

Grinnell Regional Networks



Grinnell Regional Networks

Grinnell regional networks are groups of alumni, parents, and friends who stay connected to the College and with one another by planning events and gatherings in their area. Regional network events create opportunities for alumni and friends to stay engaged with the College by bringing Grinnellians together in celebration of the College's commitment to community, social justice, and lifelong learning.

Regional Planning Committee

Regional planning committee volunteers coordinate events with the assistance of the Office of Development and Alumni Relations to further the following goals:

- Promote the College's spirit, mission, and vision in regions around the country.
- Build connections and fellowship among alumni, parents, students, and friends.
- Foster healthy relationships for the advancement of the College.
- Create an environment committed to the goals of community, social justice, and lifelong learning.

In order to accomplish these goals, each committee is expected to **meet two to four times a year** and to coordinate a minimum of **four annual events**; however, more are encouraged. The four anticipated events are:

- **Global Day of Service** event in June to commemorate Founders' Day (June 10).
- **Summer potluck picnic** between June and August to provide incoming first-year students with the opportunity to meet current students and alumni from their hometown before they begin New Student Orientation.
- **Welcome to the City** event in September or October to connect recent graduates to the local alumni community.
- One additional event in the winter or spring.

Volunteer Roles

Regional networks thrive because of the dedication of volunteers across the country. Responsibilities of each volunteer position are listed below.

Regional coordinator:

- Identify and recruit other alumni to join the regional planning committee.
- Organize and facilitate regular planning meetings with volunteers in the area (two to four meetings annually).
- Submit an annual event calendar to the alumni relations office by Jan. 1.
- Oversee the planning of events by other committee members.
- Monitor the planning, publicity, and execution of local events.
- Be responsible for tracking the budget.
- Serve as a liaison between the alumni relations staff and the committee.

- Keep a thorough record of events, including location, host, attendance, and cost through an Excel worksheet sent by the alumni relations office.

NOTE: More than one person is welcome to serve in this important role.

Social media coordinator:

- Monitor and update Facebook, Twitter, [plans], and the regional Lyris Listserv with regional events and discussions.
- Work with the committee members to develop a communication plan for social media.
- Utilize Instagram, Snapchat, and alternate social media apps to publicize events.

Young alumni coordinator:

- Focus on brainstorming and executing special event programming for alumni who have graduated in the past 10 years.
- Coordinate the Welcome to the City event in the fall.

Picnic coordinator:

- Coordinate the summer potluck picnic.

Global Day of Service coordinator:

- Coordinate Global Day of Service community service project(s) in celebration of Founders' Day (June 10).

Planning committee members:

- Attend planning meetings.
- Assist with events and/or lead planning for an event.
- Recruit additional alumni to participate in the regional network.

GRINNELL
REGIONAL
NETWORKS

Bay Area

Boston

Chicago

Des Moines

Front Range
(Denver area)

Los Angeles

New York City

Pittsburgh

Puget Sound
(Seattle area)

Twin Cities

Washington, D.C.

Alumni Relations Office Support

To assist each regional planning committee in planning and implementing events, the alumni relations office will:

- Send electronic invitations for regional events within five business days of receiving text and content from the committee or coordinator.
- Send out **one print mailing annually** at the direction and request of the planning committee (such as an event invitation or other pre-approved mailing).
- Provide payment options for regional events online through the alumni website.
- Update the alumni website with regional event postings.
- Maintain email lists of committee members and of alumni in the area.
- Hold on-campus training programs for regional coordinators every other year.
- Provide limited financial support for regional planning efforts (\$2 per alumni living in region as determined by the College's database).
- Supply event materials as needed (attendance sheets, nametags, markers, napkins, etc.).
- Offer free advice. We've been helping plan events for many years, and we will be happy to share our experience!

EVENT IDEAS

The interests and energies of regional planning committee members, the region, and the number of alumni in the area influence the number and type of activities a committee may want to plan. Although each regional network must host a Global Day of Service activity, a summer potluck picnic, and the Welcome to the City event each year, the fourth event and any others are entirely free for the committee to design.

Here are some items for additional types of events:

- Social (happy hour, sporting event)
- Lifelong learning-oriented (book readings, cooking class)
- Cultural and educational (concert, theater, museum)
- Family-friendly (zoos, children's museums, festivals)
- Epicurean (food, wine, or beer-centered restaurant clubs)
- Outdoor (hiking, biking, skiing)
- Networking-related (career, young alumni)
- Alumni expert or "behind-the-scenes" tour (at the workplaces

of alumni or within an area of expertise of alumni, parents, or friends of the College)

INVITATIONS, REGISTRATION, AND PAYMENT

The alumni relations office can assist with invitations and registration to ensure a smooth and well-organized event.

One of the first steps in organizing an event is informing the alumni relations office about event details. Please reach out to **Anna Halpin-Healy '13**, assistant director of alumni relations for regional programs at either halpinhez@grinnell.edu or 641-990-9622. It is our goal to send invitations (print or email) four to six weeks before the event; therefore, plan to submit event details two months prior to an event. The alumni relations office will send a draft of the invitation for your approval before it is sent out.

The Office of Development and Alumni Relations reserves the right to request postponement of the event if information is not shared at least four weeks in advance.

Event Planning Reminders

When planning regional events, the following timeline is helpful:

TIMELINE

- 2 months prior to event Send event information to alumni relations.
- 6–8 weeks prior to event Confirm date, location, speaker, and food.
- 4–6 weeks prior to event Provide alumni relations with invitation text.
- 2–4 weeks prior to event Alumni relations emails invitation.
- 2 weeks prior to event Confirm all event details.
- 1 week prior to RSVP date Alumni relations emails reminder.

Helpful notes for volunteer hosts during an event:

- Bring nametags, pens, attendee lists (with paid and unpaid status specified), and sign-in sheets sent from the alumni relations office.
- Check on venue arrangements: room, equipment, catering, placement of a garbage can by the registration table for nametag waste, knowledge of where restrooms are. Run a sound check and check lighting.
- Assign volunteers to greet at doors, manage the registration table, and help with cleanup.
- Take photos and send to the alumni relations office.
- Make sure an event planner remains at the event until all guests have left.

Helpful notes following an event:

- Write thank-you notes to any hosts and/or speakers.
- Send list of attendees and any collected fees to alumni relations office.
- Confirm that all bills are paid.



GRINNELL COLLEGE

733 Broad Street Grinnell, IA 50112 ***grinnell.edu***