Chapters & Clubs 101

- Annual Plan
- A Look Behind the Scenes
- Chapters and Clubs team structure

arizonaalumni.com/resources
Chapter/Club Leaders need to:

- #1 – Submit **Annual Board Plan** by June 1st.
  - You will receive the annual plan by April 1st, which gives you 60 days.
- #2 - Schedule conference call in May with your liaison.
- #3 - Old board to new board transition.
  - Successful events require planning, the chapters & clubs team will be there to support your efforts. We will contact you by August 1st to schedule a call to move forward.
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UAAA Liaison will then:

- Contact you once your annual plan has been approved and will provide you with next steps.

Who is my liaison?

- Marc Acuña – National
- Randi Lyn O’Connor – Arizona
- Neysha Aguilar – Multicultural Clubs & Scholarships
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Chapter/Club Leaders will then:

- Wait for UAAA liaison to review your annual plan and connect with you about upcoming events.
- Send the chair the appropriate links to the specific forms/checklists.
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- Chapter/Club Submits **EVENT FORM**
  - Please fill out form *completely*

- **UAAA Liaison** will place on UAAA calendar within the week (may not include registration page due to approval requirements).

- **RSVP Deadlines**
  - 48 hours prior to your event in order to send complete RSVP reports to the chapter/club
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Communications

- UAAA Social Media posts are subject to the events on the calendar.
- Once a month via UAAA email schedule

Wise Wilbur says: if you send it early enough, months in advance, it will allow us to send additional emails.
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EVENT FORMS

- Good
- Bad
Does your event require a contract and/or insurance?

- DON’T SIGN ANYTHING – EVER – WITHOUT SENDING TO US FIRST
  - (Even if money is not being exchanged, a contract is suggested).
- Please see [Contracts and Insurance form](#)
2015-2015 Game Viewing Party Agreement

For each of the games listed on page two of this document, Arcadia Tavern promises to provide the following to the University of Arizona Alumni Association (UAAA) Phoenix Young Alumni Club (PYAC):

- Happy hour pricing on food and drinks from one hour prior to start of game until one hour following end of game for all game viewing attendees (bar and dining area) wearing UA apparel.
- UAAA members will receive a free dessert* when showing their UAAA membership card on any non-Arizona football and basketball game days (*Offer valid with purchase of at least one entree; limited to one free dessert per table; drop in only.)
- $25 at Arcadia Tavern gift cards/certificates donated to PYAC for each game viewing party.
- Decorate the bar and seating area with the University of Arizona decorations an hour before the game and keep in place for the duration.
- Purchase red and blue balloons and other U of A décor for game viewing parties.
- Hang U of A flags on game viewing party days. Hang U of A memorable year around.
- Play “Bear Down Arizona” before the game, before the start of the second half and after scoring plays.
- Provide employee to play music during halftime and commercial breaks.
- Allow PYAC to make announcements on the PA before, during, and after the game on official game viewing party dates.
- Reserve a table for board members to host an information registration table.
- Reserve a 4-seat table for PYAC contest winners.
- Show all UA football and men’s basketball games with sound, including non-official game viewing party games.
- For official game viewing parties, play U of A game on all TV’s at the bar with sound.
- Provide PYAC with priority venue reservations over any other sporting groups.

In return, PYAC will provide the following to Arcadia Tavern:

- Primary and exclusive game viewing party location for PYAC.
- Promote Arcadia Tavern in all marketing materials relating to game viewing party events.
- Will have board members in attendance to help answer questions and direct attendees at all game viewing parties, including managing the seating of VIP contest winners.
- Provide Arcadia Tavern with signage for VIP contest table.
- Will not vote to move game viewing parties to another location after the terms of this agreement without letting Arcadia Tavern have a chance to discuss the issues with the club.
- Promote free dessert with UAAA membership discount throughout the football and basketball game viewing season.
- Provide Arcadia Tavern with Arizona Athletics video highlights to display on televisions before and during game viewing parties.
- Provide Arcadia Tavern with presentation slides to promote game viewing dates and offers (happy hour, free dessert, etc.) on televisions before and during game viewing parties.
- Provide Arcadia Tavern with posters promoting game viewing parties to hang by main entrance doors.
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Football
- Sat 9/26: UCLA
- Sat 10/10: Oregon State
- Sat 11/7: USC
- Sat 11/14: Utah
- Sat 12/5: PAC 12 Championship (only if Arizona is in it)
- Bowl Game (only if Arizona is in it)

Basketball
- Dates TBD once full schedule is published.

Other
- PYAC has the right to change or add official game viewing party dates with page one benefits in the sports of football and basketball when mutually agreed upon with Arcadia Tavern.
- PYAC has the right to host official game viewing parties with page one benefits with other sports, such as but not limited to, softball and baseball when mutually agreed upon with Arcadia Tavern.

Terms and Conditions
- Arcadia Tavern can promote itself ONLY as the Official Game Viewing Party place for UAAA Phoenix Young Alumni Club. It CANNOT promote itself as the Official Game Viewing Party place of the University of Arizona, UA, U of A, Arizona Athletics, University of Arizona Alumni Association, or any variation of The University of Arizona, UA, U of A, Arizona Athletics, University of Arizona Alumni Association.
- This agreement does not grant Arcadia Tavern the right to use any registered, trademarked or licensed logos of the University of Arizona or the University of Arizona Alumni Association. Any actions by Arcadia Tavern to improperly promote itself or improper use of registered, trademarked or licensed logos will result in immediate termination of this agreement, and will result in the UA Alumni Association pursuing any and all legal actions against Arcadia Tavern available under the laws of the State of Arizona.
- The duration of the terms of this agreement is August 15, 2015 to April 30, 2016.

Arcadia Tavern
Print Name
Position
Date

The University of Arizona Alumni Association
Print Name
Position
Date
UAAA Liaison Next Steps:

- Create RE Event (Raiser’s Edge – the UAAA database) - this allows us to save and retrieve attendee information.
  - Keep in mind that when submitting an event, it is a 1-2 week timeframe – from submission to it going ‘live’ on the website.
### Memberships

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### Details for Alumni Association Membership - Forever Wildcats Single

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- UAAA staff member enters all event information
  - Event description
  - Date and time
  - Cost (including tax deductibility information)
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</table>
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- **UAAA Liaison** creates [registration page]
- Import RE information
- Enter tax deductibility information
- Set event registration information
  - Last name, first name, email and other information
  - Registration confirmation email
  - RSVP deadline and message for closed registration
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UAAA liaison member next steps:

- Create [event page](#)
  - Find/upload picture
  - Enter event information
    - Date, time, address and specific event description
    - Tax deductibility information
    - Connect registration page to event page
    - Create hyperlink
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UAAA Liaison approval process:

- UAAA Business Office
- Pricing & Tax deductibility
- Communications
- Registration page, calendar and email blast
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UAAA Liaison is responsible for:

- Reports
  - RSVP lists do not update until after 2 p.m. daily
    - Reports are pulled once a week
    - A final RSVP list will be given 48 after online registration closes
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UAAA Liaison is responsible for:

- Reports
  - Name, registration information, membership info and email
  - By request only, the following information can be given: year graduated / degree / phone # / address
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UAAA Liaison

- Reports should be used to:
  - Create nametags
  - Registration/check in for events
  - Update listservs
  - Send thank you notes/postcards out to attendees
THANK YOU

FOR VOLUNTEERING YOUR TIME, YOUR ENERGY AND YOUR RESOURCES

BEAR DOWN & GO CATS!