official chapter or club may have an alumni association presence through the Bronco Contact program. This program is designed for constituencies that do not have a sufficient number of alumni or adequate volunteer base to sustain a viable chapter or club but have enough interest to connect with each other.

A Bronco Contact is an individual who volunteers on behalf of the alumni association and/or Boise State. Bronco Contacts are listed on the alumni website and serve as the key contact for a geographic region. (There may be more than one Bronco Contact in an area.) Bronco Contacts receive newsletters and other periodic information from the alumni association. Bronco Contacts are encouraged to organize at least two activities per year. While there is no promise that the Boise State Alumni Association will financially supplement Bronco Contact activities, staff assistance in many forms will be provided. Exceptions to this financial rule may be considered if there is demonstrated alumni interest and strong Boise State Alumni Association membership in the area.

Steps to becoming a Bronco Contact:

1. Submit letter/email outlining commitment to support the mission of the Boise State Alumni Association to the director of regional alumni programs for approval (attachment K).
2. Agree to fulfill responsibilities listed (attachment L).
3. Complete and return the signed data access confidentiality form (attachment D).
4. Be a current dues-paying member (may or may not be an alumnus/na).
Bronco Contact in Good Standing: Requirements to continue to serve

1. Maintain your membership dues each year.
2. Hold **two** events per year.
3. Complete a post-event evaluation (attachment C) (not required for football events) and provide photos and attendance for all events including football watch events.
4. **Other suggested activities:** letter writing campaign to students who have not yet committed to Boise State; hold a recruiting event to add members and possibly begin developing a club or chapter, develop a BOLD (Broncos Of the Last Decade) event, and/or plan a tour, social event or a community service event. Challenge another Bronco Contact in another state to a membership recruitment drive.
5. Serve as an advocate for alumni membership and linking members with our online Connect application so they can update their information as needed. Make sure your profile is current: https://connect.boisestate.edu/
6. **Signed confidentiality form required.**

**Bronco Contact Benefits for Contacts in Good Standing**

1. Email invitation support for a minimum of two events (option to negotiate for more)
2. Materials/postage for letter writing campaign to potential students
3. Event kit/swag for event(s) (not to exceed $200). Kit support will match the number of planned club events as well as the historic attendance at events.
4. Bronco Contact information published on website.
5. Bronco Contact branded t-shirt provided after one year of successful completion of required activities.
Chapter Petition Application for Recognition Form

Name of lead applicant: Click here to enter text.

Date application submitted: Click here to enter a date.
(Submission of this form starts the year-long chartering process.)

Proposed name of your chapter: Click here to enter text.
(i.e. Puget Sound Chapter, Magic Valley Chapter, Forensics Alumni Chapter)

Purpose of your chapter:
Include information about how you will address: Social activities, Service to Boise State or the community and Scholarship support:
Click here to enter text.

Describe the population your chapter will serve (city/region/zip codes/degree holders):
Click here to enter text.

By the end of the chartering year, you will need to submit a list of a minimum of 25 signatures of alumni who will be a part of your chapter. Alumni relations staff will help verify that at least 15 of these people are members of the alumni association. Print and sign this document. Make a copy for your files. Mail original to director of regional alumni programs.

__________________________________ Click here to enter a date.
Signature of lead applicant Date

For more information, please contact:
Teresa Harder (208) 426-1297
Director of Regional Alumni Programs (800) 824-7017 x 1297
Boise State University Alumni Association (208) 426-1005 (fax)
1910 University Drive teresaharder@boisestate.edu
Boise, ID 83725-1035 Web: alumni.boisestate.edu
# Chapter Roster

*Please attach this list of names and contact information for all leaders.*

*Include name, phone number, mailing address, and email.*

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<thead>
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<td>1. Buster Bronco</td>
<td>(208) 919-5555</td>
<td><a href="mailto:BusterB@boisestate.edu">BusterB@boisestate.edu</a></td>
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<td>29</td>
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<td>30</td>
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</tbody>
</table>
Sample Bylaws for Chapters

To be used in conjunction and agreement with the articles of incorporation, bylaws, and policies of the Boise State Alumni Association. This sample document is intended to be a guide for establishing a governance structure and an example of a traditional, formal model. Variations of chapter governance structure are permitted, provided all articles listed below are addressed. You may edit this sample to create your own chapter bylaws.

BOISE STATE ALUMNI ASSOCIATION MISSION:
The Boise State Alumni Association connects, celebrates and engages alumni and friends of the university to build lifelong relationships that support the future of our university.

ARTICLE I - NAME
The formal name of this chapter shall be the __________ Alumni Chapter of the Boise State Alumni Association.

ARTICLE II - PURPOSE
The purpose of the __________ Alumni Chapter is to support the mission of the Boise State Alumni Association and to promote in an organized manner the interests of Boise State in establishing closer contact between the university and the constituents of the __________ Alumni Chapter.

ARTICLE III - MEMBERSHIP
Chapter membership encompasses all alumni and friends who associate with Boise State or the Boise State Alumni Association and are interested in promoting the goals of the __________ Alumni Chapter (define constituency or geographic region). To be eligible to vote on a chapter issue, a member must be a current dues-paying member of the Boise State Alumni Association (defined as a “voting member”).

ARTICLE IV – CHAPTER VOLUNTEER LEADERSHIP
Section 1. Officers and at-large members
(a) The officers of the chapter will include (at minimum) a president, vice president and secretary/treasurer. These officers will perform duties prescribed by these bylaws.
(b) The chapter board will have at least (two) at-large members who participate in chapter planning meetings and activities, thus making a volunteer leadership base of five persons (best to have an odd number).
(c) The chapter board will conduct the business of the chapter and have general supervision of the affairs between its meetings, fix hour and place of meetings and make recommendations to the chapter.
Section 2. Qualifications
(a) To be eligible for nomination as president, the candidate will have served as chapter vice president or a board member during the previous year.
(b) To be eligible to serve on the chapter’s board, individuals must be current dues-paying members of the alumni association.

Section 3. Nominations
(a) The chapter board shall direct the nomination process to elect new officers and at-large board members. Any chapter officer or voting member may nominate candidates.
(b) At least once during a two-year period, the chapter board will make a call for at-large board member nominations from its membership.

Section 4. Elections and terms
(a) All eligible voters (voting members) must receive notification of the ballot at least two weeks prior to elections. Candidates are elected by majority vote of voting members. Elections will take place as determined at the Chapter’s annual meeting.
(b) Terms of office are two years with two consecutive terms maximum. (defined by the chapter)
(c) No member shall hold more than one office at a time, and no member will be eligible to serve more than two consecutive terms in the same office, unless the chapter’s board grants an exception.

Section 5. Vacancies
The chapter board has authority to appoint a member to complete a term that becomes vacant between elections. The appointee may be nominated to the same office at the next election.

Section 6. Officer duties
(a) The duties of the president will be to:
   • preside at board meetings and other association meetings
   • represent the chapter at Boise State University Alumni Association Board of Directors meetings
   • prepare the annual chapter in good standing report, chapter budget, in consultation with staff and present to Boise State University Alumni Association

(b) The duties of the vice president will be to:
   • preside in the absence of the president
   • perform such duties as the president and chapter executive board shall assign

(c) The duties of the secretary/treasurer will be to:
   • take minutes at the chapter board meetings
   • send the minutes to the chapter board members and Boise State Alumni Association staff following the meetings
   • perform such duties as the president and chapter executive board shall assign
   • inform the Boise State alumni office of changes in volunteer contact information
   • review and regularly report on the financial operation of the chapter
• approve expenditures in consultation with and in accordance with Boise State Alumni Association policies

ARTICLE V - MEETINGS
Section 1. There will be a minimum of two chapter board meetings, one general membership meeting, and at least three events during the fiscal year.
Section 2. To be eligible to vote on chapter issues, individuals must be current dues-paying members of the alumni association. A majority vote of the eligible chapter voting members present at any properly called meeting shall be necessary to approve any action. A "properly called meeting" is one where at least 10 days' advance notice is provided.
Section 3. Any member of the chapter may attend a chapter board meeting.
Section 4. Representatives of the Boise State Alumni Association staff and current alumni association board members may attend all chapter meetings.
Section 5. Other individuals not identified above may attend board meetings by invitation of the chapter board.

ARTICLE VI - COMMITTEES
Committees, special or standing, will be appointed by the president with the approval of the Chapter Board as deemed necessary to carry on the work of the chapter.

ARTICLE VII - PARLIAMENTARY AUTHORITY
The rules contained in the current edition of Robert's Rules of Order Newly Revised may serve as a guide to conduct meetings.

ARTICLE VIII - AMENDMENTS
These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote of the members, provided that the amendment has been submitted in writing at the previous regular meeting.
Club and Chapter Event Planner Sheet

The Event Purpose

What are the key goals of the event? What desired outcome and what do you want your guests to take away from the experience? Click here to enter text.

Event Date: Click here to enter a date. Event Location: Click here to enter text.
Event Start time: Click here to enter text. Event End time: Click here to enter text.

Communications Plan

Keep in mind we work from a master communications calendar. Depending on your audience and the timing of your event, we will work hard to meet your preferred dates for emailing, but we cannot guarantee a send date. Best practice: Plan ahead and submit your requests early.

Include all possible forms of communication you may need to coordinate with Alumni Relations staff and Advancement Communications (emails, postcards, invitations, posters, registration links, ticketing etc.).

How will guests learn about the event?
Email (preferred) □
Hard copy □
Social Media □
Other (please describe) Click here to enter text.

Who is your target audience? We use this for your list request. Click here to enter text.
Some examples of constituent communication groups: Graduates of a program, attendees of Boise State (less than 25 credits), alumni of Boise State (more than 25 completed credits), active alumni members, only lifetime alumni members, within a 50-mile radius of a city, etc.

Do you have any special additions to the invite list? Click here to enter text.
What is your target attendance number? Click here to enter text.
Will you need a save the date or reminder (we only send emails for reminder communications)? Click here to enter text.
Responsibilities/Assignments

Include a detailed outline of who is doing what and their contact information. Will you need volunteers for set up and/or clean up? Who will take photos of the event? Do you need promotional items for giveaways, raffle tickets, or balloons? Click here to enter text.

Budget

If you are requesting support for this event, you must complete the mini-grant application. Your event must be approved before financial support will be provided. Include costs for all potential expenses (venue, food, promotional items, invitations, AV equipment rental, etc.).

Representation

Would you like to have an alumni relations staff member attend this event (to promote membership, speak, assist with logistics, mingle with the guests, etc.)? Click here to enter text.
Post Event Evaluation Form

The Numbers

Number of registered guests: Click here to enter text.
Actual number of attendees (attach list): Click here to enter text.
Photos should be emailed to: teresaharder@boisestate.edu (or posted to your club/chapter website)

Ideas you have for increasing registration numbers for next time: Click here to enter text.

The Event Quality

How did the actual event compare to your original event goal (Did the event meet your expectations? Were attendees satisfied with their experience?): Click here to enter text.

Comments about the venue (Would you use this space again?): Click here to enter text.
Comments about the food (Any complaints about the food? Was the perceived value of the event worth more than the price? Would you use this food vendor again?): Click here to enter text.
Comments about the service/wait staff: Click here to enter text.
Any budget “surprises”? Click here to enter text.
Anything you would do differently next time? Click here to enter text.

Boise State University Support

Did the Boise State Alumni Relations staff meet your expectations as far as assistance with planning, getting out emails, responding to chapter requests, etc.: Click here to enter text.

Did you have an event sponsor? YES □ NO □

If not, is this an event you would like to have a sponsor for in the future and what kind of sponsor would be a good fit for this event? Click here to enter text.
Confidentiality Policy & Signature Page (to sign and return)

Purpose:

The Boise State University Foundation, Inc. ("Foundation") has certain information that is confidential and proprietary in nature. All responsible persons (defined below) have an obligation to protect this information for the benefit of the Foundation and its donors.

Responsible Persons:

This confidentiality policy is applicable to all individuals who have access to confidential information as defined in this policy ("responsible persons"). For example, this would include the following:

1. Foundation board of directors and employees;
2. Consultants, including accountants and attorneys;
3. Boise State University employees;
4. Board members and employees of Boise State affiliated organizations (e.g., the Bronco Athletic Association, Alumni Association, Frank Church Institute, Friends of Nursing);
5. Boise State University college advisory board members; and
6. All others who have access to confidential Information.

Confidential Information:

1. "Confidential information" is defined in this confidentiality policy to include the following:
2. Past, current and prospective donor information, including, without limitation, donor identities, donation histories, any kind of personal or corporate financial information, salaries, net worth, family data, asset holdings, and any other details of the donors' relationships with the Foundation.
3. All other information in the Foundation's donor database, including but not limited to scholarship recipients, graduates and members in Boise State affiliated organizations.
4. Information concerning the Foundation's business and operations, including without limitation, cost information; profits; investments; accounting and unpublished financial information; development plans; studies; positions or statements of individual board members, advisers, or staff; personnel issues; and nonpublic information concerning the Foundation's employees, officers, directors, service providers, and independent contractors.
5. Boise State University records of any kind, including without limitation, unpublished financial information, information concerning projects and developments, student information and data, applicant information and data, information concerning any Boise
State employees, information regarding any Boise State donors or partners, and any other information concerning Boise State that is not made available to the public.

6. Any trade secrets defined in the Idaho Trade Secrets Act, Idaho Code §48-801, including any information, formulae, patterns, compilations, programs, computer programs, devices, methods, techniques, or processes that derive independent economic value from not being generally known to other persons and not being readily ascertainable by proper means by other persons and are the subject of reasonable efforts by the Foundation to protect their secrecy.

7. Notwithstanding the foregoing, the definition of "confidential information" does not include any information that is generally available to the public.

Obligation to protect confidential information:

1. Each responsible person is required to sign the Foundation's acknowledgment and agreement regarding confidentiality policy prior to having access to confidential information.

2. Each responsible person shall keep the confidential information strictly confidential, whether it is in written, electronic or verbal form. No responsible person shall use or disclose such information to others without the Foundation's written consent, except as necessary to perform the responsible person's job.

3. This confidentiality policy shall not be construed in any manner to prevent the Foundation from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over the Foundation.

4. For each Boise State affiliated organization which has its own confidential information policy and agreement, the Foundation will review the policy and agreement and decide whether it will fulfill the obligations under this confidential information policy.

Unlimited time to protect confidential information:

This confidentiality policy applies during a responsible person's employment or services to the Foundation, and it also applies after such employment or services have concluded. The executive director of the Foundation will send an annual communication to all responsible persons to remind them of their obligation to comply with this policy.
Acknowledgment and Agreement
Regarding Confidentiality Policy
(Employee)

By signing below, I acknowledge and agree to the following:

1. I have read and understand the Boise State University Foundation, Inc. confidentiality policy effective as of April 27, 2011 (the "policy"). I am a "responsible person" as defined in the policy.
2. I am familiar with the terms of the policy and agree to be bound by them.
3. Certain information belonging to the Foundation, including but not limited to information about its donors, is confidential and is defined in the policy as "confidential Information."
4. In order to perform my duties for the Boise State University Foundation, Inc. (the "Foundation"), the Foundation must disclose some or all of its confidential information.
5. I have an obligation to protect the Foundation's confidential information at all times.
6. Failure to comply with the terms of the policy may lead to disciplinary action, up to and including discharge of my employment with or discontinuation of my services to the foundation.
7. In the event of a breach or threatened breach of this policy, I acknowledge that money damages alone would be an inadequate remedy. Therefore, I agree that the Foundation shall be entitled to an injunction to restrain me from such breach, in addition to any other rights and remedies to which the Foundation may be entitled.
8. This agreement shall be construed and enforced in accordance with Idaho law, and I consent to jurisdiction in Idaho regarding any dispute arising under this agreement.
9. I am an employee at-will, and nothing in this agreement or the policy shall be interpreted to alter my status as an employee at-will.

__________________________________________  __________________________
Print name                                           Date

__________________________________________
Signature
**Annual Chapter Program Plan**

Paste chapter logo here:

**Directions:** Turn this plan in with your chapter in good standing form (Attachment H).

Meetings will be scheduled by the president and/or vice-president.

**Meeting Location(s)** (if this rotates, just use TBD). If you are planning to use space in the Alumni and Friends Center for your meetings/events, please make sure you have listed all the dates/times in which you need meeting space (see example below).

The second floor of the Alumni and Friends Center has two conference rooms: The IK conference room (seats 12-14) and a larger one (seats 30-32). The first floor also has a living room (seats 12/standing 80) and small adjacent conference room (seats 10-12). Edit table as needed to match the months in which you are meeting.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Time</th>
<th>Space Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td>9/15/16</td>
<td>11:30 AM-1:00 PM</td>
<td>IK Conference Room</td>
</tr>
<tr>
<td>May</td>
<td>Click here to enter a date.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>June</td>
<td>Click here to enter a date.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>July</td>
<td>Click here to enter a date.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>August</td>
<td>Click here to enter a date.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>January</td>
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<td>February</td>
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<td>Click here to enter text.</td>
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<tr>
<td>Month</td>
<td>Enter Date</td>
<td>Enter Text</td>
<td>Enter Text</td>
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<td>------------</td>
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</tr>
<tr>
<td>March</td>
<td>Click here to enter a date.</td>
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<tr>
<td>April</td>
<td>Click here to enter a date.</td>
<td>Click here to enter text.</td>
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</tbody>
</table>
Sample Annual Program Plan

(In this section, outline the known activities for the year. If you do not know exact dates, put in a TBD placeholder for the approximate month). These may not fit the time frame for your chapter’s bylaws. Please edit or create a plan that reflects your chapter or club.

January

- Plan chapter annual basketball game and pregame reception
- Secure venue/select menu
- Deadline for email notification: six weeks prior to event
- Game schedule released in July, game times in September
- Support Spring Student Welcome/serve hot chocolate on the quad

February

- Support/encourage Distinguished Alumni Award nominations
- http://alumni.boisestate.edu/recognizing-excellence/alumni-awards/
- Deadline for submission: April 30
- Chapter president attend quarterly alumni association board meeting

March

- Meet to discuss proposed budget for fiscal year
- Deadline for submission: March 31
- Support/attend alumni night basketball game event and/or Easter Egg Hunt on The Blue

April

- Contact Shakespeare Festival for volunteer dates
- Deadline for initial contact: April 30
- Support/attend Top Ten Scholars event

May/June

- Support/attend annual alumni membership appreciation BBQ
- Complete chapter in good standing form by June 30
- Chapter president attend quarterly alumni association board meeting
- Support Auction Gala by providing one or more unique auction items (pool chapter resources). Auction Gala happens every other year in odd numbered years.
July/August

- Football viewing party and venue selection/reserve space in new Alumni and Friends Center
- Game schedule released in March
- Games times release varies, most in May
- Deadline for game and venue selection: eight weeks prior to event
- Support Welcome Week activities/serve at Short Stack Shindig event
- Deadline for signing up to serve: August 1
- Chapter president attend quarterly alumni association board meeting

September/October/November

- Shakespeare volunteer event
- Homecoming plans (reunion/parade/Distinguished Alumni Gala)
- Reserve a table at Distinguished Alumni event for chapter members
- Final details for football viewing event
- Attend football viewing event/combine with general meeting to conduct officer elections
- Chapter president attend quarterly alumni association board meeting

December

- Mentor meetings for new officers
- Communicate new officers to alumni relations office
- Request updates to chapter website
- Support alumni association Adopt-a-Family for Christmas event
## Budget Sample

### Sample Budget FY17

<table>
<thead>
<tr>
<th>Month/Activity</th>
<th>Event component</th>
<th>Expense</th>
<th>Revenue</th>
<th>Request from Boise State Alumni Assoc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball game</td>
<td>Email invitation</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Game tickets/event</td>
<td>$1,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Online reservation/pay (40@$30)</td>
<td></td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td><strong>August</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>New chapter banner</td>
<td></td>
<td>$75</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>New student send-off BBQ</td>
<td></td>
<td>$0</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>September-December</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football viewing events</td>
<td>Email invitation</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Giveaways-Event in Box Promotional items</td>
<td>$0</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring service activity</td>
<td>Email Information/Invitation to Participate</td>
<td>$0</td>
<td></td>
<td></td>
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<tr>
<td>Note-writing campaign</td>
<td>Postage for mailing 50 cards @ .47</td>
<td>$24.50</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Package of BSU cards 50 count</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bike raffle</td>
<td>Bike donated by local alumni-owned business</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raffle tickets sold 100 @ $10.00 ea</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Roll of raffles tickets</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donation to Boise State scholarship fund</td>
<td>(proceeds from bike raffle event)</td>
<td></td>
<td>$865</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$2,275</td>
<td>$2,200</td>
<td>$425</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td></td>
<td>$0.00</td>
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</tr>
</tbody>
</table>
Club and Chapter Mini-Grant Application

Purpose: The purpose of the mini-grant program is to prioritize funding for alumni clubs and chapters and to support high quality projects and events. Some examples of what the grants may fund:

- Printing costs for an event (invitation/postcard)
- Promotional items for prizes
- Postage costs
- Deposit for venue
- Service project/event
- Supplies for supporting a student event

Application Deadline: April 1 (beginning in 2017)

Directions: Complete one form for each event/project in which you are requiring financial support. Email completed form to: teresaharder@boisestate.edu

Name of Chapter/Club: Click here to enter text.
Contact Name: Click here to enter text.
Best Phone Contact: Click here to enter text.
Best Email Contact: Click here to enter text.

Mini-grant funds are requested for (describe event/project in detail): Click here to enter text.

Will funds support alumni membership? If so, how? Click here to enter text.

Total amount requested: Click here to enter text.

Date funds needed: Click here to enter a date.
Chapter in Good Standing Form

Things to remember:

Fiscal Year: July 1-June 30

Budget: due April 1 for NEXT fiscal year

Good Standing Form: due June 30 as the current fiscal year ends – serves as a recap of chapter activities that occurred in the closing fiscal year

The information reported here documents activities that occurred during the closing fiscal year (July 1-June 30) and is due to the alumni office by June 30. This document helps the alumni association maintain historical records of chapter activity. The budget you submit by April 1 forecasts your needs for the next fiscal year.

Chapter Name: Click here to enter text.   Date sent to office: Click here to enter a date.

Date of most up-to-date bylaws: Click here to enter a date.(Please attach a copy of your bylaws, even if you have not updated them recently.)

Date of your most recent officer elections: Click here to enter a date.

Chapter Leadership: (List people in office at the close of this fiscal year)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Officer Title</th>
<th>Current on Dues?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click here to enter text.</td>
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<td>Click here to enter text.</td>
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<td>4</td>
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<tr>
<td>5</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>
List of events/meetings for this closing fiscal year: (July 1-June 30; add extra lines if needed):

<table>
<thead>
<tr>
<th>Type of Event/meeting</th>
<th>Date or Month</th>
<th>Number in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click here to enter text.</td>
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<td>2</td>
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<td>3</td>
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<tr>
<td>4</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>5</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

Chapter in Good Standing

For the fiscal year that is closing…
What methods did you use to communicate with the alumni in your region/group? How often? Click here to enter text.

How did you promote alumni association membership to your region/group? Click here to enter text.

Did you use any print or promotional materials not created by the alumni office? Please send copies with this report. Click here to enter text.

Alumni Chapters are required to engage in at least two of the three services to Boise State: Social, Service and Scholarship (see handbook for suggested activities). Please list your closing year activities.

Social: Click here to enter text.

Service: Click here to enter text.

Scholarship: (Did your chapter donate to an academic college, support student research, and contribute to the Auction Gala or directly to our Legacy Scholarship?) Click here to enter text.

Do you have any concerns/suggestions/compliments for the alumni staff? Click here to enter text.
Please attach copies of the following if current copies are not on file with the Boise State Alumni Association:

- Current bylaws
- Any printed materials not created by alumni office
- Completed signed copies of data access confidentiality form (attachment D in the handbook) for each new leader who will utilize address or email lists.
- Current roster of active chapter members (use the form that follows or your own), but please indicate if your chapter leaders have specifically recruited a new member.
- Attachment E (your program plan)

### Chapter Roster

*Please provide a list of names for a minimum of 25 active members*

<table>
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<tr>
<th>Member Name</th>
<th>Newly recruited this fiscal year?</th>
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Return to Boise State Alumni Association by June 30.
Fax: (208) 426-1005  1910 University Drive, MS 1035 Boise, ID 83725-1035
**Annual Club Event Calendar Sample**

**Club Meeting Location(s)** (if this rotates, just use TBD). If you are planning to use space in the Alumni and Friends Center for your meetings/events, please make sure you have listed all the dates/times in which you need meeting space (see example below).

The second floor of the Alumni and Friends Center has two conference rooms: The IK conference room (seats 12-14) and a larger one (seats 30-32). The first floor also has a living room (seats 12/standing 80) and small adjacent conference room (seats 10-12). Edit table as needed to match the months in which you are meeting.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Time</th>
<th>Space Requested</th>
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<tr>
<td><strong>EXAMPLE</strong></td>
<td>9/15/16</td>
<td>11:30 AM-1:00 PM</td>
<td>IK Conference Room</td>
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<td>June/July/Aug.</td>
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<td>Sept./Oct./Nov.</td>
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<td>Dec./Jan./Feb.</td>
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<td>Mar./Apr./May</td>
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**Sample Annual Program Plan**

(In this section, outline the known activities for the year. If you do not know exact dates, put in a TBD placeholder for the approximate month). These may not fit the timeframe for your chapter's bylaws. Please edit or create a plan that reflects your chapter or club.

**June/July/August**
- Planning meeting for upcoming year
- Support/attend annual alumni membership appreciation BBQ
- Complete club in good standing form by June 30
- Plan football viewing events (game times release varies, most in May)

**September/October/November**
- Homecoming plans (reunion/parade/Distinguished Alumni Gala)
- Attend football viewing and other planned meetings/events
December/January/February

- Support/encourage Distinguished Alumni Award nominations
- [http://alumni.boisestate.edu/recognizing-excellence/alumni-awards/](http://alumni.boisestate.edu/recognizing-excellence/alumni-awards/)
- Deadline for submission: April 30
- Holiday gathering/service project/membership drive

March/April/May

- Meet to discuss proposed budget for fiscal year/mini-grant requests
- Deadline for submission: March 31
- Support/attend Top Ten Scholars event/Commencement
- Plan assistance with student send-off events/upcoming recruitment events in your geographic area
Club in Good Standing Checklist

Things to remember:

*Fiscal Year:* July 1-June 30

*Budget:* due April 1 for NEXT fiscal year

*Good Standing Form:* due June 30 as the current fiscal year ends – serves as a recap of club activities that occurred in the closing fiscal year

1. Held three club events (please list): Click here to enter text.
2. Two leadership contacts for the upcoming year (may be the same as this year if there is no desire to change):
   - Name: Click here to enter text.
   - Best Email: Click here to enter text.
   - Best Phone: Click here to enter text.
   - Name: Click here to enter text.
   - Best Email: Click here to enter text.
   - Best Phone: Click here to enter text.

3. Roster of current club members (Check if new alumni members this year – need three to qualify for an autographed item to use at event give-away/raffle).

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<tr>
<th>Club Roster</th>
<th>Please provide a list of names for a minimum of six active members</th>
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Sample Bronco Contact Email Outlining Commitment

Serving as a Bronco Contact

Sample email to send to the Director of Regional Alumni Programs at teresaharder@boisestate.edu (Edit for your specific situation.)

My Name is Lucinda Bronco and I would be thrilled to serve as the Boise State Bronco Contact in Las Vegas, Nevada. I’d love to help connect Boise State alumni new to the area with those of us that have lived here for a while. I am a current dues-paying alumni member and I will serve as an advocate for membership. I understand that I am committing to planning and attending two quality events per year. I’d like to plan a football viewing event for the upcoming UNLV game at a local restaurant. Additionally, I’d like to recruit other Boise State alumni in the area to assist with the annual note-writing campaign to encourage students to choose Boise State. I’d like to host a note-writing afternoon lunch at my home. Here is the information I would like posted on the Boise State Alumni website:

   Lucinda Bronco ’99
   Phone: (333) 444-5555
   Email: LBronco@gmail.com

Please send me the required confidentiality form to sign and return.

Thank you,
Lucinda Bronco
Bronco Contact Volunteer Position Description

Boise State University Alumni Association Mission:
To promote the advancement of academic excellence by fostering alliances among alumni and the University community while supporting our University’s traditions and future.

Bronco Contact Purpose
To serve as a point of connection between area alumni and the Boise State Alumni Office; to engage Boise State alumni and friends by serving as a communication link and/or event organizer to create opportunities for social interaction, networking, and shared Bronco Pride.

Bronco Contact Responsibilities
- Be listed on the website as a Bronco Contact (email and/or phone number)
- Organize at least two quality events/activities per year that align with the Boise State Alumni Association mission
- Promote membership and other benefits to constituency
- Serve as area information person for local inquiries about alumni activities, scholarship opportunities, community interests, student recruitment and association news
- Communicate regularly with the staff about activities in your area
- Submit post-event report to staff after each event (we want to know about your events!)
- Sign a confidentiality form that protects all alumni from misuse of personal information

Qualifications to be a Bronco Contact
- Commitment to the mission, visions and values of the Boise State Alumni Association
- Communication, decision-making skills, and the ability to work effectively with a team
- Organized and self-motivated
- Current Boise State Alumni Association dues-paying member

* Time commitment for Bronco Contacts varies according to geographic area, personal commitment, and energy of individual alumnus/na.

Benefits
- Newsletters and other periodic communications from the Boise State Alumni Association
- Early announcements of special alumni activities
- Invitations to campus for special events
• Connect with other Bronco Contacts

Alumni Association Assistance for Bronco Contacts
• Email list management
• Web design and maintenance
• Online event registration
• Consultation for events

Note: Funding for your event may be considered by the staff, provided there is demonstrated alumni interest and strong membership in the area.

Steps to Become a Bronco Contact
• Submit letter of interest outlining commitment to supporting the mission of the Boise State Alumni Association (attachment K)
• Sign confidentiality form indicating commitment to protect alumni information
• Commit to organize at least two quality events/activities per year (written documentation required)
• Submit information to be listed on the website
• Be a current dues-paying member

For more information, please contact:
Teresa Harder (208) 426-1297
Director of Regional Alumni Programs (800) 824-7017 x 1297
Boise State University Alumni Association (208) 426-1005 (fax)
1910 University Drive teresaharder@boisestate.edu
Boise, ID 83725-1035 Web: alumni.boisestate.edu