



**D. Reid Weedon, Jr. '41 FSILG Alumni/ae Relations Award  
2009 Application**

**Application Deadline: Wednesday, April 1, 2009 @ 5 p.m.**

**Submit application to: MIT Alumni Association, Katie Casey Maloney, [kcasey@mit.edu](mailto:kcasey@mit.edu)**

The D. Reid Weedon, Jr. '41 Alumni/ae Relations Award was established by Mr. Weedon to encourage Fraternity, Sorority, or Independent Living Group (FSILG) student outreach to their alumni/ae. The MIT Alumni Association is inviting applications for this year's award, which includes a \$7,500 first place prize and a \$2,500 second place prize, and will be presented to the FSILGs that have demonstrated the greatest effort in alumni relations this academic year (June 2008 – May 2009). The award winners will be announced at the 2009 Institute Awards Convocation in May 2009.

Additionally, an optional third prize (Honorable Mention) of \$1,000 prize may be awarded at the Selection Committee's discretion to an FSILG that merits special consideration for its alumni relations efforts.

Once again we are asking FSILGs to submit all application materials electronically to help reduce costs to the FSILGs. To complete your application, please download the document at:

[https://alum.mit.edu/students/StudentGroupResources/weedon\\_award.jsp](https://alum.mit.edu/students/StudentGroupResources/weedon_award.jsp), which includes the application cover sheet and questions. If you are including screenshots (e.g. of alumni websites), we recommend that you include them with the relevant questions. Please also gather all of your supporting materials (e.g. newsletters, sample holiday cards, etc.) and scan them. Once you have all of these materials compiled electronically, please create a compressed file (e.g. .zip file) and post the file to a location that the Alumni Association staff can access easily (e.g. chapter webpage, public directory, etc.). Finally, send an email to Katie Casey Maloney ([kcasey@mit.edu](mailto:kcasey@mit.edu)) with the location of your application. If your application is below 20MB, you can email your application directly to Katie Casey Maloney.

## Application Cover Sheet

**FSILG: Kappa Sigma**

**Size of living FSILG alumni population: 1,000**

**FSILG Student Contact person: Andres Lopez-Pineda**

**Student Contact's FSILG Leadership Role: Alumni Relations Chair**

**Student Contact's Address: 229 Vassar St. #326**

**Student Contact's Phone: 651-235-5717**

**Student Contact's Email: andreslp@mit.edu**

**FSILG Alumni/ae Relations Chair Name and Email: Same as above**

**FSILG President Name and Email: Alan Foreman (aforeman@mit.edu)**

**FSILG House Corporation President Name and Email (if any): Lawrence Colagiovanni  
(larryc@alum.mit.edu)**

**FSILG Chapter Advisor Name and Email (if any): Sanjay Divakaran (sanjay\_divakaran@hms.harvard.edu)**

NOTE: By submitting this application, you are allowing the materials submitted to be shared with other FSILGs at the discretion of the Weedon selection committee. For example, novel and effective activities noted in your application may be included among best practices disseminated among the FSILG community. If there is any sensitive material in the application that you would not like released, please make note of it in the application. *Questions may be directed to Katie Casey at 617-452-3372 or [kcasey@mit.edu](mailto:kcasey@mit.edu).*

This application is meant to assess your living group's efforts in the past year to reach out to your alumni/ae. The application **should not** focus on alumni/ae volunteers in advising or house corporation roles or in programming developed by alumni/ae for alumni/ae. These are great activities and keep chapters strong, but the focus of the award is on **student-driven** activities.

Each application will be reviewed by a committee of FSILG members, alumni, and MIT staff. The committee is interested in learning about your approach as well as your sustained commitment to alumni relations. For each section below please provide **quantitative** and **qualitative** descriptions of your programs and how they involve alumni/ae [i.e. the date(s), the number of alumni/ae participating in an event or program (their names when appropriate), the number of chapter members participating (their names when appropriate), invitations, emails, and photos if available]. Please be specific when addressing each topic.

**ALUMNI/AE OUTREACH (A chapter with a strong Alumni/ae program should include practices in most if not all of these areas):**

1. Please describe your major annual alumni event(s) (e.g. Alumni weekend, Founders' Day, reunions).

It is a long-standing tradition at Kappa Sigma to invite the alumni back to the Chapter house in the fall of each year, as we feel that it allows them to reconnect with their Brothers as well as allow the undergraduates to meet those that

came before them in order to get more perspective in how the house was in the past. We chose to hold the event this year at the end of September, similar to last year, in order to allow the pledges to see the strength of our alumni relations as they were just starting the new member program. We announced the event 5 months earlier, in April, in the hope that alumni would be able to start planning their travel information early.

We also had an online form for the alumni to fill out on our Chapter's website

(<http://kappasigma.mit.edu/founders.aspx>) to let us know if they were attending. This form includes information about guests they are bringing and events they were planning to go to so that we could make sure we had enough food and supplies for everyone. Our website includes a page that, as alumni sign up, shows exactly who has registered in order to incentivize others to register as well.

Here is the schedule of events we had for the weekend:

- Friday
  - Drinks and pool at Flat Top Johnny's.
- Saturday
  - Alumni vs. Undergraduates Football Game
  - Lunch BBQ
  - Poker tournament
  - Alumni Meeting of the House Corporation: The House Corporation and undergraduate Executive Committee presented updates on the Chapter's current business and what their goals were for the coming year
  - Dinner
  - Drinks
- Sunday
  - Lunch BBQ
    - Open discussion between alumni and undergraduate brothers about careers and networking

We passed out Founders' Day t-shirts to all undergraduate brothers and alumni as they arrived, which was a great way to build enthusiasm for the events as the weekend progressed.

Each alumnus had a nametag with their name, year, company, and position so that undergraduates could easily find someone in their intended field and get good advice and tips.

We had approximately 26 alumni attending, which was a great turnout considering the current economy and the terrible weather that was anticipated for that weekend. Here is the list of attendees:

- |                        |                        |                       |
|------------------------|------------------------|-----------------------|
| • Matthew Richards '04 | • Sanjay Divakaran '08 | • Nikhil Gupta '07    |
| • Shane Treadway '08   | • Daniel Serna '04     | • Dave Seidler '77    |
| • Jon Schechter '08    | • Ron Phelan '95       | • Jake Simson '08     |
| • Pawan Deedwaniya '08 | • Praveen              | • Ira Simkhovitch '06 |
| • Noah Taylor '07      | • Pamidimukkala '08    | • Brian Kondracki '97 |

- John Rhee '95
- Richard Mayus '97
- Matthias David Siebler '94
- William Zhou '95
- Christopher Peck '90
- George Benson '98
- Andre Sugai '06
- Cliff Roscow '05
- Brad Rubin '05
- Charles Borges '98
- Gene Glover '97

At dinner, we awarded Michael Metzger with the John A. Seeger Alumnus of the Year Award for his contributions to the chapter's undergraduate academic program and his meaningful contributions to emergency response research. Brother Metzger's graduate work with the MIT engineering Systems Division has received national media attention and recognition, and the decision to give this award to him was applauded by other alumni who know of what he has done for both our Chapter as well as the country.

Additionally, Eugene Glover received an award in recognition of his enduring commitment to the chapter for his many years of consistent service to the house corporation.

Before dessert, as is tradition, the pledges sang Kappa Sigma Dream Girl to the girlfriends and wives of the brothers and alumni while handing out flowers to them.





After dinner, the alumni continued the time-honored tradition of entertaining the group with stories from their days in the chapter. This was helpful for the pledges to see the rich history our Chapter has, and to appreciate the changes that have been made by hard work from both the alumni and the current Brothers living in the Chapter house.



The pledges and brothers wrote hand-written thank-you letters to the alumni that attended.

2. Please describe other chapter events which alumni/ae were invited and participated (e.g. initiation, community service, informal alumni dinners, athletic events, faculty dinners, parents' dinners, and Campus Preview Weekend).

We invite our alumni to as many events as possible throughout the year, as we feel it is important for the current undergraduates communicate with the alumni so that our Chapter can remain united as one across the years. We see a spectacular amount of attendance at these events by our Alumni Advising Team and House Corporation, which means they are in a good position to lead our Chapter by example and help the undergraduates perform their duties correctly.

- Initiation
  - We initiated our newest pledge class into the Fraternity in November, with the help of four alumni, three of which are part of the Alumni Advising Team: Sanjay Divakaran, Shane Treadway, Jonathan Schechter, and Matthew Richards.
- Rush
  - We had five alumni consistently helping our Chapter throughout rush. This included Sanjay Divakaran, Jonathan Schechter, Matthew Richards, Cliff Roscow, and Larry Colagiovanni.
- Faculty Dinner
  - Sanjay Divakaran, Jonathan Schechter and Matthew Richards attended our faculty dinner in the fall.
- Parents' Dinner
  - Once again, we had our Alumni Advising Team show up to the annual Parents' Dinner at our Chapter house
- Local Alumni Events
  - As per our tradition, we invited local alumni to as many regular chapter events as possible, as this allows the alumni to decide what fits into their schedule, and makes them feel more welcome at all times. Most of the members of the Alumni Advising Team were in town during these events and tried to show up as often as their schedules allowed. The events saw a few specific alumni stopping by more often than others, but it was generally a good mix of guys at the events. The people that came included Sanjay Divakaran, Jonathan Schechter, Matthew Richards, Cliff Roscow, Praveen Pamidimukkala, Pawan Deedwaniya, Nelson Meehan, Brad Rubin, James Lynn, and Jeffrey Hoff, as well as a few others that showed up to only a few of the events.
  - Some of the events included a rush event in September and dinners throughout the semester.
  - We have several more events planned for the spring, including another faculty dinner at which we hope to have alumni attendance, as well as regular dinners that are open for alumni to stop by if they have time.
  - Many of the alumni listed above are also regular players on our intramural football, foosball, ice hockey, basketball, soccer, and softball teams.
  - At the annual leadership retreat, we had 3 members of the Alumni Advising team attend, as well as several other alumni, including House Corporation member Tom Stohlman.

- Commencement
  - We had ten alumni attend a function to celebrate commencement in June. They had a chance to meet the families and talk about the career plans of the recent graduates. The seniors had planned this event, and there were drinks and food served on the roof. We will have a similar event this year as well.

3. Please describe your chapter's interaction with your House Corporation.

The undergraduate executive committee communicates with the House Corporation on a weekly basis, updating them with new information about the Chapter. They also keep in almost daily contact with the House Corporation president, Larry Colagiovanni. The House Corporation meets with the undergraduate executive committee once every two months to deal with new business. The meeting is mostly to make sure everyone is on the same base regarding projects in progress and to receive status updates. These meetings are generally short, as we have started moving towards having more email conversations and taking care of day-to-day business that way. This allows us to be dynamic in how we handle problems instead of waiting to respond to something because the phone lines are busy or people's schedules are swamped for the week.

The second interaction we have with House Corporation is through the leadership retreat. During this event, the executive committee sets goals and learns how to be more effective leaders.

This meeting is an opportunity for individual executive committee member officer transitions, general executive committee transition discussions, and alumni input into the direction of the new executive committee.

Because the discussions open up as the day goes on, it allows alumni to help the undergraduates brainstorm how to do their jobs better. This year, we talked a lot about revising the bylaws of our chapter, as well as how to resolve issues with chapter attendance. The reason the alumni are so useful at this meeting is because they can offer insight about how the house used to be and allow the undergraduates to compare the current policies with ones from the past and try and improve the house given that knowledge.

Regarding the individual officers, the alumni relations chair works with the President of the House Corporation on the alumni relations program. The House Corporation President reviews the goals of the program each semester with the alumni chair, so that we have continuity from year-to-year. The President and House Corporation House Manager work extensively with the Undergraduate House Manager on overseeing major house renovations, evaluating contracts, organizing work weeks, and preparing for inspections. The House Corporation House Manager also attends all house inspections. The House Corporation Treasurer reviews the budget each month with the Undergraduate Treasurer and provides advice on financial decisions.

Besides the specific things listed here, the House Corporation also does a lot of administrative tasks needed to keep the house running smoothly. Oversight of long-term improvements and management of the mortgage are just two examples of the numerous responsibilities of the House Corporation, which are critical to our long term stability.

#### 4. Please describe your chapter's interaction with your Alumni Advisors.

As previously noted, the Alumni Advisors are among the most active of our alumni, in both house business as well as alumni events. As you will note by the answers supplied in question two, the most often repeated names are those of the Alumni Advisors. This is indicative of the great relationship we have with this group of men, and it is important to us to keep that connection healthy. To that end, we continue inviting them to events and encouraging them to participate beyond their duties as Alumni Advisors.

Of course, they still have business to attend to in the house as well. Their first priority in that regard is officer transitions and goal setting. As mentioned above, they attend the leadership retreat and are very important in doling out information and advice, which helps greatly in officer transitions. This is especially true since their positions may extend beyond the single term that an undergraduate brother holds that office. The advisors work towards opening up communication between old and new officers and assist in setting new goals after evaluating previous goals. Another important aspect of their job is checking in with the officers throughout the semester to assure they are keeping on top of their intended goals. This is usually done at least every other week.

One of advisors, Larry Colagiovanni, also continues to send information about fraternity life to parents of new member. This letter is especially helpful for parents who may be unfamiliar with the fraternity system at MIT. It discusses items such as the new member program and the role of alumni in the Chapter, and offers to answer any questions that the parents may have. In hopes of reaching out to parents even further, we created a separate page on our website for them (<http://kappasigma.mit.edu/parents.aspx>) and included the contact information of some of our alumni in case they have questions.

Each officer in the Chapter is paired with an alumnus advisor. We currently have six alumni serving on the alumni advisory board. The breakdown is as follows:

- Alumnus Advisor – Grand Master (GM)
  - Advisor: Sanjay Divakaran '08
  - Talks weekly with the GM to receive a detailed update on the state of the Chapter
  - Works with the GM to ensure that all Fraternity policies are followed
- Assistant Alumnus Advisor - Grand Procurator (GP)
  - Advisor: Matt Richards '04
  - Advises GP
    - Ensures effective administration of the Chapter operations, including code of conduct and judicial affairs
  - Advises the Risk Manager
    - Reviews the risk management policy each semester
    - Reviews the procedures for events each semester
  - Participates in MIT's Alumni Risk Management Program
- Assistant Alumnus Advisor – Grand Master of Ceremonies (GMC)
  - Advisor: Larry Colagiovanni '04
  - Advises GMC
    - Works with the GMC each spring to plan the Chapter ritual retreat

- Advises Pledge Educator
  - Reviews the pledge program before the start of the pledge program to ensure it is well-planned, fits within the allotted time of 60 days, and does not contain any hazing
- Advises Brotherhood Development Chair
  - Reviews the brotherhood development program at the beginning of each semester
- Advises the following committees:
  - Academic
  - Community Service
- Assistant Alumnus Advisor - Grand Scribe (GS)
  - Advisor: Jon Schechter '08
  - Advises GS
    - Ensures that all reporting to Headquarters is done on time
    - Ensures that all articles are submitted to the Caduceus on time
  - Advises Alumni Chair
    - Works with the House Corporation President
- Assistant Alumnus Advisor - Grand Treasurer (GT)
  - Advisor: Jake Simson '08
  - Advises Grand Treasurer to ensure proper financial management, effective bill collection and communication, and general financial planning
  - Reviews the fall and spring budget before it is presented to the chapter
  - Ensures that all bills are paid on time
- Assistant Alumnus Advisor - Rush Chair
  - Advisor: Larry Colagiovanni '04 and Jon Parks '05
  - Reviews the fall and spring rush calendars
  - Sits in on rush task force meetings when possible (the rush task force is responsible for evaluating the previous year's rush and planning the next year's rush and meets weekly)
  - Attends some, if not all, rush events
- Chapter Counselor
  - Advisor: David Rogers
  - Assists relations with the Institute
  - Connects our government with other FSILGs
  - Brings in fresh ideas from other FSILG

5. Please describe how you communicate chapter news to alumni/ae. If you have a newsletter, how often is it distributed? How is your newsletter distributed (mail, email, website)? Include a pointer to electronic copies of your newsletter(s) (since June 2008).

First, the Chapter sends a printed newsletter to our alumni at the end of each semester (<http://kappasigma.mit.edu/newsletters/GammaPride-Winter2008.pdf>).

This year, we included biographies of each new member in this newsletter.

At the end of the spring semester, we include biographies of graduating seniors (<http://kappasigma.mit.edu/newsletters/Graduates-Spring2008.pdf>).

We include a donation form and contact update form in each mailing as well. Every newsletter that we send is also posted on our Chapter website (<http://kappasigma.mit.edu/news.aspx>).

In the middle of each semester, we send an email update to our alumni. This highlights any important news in the Chapter. We also post these online on our Chapter website ([http://kappasigma.mit.edu/state\\_show.aspx?article=4](http://kappasigma.mit.edu/state_show.aspx?article=4)).

Kappa Sigma International Fraternity also publishes a quarterly magazine called the Caduceus that is sent to all alumni of Kappa Sigma (<http://www.kappasigma.org/pubCaduceus.php>). Each quarter, we contribute articles with updates on our Chapter. We also solicit updates from our alumni and include those in our submissions.

6. Please describe how you use your chapter's Web site to communicate with alumni/ae. Include a screenshot as an attachment to your application or include a web address for review.

Our Chapter's website is located at: <http://kappasigma.mit.edu>.

We use the website to publish important news and we constantly update it in order to keep everyone up-to-date with what is going on in the house. We also archive newsletters and updates so that we can have a log of our history.

On this website, we also include lots of information useful to current brothers. There is a list of undergraduate brothers with pictures and email addresses; there is a list of officers, details about our Alumni Advising team and House Corporation officers, information on important events throughout the year (like Founders' Day), and other news.

As mentioned earlier, the site is also used to show registration for events like Founders' Day and keep members current on the status of the different activities, so alumni can check there to see what is happening, and how previous events went.

Additionally, we have a page for donations from alumni and a page describing who won the award for alumnus of the year.

7. Please describe how you engage alumni/ae as mentors, career advisors and/or for networking.

We started a new alumni relations program last year, to some success, but there is still room for improvement. There are two things we are doing to improve this. First of all, we need to communicate with alumni more. To this end, we have tried to keep in contact more directly with local alumni and alumni who seemed to still be close to the house. To do this, we have been making personal phone calls to the alumni we want to see at events in addition to the emails. This allows us to strengthen those relationships, and we can move from there to expanding the number of

alumni classified as strong participants. Once we have the alumni attending events, it is fairly easy to get them to act as informal mentors, since that just involves giving good advice during a conversation over dinner or after an intramural game.

Secondly, we tried to get undergraduates to understand how lucky we are to have such a strong alumni base to draw from. We have held several informative presentations (especially aimed towards freshman) that showed how to use the alumni website in general, and where all the information about alumni is stored.

To get alumni to become formal mentors, we sent out this email:

*I am developing a career advisor program for the undergraduates, and I am looking for alumni that are interested in becoming career advisors. This is a great opportunity to volunteer with the Chapter, share your experiences with the Brothers, and potentially recruit for open positions at your company.*

*The responsibilities of the career advisors will include: answering questions about career planning, providing advice on resumes and interviewing, and answering questions about your position and/or company. I expect that the time commitment will be minimal.*

*If you are interested, please send me an email with the following information:*

*-Name*

*-Graduation Year*

*-Phone Number*

*-Email*

*-Communication Preference (please indicate if you prefer Brothers contact you via email and/or phone)*

*-Major*

*-Industry*

*-Company*

*-Position*

*-Any other information you would like to share about your professional experiences.*

We had over 20 alumni volunteer to serve as career mentors in a variety of fields. The alumni that volunteered are:

- Larry Colagiovanni '04
- Mike Mitchell '91
- Shawn Sullivan '05
- Geordie McAveney '90
- Gregory Pal '96
- John Newkirk '72
- DC Seward '93
- John Brandt '93
- Steve Greene '77
- Matt Richards '04
- Grant Harris '80
- Mitch Szymanski '75
- Chirag Shah '04
- Sunil Aggarwal '03
- Matt Cohen '03
- Michael Menard '07
- Michael Ramos '03
- Mark Chen '00
- Ray Dantes '03
- Jon Parks '05
- Al Pirone '63
- David Roberts '76
- John Dockum '50
- Sean Tytler '98
- Michael Parzuchowski '89
- Jake Simson '08
- Sanjay Dikakaran '08
- Shane Treadway '08
- Derek Mohar '92
- Jon Schechter '08

Because of bad weather and inconsistent attendance, we decided not to do the usual networking roundtable, and instead we are planning next semesters' Founders' Day to hold the career and networking roundtable. We decided to plan Founders' Day to coincide with the MIT Career Fair. We are hoping that this will allow alumni to pay for only one trip in the fall instead of two. We want alumni to stay for our Founders' Day if they are already going to the Career Fair during the week.

As we begin to finalize details for this event, we will most likely be using an email similar to last year's in order to get alumni to help out with our event. The email was as follows:

*This Founders Weekend I am organizing a Careers and Networking Roundtable on Sunday, September 30th, from 11am - noon (with an alumni BBQ immediately to follow). The motivation is to provide a forum for undergraduate brothers to be mentored by Gamma-Pi alumni about professional development. My goal is to get volunteers, each of which will speak for 5-7 minutes on professional issues in various fields: financial/business, EE/CS, mechanical/aerospace/defense, pre-med, and engineering graduate school, etc. Topics to be covered:*

- Selecting a career (pros and cons of your professional field)*
- Getting hired (keys to acquiring an internship/first job, cover letters, interviewing)*
- Any other topics you deem appropriate*

*Given your experience, it would awesome if you could be a representative at the Careers and Networking Roundtable. Please let me know by August 31st if you are willing to participate. If you have any questions or wish to discuss further, call me.*

Last year, we had 6 alumni give talks about their careers, and this year we hope to get even more speakers, with a broad spectrum of careers represented. We have already started in-depth discussions for next year's Founders' Day, and we know it will be the best one yet. Looking even further into the future, we are beginning discussions about how to make our 100<sup>th</sup> anniversary Founders' Day (coming up in two years) the most memorable weekend for alumni we have ever hosted.

We are going to continue trying to get alumni to participate in our events by emailing information to ks\_careers, which allows alumni to post job opportunities and let undergraduates know more information about specific positions they could fill.

8. Please describe any other programs, events or outreach not described above (i.e. Holiday Cards, Relational Phonathons, and email listservs).

We have many email lists in use for alumni, including:

- Kappa Sigma Alumni: This list contains all of the alumni of Kappa Sigma. The MIT Alumni Office has setup and maintains this list for Kappa Sigma. This list is used to announce any upcoming events, news, etc.

- Kappa Sigma Boston-Area Alumni: This list contains all of the alumni of the Boston-Area Alumni of Kappa Sigma. The MIT Alumni Office has setup and maintains this list for Kappa Sigma. This list is used to advertise events that local alumni can attend.
- ks-corporation: This list contains all of the officers on the house corporation. The undergraduates maintain this list for the house corporation.
- ks-alumniadvisors: This list contains all of the members of the alumni advising team. The undergraduates maintain this list for the alumni advisors.
- ks-rushadvisors: This list contains a list of approximately 30 alumni, who have agreed to help answers questions and brainstorm ideas about rush. The undergraduate rush chair maintains this list. It is used for bouncing ideas off the alumni.

#### 9. How do you develop, improve, setup and/or pass on your program from year to year?

The continuity of our program depends on three things: officer transitions, alumni bible, and the House Corporation.

As previously mentioned, the old officer and new officer sit down to discuss old and new goals right after elections, during leadership retreats, and usually twice more throughout the semester. This helps the officers decide what is going well and what needs to change. The old officers make sure they are available for questions and to help the new officer fill his role correctly. The Alumni Advisor Team also makes sure these talks are continuing and that the officer is being productive.

The second thing that the officer has as a reference is the alumni bible. This is an online document that holds guidelines for how the officer should be conducting business and what are his responsibilities. It also includes sample emails, important dates, and other pertinent information. Here is the outline of the current bible, which gets updated throughout the semester as new information is acted upon:

- Previous Alumni Chairs
- Schedule/Important Dates
- Founders' Day
  - Announcements
    - Email to Brothers (sent week of event)
    - First Email to Alumni (sent one month before school starts)
    - Second Email to Alumni (sent first week of school)
    - Email to Alumni Attending Event
    - Email Asking for Feedback
  - Schedule
  - Supplies Needed
  - Name-tags
  - Cleaning the Chapter
  - Singing

- Alumni Meeting
- Alumnus of the Year Award
  - Company
  - Sample Text
- T-Shirts
  - Company
  - Sample Design
- Website for Attendance
  - Code
- Thank-You Cards
- Signature Mat
- Caduceus
  - Submission Deadlines
  - Submission Location
  - Sample Email to Alumni Asking for Updates
- Newsletters
  - Company
  - Newsletter at End of Fall
    - Important Dates
    - Sample Content
  - Newsletter at End of Spring
    - Important Dates
    - Sample Content
- Email Lists
- State of the Chapter
  - Important Dates
  - Sample Email
- Local Alumni Events
  - How to Organize
  - Email to Alumni
- Parents' Dinner
- Faculty Dinner
- Initiation
- Budget
  - Fall
  - Spring
- Reunion Event
  - Content for Registration Mailing and Due Date
  - Content for Program Booklet and Due Date
  - Email to Alumni

- Grand Conclave
- Relational Phonathon
- Reid Weedon FSILG Alumni Relations Award
- Recruitment
  - Rush Events
  - Rush Recommendations
- Careers

Here is a picture of the outline and a subsequent page of information; the website is password protected so only brothers have access:

The screenshot shows a wiki page for 'Alumni Chair'. On the left is a sidebar with navigation links: Show Changes, Edit, Print, Recent Changes, Subscriptions, Lost and Found, Find References, and Rename. Below these is a search box. The main content area has a title 'Alumni Chair' and a 'Summary' box containing the text 'This contains the relevant information for the alumni chair.' Below the summary is an 'Outline' section with a bulleted list of tasks and sub-tasks, including 'Previous Alumni Chairs', 'Founders' Day', 'Announcements', 'Schedule', 'Supplies Needed', 'Name-tags', 'Cleaning the Chapter', 'Singing', 'Alumni Meeting', 'Alumnus of the Year Award', 'T-Shirts', 'Website for Attendance', 'Thank-You Cards', 'Signature Mat', 'Caduceus', 'Submission Deadlines', 'Submission Location', 'Sample Email to Alumni Asking for Updates', and 'Newsletters'. On the right is another sidebar with a 'Welcome CYLERTlandresp' message, a 'Log off' link, a 'Welcome to wiki' message, a note for new users to read 'OneMinuteWiki' or 'VisitorWelcome', and a 'Recent Topics' section with links to 'Alumni Chair' and 'HomePage'.

April 1	State of the Chapter
April 21	Content due for spring newsletter
April 24	Reminder Email to Alumni about <a href="#">Caduceus Submissions</a>
May 1	Summer <a href="#">Caduceus</a> Articles Due

## Founders' Day

### Announcements

It is critical that alumni be informed of the dates of Founders' Day as early as possible. It is most effective to announce the date in the spring newsletter and then send two emails out during the fall semester with the specifics of the events. It is also useful to send out an email to those that have registered with more specific details of the weekend and the alumni chair's contact information in case any of the alumni have any questions.

Additionally, the alumni chair should email the brothers with the events and the expectations of the brothers at each event. The alumni chair should also work with the pledge educator to ensure that Founders' Day is included in the schedule of obligations for the pledges.

### EMAIL TO BROTHERS (SENT WEEK OF FOUNDERS' DAY)

I wanted to send a follow-up email to Pawan's; please read the whole email as it contains the times of the events and what the expectations are for everyone. We currently have about 65 alumni coming back, so the weekend should be a lot of fun.

In terms of the schedule, we have:

Friday:

8 - 10 at Roads

Everyone that can should be here. I am sure we will either stay at Roads after 10 or move onto another bar.

Saturday:

1 - BBQ

Everyone should show up for this.

1 - Poker Tournament

Show up if you want to play. It will be a No-Limit tournament with the buy-in to be decided at the time of the event.

5 - Alumni Meeting

The Executive Committee, Pledge Educator, and Rush Chair have to be there.

7 - Dinner

Finally, as previously mentioned, the House Corporation plays a large role in coordinating smooth transitions and their continued help and advice is extremely important to our fraternity.

Thank you for submitting a D. Reid Weedon Alumni/ae Award Application! Your continued efforts for your chapter and its alumni/ae are greatly appreciated.