



## **UOAA Assisted Programming**

Reunions and events are a great way to connect alumni from all over. The UOAA welcomes the opportunity to assist alumni, from a particular group (affinity reunion) or specific class (class-based reunion) to reconnect with one another through various alumni reunions and events. Our affinity and class-based reunions and programs reinforce the mission of the UOAA by keeping alumni involved and informed with their University. Please keep in mind that this is a support service and that the success of your event depends on the hard work and communication of your committee members.

To request support, funding and/or supplies please review the guidelines below to determine what level your reunion/event falls under. Please submit your written request to the Assistant Director for Alumni Relations at least 3 months prior to the event. Outline the requirements you have met and which level your event falls under. Funding and supplies are limited and will be addressed on a first-come, first-serve basis. Not all requests will be granted. Also, first priority will be given to Level I events and events that will be held during Homecoming Weekend.



# Level I Event

Typically these events target an audience of 100 people or more. The reunion or the affinity group event must meet the following requirements.

1. UOAA Goals/Criteria (at least 1)
  - Membership component/drive
  - Reaches an underrepresented demographic
  - Specifically targets young alumni (graduates in the last 10 years)
  - Promotes an academic or cultural component of the university
  - Engages alumni in a chapter area
2. Have a committee of at least 3-5 active members.
3. Have prepared a basic timeline, program and proposed budget for the event
4. Include UOAA logo on all printed materials/emails (subject to approval by UOAA)
5. Collect updated data from event attendees and submit to UOAA after event.

If the above criteria are met the UOAA will provide:

- One mailing which we will design, print and mail at bulk rate (prior to the mailing being sent out there must be at least 25 committed attendees). The number of invitees will be determined by the UOAA prior to the mailing as well.
- A mailing and phone list for your group
- Online registration on the uoalumni.com website
- We will post information about your event on our web site and in the UOAA e-newsletter
- We will provide you with an Activity Box for your event that will include nametags, table decorations, UOAA information material, and a small giveaway
- UOAA Staff present at event (if necessary) and advice with planning the event, we will also provide a sample event timeline, budget and planning guide.

## Level II Event

Typically these events will target an audience of at least 50-100 people. The reunion or affinity group event must meet the following requirements.

1. Have a committee of at least 2-3 people
2. Have prepared a basic timeline and proposed budget for the event
3. Meet a UOAA goal
  - Membership component/drive
  - Reaches an underrepresented demographic
  - Specifically targets young alumni (graduates in the last 10 years)
  - Promotes an academic or cultural component of the university
  - Engages alumni in a chapter area
4. Include UOAA logo on all printed materials/emails (subject to approval by UOAA)
5. Collect updated data from event attendees and submit to UOAA after event.

If the above criteria have been met the UOAA will provide:

- A mailing and phone list for your group
- Online registration on the uoalumni.com website
- We will post information about your event on our web site and in the UOAA e-newsletter
- We will provide you with an Activity Box for your event that will include nametags, table decorations, UOAA information material, and a small giveaway
- UOAA Staff present at event (if applicable) and advice with planning the event, we will also provide a sample event timeline, budget and planning guide.

## Level III Event

Typically these events will target an audience of at least 25-50 people. The reunion or affinity group event must meet the following requirements.

1. Have at least one committee leader/contact
2. Have prepared a basic timeline and proposed budget for the event
3. Meet a UOAA goal
  - Membership component/drive
  - Reaches an underrepresented demographic
  - Specifically targets young alumni (graduates in the last 10 years)
  - Promotes an academic or cultural component of the university
  - Engages alumni in a chapter area
4. Include UOAA logo on all printed materials/emails (subject to approval by UOAA)
5. Collect updated data from event attendees and submit to UOAA after event.

If the above criteria have been met the UOAA will provide:

- A mailing and phone list for your group
- Online registration on the uoalumni.com website
- We will post information about your event on our web site and in the UOAA e-newsletter
- We will provide you with an Activity Box for your event that will include nametags, table decorations, UOAA information material, and a small giveaway
- UOAA Staff present at event (if applicable) and advice with planning the event, we will also provide a sample event timeline, budget and planning guide.

# Level IV Event/Grant Program

The reunion or affinity group event or program must meet the following requirements.

1. Have at least one committee leader/contact.
2. Have prepared a basic timeline and proposed budget for the event or program. For funding a written proposal of the money needed, purpose of event or program and definition of who event or program will serve and what money will be used for will also need to be submitted.
3. Meet a UOAA goal
  - Membership component/drive
  - Reaches an underrepresented demographic
  - Specifically targets young alumni (graduates in the last 10 years)
  - Promotes an academic or cultural component of the university
  - Engages alumni in a chapter area
4. Include UOAA logo on all printed materials/emails (subject to approval by UOAA)
5. Collect updated data from event attendees and submit to UOAA after event.

If the above criteria have been met the UOAA may provide:

- Funding up to \$500 per event. (Funding will be allotted on a first-come, first-served basis and is not guaranteed for every group and event. As funding is limited, once all funds have been distributed, no more requests will be accepted until the next fiscal year).
- An Activity Box for your event that will include nametags, table decorations, UOAA information material, and a small giveaway