



## **University of Pennsylvania Carey Law School Alumni Club Leaders Agreement**

University of Pennsylvania Carey Law School Alumni Clubs establish and strengthen the connection among Law School alumni through networking, volunteer, educational, and social activities. Our regional clubs bring together alumni living in the same geographic area, while our affinity groups connect alumni with shared interests and identities. By establishing ties *among* alumni and *with* the school, clubs create alumni communities in their local areas and within their affinity groups, helping to foster a lifelong connection to the Law School.

Our regional clubs and affinity groups are led by alumni volunteers with the support of the Alumni Relations Department. Alumni Club leaders serve as key players in bringing classmates and fellow alumni together, creating opportunities to share experiences and strengthen the Law School alumni network.

### **Responsibilities of Alumni Club Leaders:**

1. Hold at least two leadership meetings per year
2. Plan at least two club events each year
3. Promote club events and initiatives through outreach
4. Serve as an ambassador of the Law School
5. Agree that no dues will be collected
6. Sign the Alumni Volunteers Confidentiality form
7. Abide by the University of Pennsylvania Policies

### **Event Planning Guidelines and Policies:**

- All Alumni Club events will be virtual until further notice due to the COVID-19 pandemic
- All event ideas should be discussed with the Law School before planning begins
- Leaders are primarily responsible for all planning, most importantly with regard to selecting a local venue or host firm for in person events
- An event must have at least 10 people in attendance to be considered an event that is sponsored by the Law School and therefore eligible for financial support
- Financial support for Law School-sponsored club events will be determined by the Law School on a per head basis, and will depend upon regional market, venue selected, and RSVP count
- Attendance shall be taken and reported back to the Alumni Relations Department for record-keeping purposes after each event

### **Law School Support:**

- Administrative services including, but not limited to, facilitation of email communications with alumni, invitation and RSVP management, and updates to the Law School events calendar
- Creation of virtual meetings on online event platforms (e.g. zoom)
- Financial support in the form of partial coverage for events, pending approval by the Law School (e.g., appetizers covered by Law School at a cash bar event)
- On-site staff attendance if feasible
- Assistance with recruiting staff, faculty members, and other alumni presenters to participate in and speak at Alumni Club events

I have read and agree to abide by the expectations and guidelines as stated above.

Requestor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Class Year: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Alumni/Development Staff

Name: \_\_\_\_\_

Date: \_\_\_\_\_