



CLUB OFFICER HANDBOOK

2009–2010

WELLESLEY COLLEGE ALUMNAE ASSOCIATION HANDBOOK FOR CLUB OFFICERS

A MESSAGE TO CLUB OFFICERS.....	IV
ALUMNAE ASSOCIATION MISSION STATEMENT AND RELATIONSHIP TO THE COLLEGE.....	V
WELLESLEY COLLEGE NONDISCRIMINATION POLICY	IV
CHAPTER I: ORGANIZING YOUR CLUB	I
HOW TO FORM A NEW GROUP	3
RE-ACTIVATING A WELLESLEY CLUB.....	4
WELLESLEY CLUB MODELS	5
MODEL BYLAWS FOR WELLESLEY CLUBS	6
SAMPLE JOB DESCRIPTIONS FOR WELLESLEY CLUB OFFICERS.....	10
RUNNING A SUCCESSFUL BOARD MEETING	13
ROBERT’S RULES OF ORDER.....	14
YEAR END REPORTS	17
ALUMNAE LEADERSHIP COUNCIL.....	18
ATTRACTING AND SUSTAINING CLUB LEADERSHIP/VOLUNTEERS	19
ATTRACTING AND KEEPING STRONG MEMBERSHIP.....	20
INCREASING PARTICIPATION OF YOUNG/RECENT ALUMNAE	21
CHAPTER II: PROGRAMMING	23
PLANNING YOUR EVENT	25
EVENT PLANNING STEPS.....	26
THE EVENT PLAN	27
CLUB PROGRAMMING IDEAS.....	29
CO-SPONSORSHIP: STRENGTH IN NUMBERS.....	31
FACULTY SPEAKER PROGRAM	32
DIVERSITY FUNDS.....	34
CHAPTER III: COMMUNICATION.....	35
GUIDELINES FOR COMMUNICATION	37
SURVEYS	39
CLUB NEWSLETTERS	42
CHAPTER IV: FINANCES AND FUNDRAISING	43
FINANCIAL RECORDS AND BANK ACCOUNTS.....	45
TAX INFORMATION FOR CLUB TREASURERS	46
CLUB REVENUE AND DUES.....	48
INSURANCE INFORMATION FOR CLUBS	50
CLUB FUNDRAISING IDEAS	51
BENEFIT EVENTS.....	51
SALE ITEMS	51
GUIDELINES FOR ESTABLISHING A BED & BREAKFAST PROGRAM	51
APPENDIX A: ALUMNAE OFFICE INFORMATION AND SERVICES.....	55
ALUMNAE OFFICE STAFF.....	57

ALUMNAE ADDRESS INFORMATION AND UPDATES	59
ALUMNAE OFFICE TECHNOLOGY SERVICES	60
LISTS	60
LABELS / MAILING INFORMATION	60
ADDRESS CHANGE REPORTS	61
DIRECTORIES	61
DISCLAIMER	61
BROADCAST E-MAIL	62
DISCUSSION GROUPS	63
CLUB WEB SITES	64
PRIVACY AND THE INTERNET	65
APPENDIX B: COLLEGE OFFICES OF INTEREST	67
OFFICE OF ADMISSION	69
ALUMNAE ADMISSION REPRESENTATIVES	69
THE WELLESLEY BOOK AWARD PROGRAM	70
CENTER FOR WORK AND SERVICE	72
ALUMNAE CAREER SERVICES AND PROGRAMS	72
OFFICES FOR RESOURCES	74
APPENDIX C: WELLESLEY CLUBS	75
US AND INTERNATIONAL WELLESLEY CLUBS	77
US CLUBS AND CONTACTS	77
INTERNATIONAL CLUBS AND CONTACTS	80



Dear Club Leader,

Thank you for all you do for Wellesley! Your role as a volunteer is critical to keeping alumnae connected to each other and to the College. Your efforts and enthusiasm are greatly appreciated.

Understanding that the nature of clubs and volunteer time has changed, and will continue to change, the Alumnae Association asks that you use this handbook as a guide for those in your organization assuming leadership roles. This handbook has been made available on our website (www.wellesley.edu/Alum/Volunteer/Clubs/) for any club officer to reference.

Many alumnae leaders ask, “What is the mission of a club?” We think this sums it up:

Why Have a Wellesley Club?

- * To nurture alumnae friendships—Wellesley women enjoy one another’s company and can be a rich source of support for one another.
- * To promote continuing education and intellectual stimulation through Wellesley’s commitment to lifelong learning.
- * To assist the Office of Admission by identifying qualified high school students and cultivating their interest in Wellesley.
- * To participate in a dynamic network of women who bring a wealth of career experience and knowledge to alumnae facing decision points in their professional lives.
- * To enhance Wellesley’s image through community involvement. To demonstrate in a public way the value of a Wellesley education and to fulfill our motto of service to others.

Finally, and most importantly, remember that the Alumnae Groups Office is an ongoing resource for you. Please feel free to contact us at any time with questions or concerns.

Sincerely,

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MISSION STATEMENT

The mission of the Wellesley College Alumnae Association is to further the interests of Wellesley College and its alumnae by connecting alumnae to the College and to each other. The Association will serve as a lifelong resource to alumnae and will encourage alumnae to contribute to the continued excellence of the College.

RELATIONSHIP TO THE COLLEGE

The Association is an independent, self governing organization created by the alumnae of Wellesley College in 1880. It maintains substantial representation on the board of trustees of the College, with four alumnae trustees, a young alumnae trustee, and the president of the Association, who serves *ex officio* and with vote. On administrative and programming fronts, Association volunteers and staff work closely with the Office of Admission, Center for Work and Service, Office for Resources, President's Office, and other College offices.

In 1952, during the 75th Anniversary Fund campaign, the Alumnae Association board and the board of trustees began to rethink the fund raising role of the Association. The decision was made to change the Association's mission and since then, all fund raising for the College has come through the Office of Resources. The Alumnae Association continues to work closely and have a strong partnership with the Office of Resources as we serve these distinct roles.

WELLESLEY COLLEGE NONDISCRIMINATION POLICY

Wellesley College admits students, without regard to race, color, religion or national origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion or national origin or sexual orientation, in administration of its education policies, scholarship and loan programs, athletic and other college-administered programs or in its employment policies...[The College] does not discriminate on the basis of sex against its students in the educational programs or activities which it operates and does not discriminate on the basis of sex in its employment policies...nor does the College discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973.

Wellesley College Bulletin

September 2001

The Board of Directors of the Wellesley College Alumnae Association is committed to fostering wide participation in alumnae activities by women of all ages, religions, sexual orientations, and racial and ethnic backgrounds. The Association's compliance with the College's non-discriminatory policy, as printed above, promises that all Wellesley alumnae, guests, and representatives from the College, will be made to feel comfortable and welcome at all club gatherings.

CHAPTER I:
ORGANIZING YOUR CLUB

HOW TO FORM A NEW GROUP

Any alumna interested in establishing a group should contact the Alumnae Groups Office to discuss the geographic area you are interested in and the feasibility of this new group. The office will then provide you with a list of names and contact information of alumnae in the area so you can then determine the needs and interests of your constituents.

Once a need and interest have been established, call a meeting of local alumnae to organize the new group.

Suggestions for a Successful First Meeting

For your first meeting, you may want to appoint a steering committee or some other form of governing body.

- Select a time and place for a first gathering.
- Plan a program that will encourage maximum attendance.
- Send notices to all potential club members in the area well in advance of this date. Information/ mailing labels can be obtained from the Alumnae Office.
- Request a broadcast e-mail to be sent to all alumnae reminding them of the meeting (ten days to two weeks prior to the meeting).
- Ask all attendees to sign their names and class years on paper to be retained as record of charter membership.
- Wear name tags.
- Select a chair to preside at the first meeting.
- Nominate a single slate of officers.
- Define goals.
- Create bylaws (see model bylaws) or appoint a committee to do so.
- Recommend an amount for dues or at least discuss a dues structure.
- Notify the Alumnae Office of the results of the first gathering, providing the following:
 - name of club and date of formation
 - names, addresses, and terms of officers
 - geographical boundaries of the club
 - names of alumnae involved in formation of the club
 - copy of the bylaws when adopted

RE-ACTIVATING A WELLESLEY CLUB

Wellesley clubs often follow a life cycle of activity that is determined by the strength of its volunteer leaders. Occasionally, a Wellesley club will go through a period of inactivity if there are not any alumnae leaders who are able to sustain the club. Any alumna interested in re-activating a club should contact the Alumnae Groups Office to discuss a course of action.

Typical Course of Action for Re-activating a Club

- Contact the Alumnae Groups Office to discuss the club.
- Select a time and place to have a “re-activation” meeting.
 - The place should be conducive to holding a business meeting – an alumna’s home or a private room in a restaurant.
- Draft a letter to be sent to all club members. (The Alumnae Groups Office can provide examples of letters.)
 - The letter should include:
 - information about the club and the desire to re-activate it
 - information about the volunteers who have stepped up to lead the re-activation process
 - date and time of the re-activation meeting
 - goals of the meeting (discuss ideas for the club, organize volunteers, review by-laws, etc.)
 - RSVP card that indicates an alumna’s availability to attend the meeting and her interest in volunteering for the club
- Send the letter to all alumnae in your club area. Contact the Alumnae Office for mailing labels.
- Request a broadcast e-mail to be sent to all alumnae reminding them of the meeting (ten days to two weeks prior to the meeting).

Re-activation Meeting Suggestions

- Socialize! Get to know each other! If alumnae have fun, they will be more apt to volunteer.
- Have a sign in sheet (name, class year, areas of interest, etc.) and wear name tags.
- Discuss the goals of the meeting.
- Review the club by-laws.
- Solicit volunteers to fill the board positions – President, VP, Secretary, Treasurer, Newsletter Editor, etc.
- Recommend an amount for dues or at least discuss a dues structure.
- Have an action plan to keep the momentum going.
 - Plan to send a newsletter out in the next month or two. Highlight the outcome of the re-activation meeting, the volunteers who have stepped up to leadership roles, ways people can join the effort, information about upcoming events, etc.
 - Plan at least one social event (i.e., holiday party) and one admission-type event (i.e., prospective student tea, admitted student event)
- Notify the Alumnae Office of the results of the meeting.

WELLESLEY CLUB MODELS

The Alumnae Association has established four models for Wellesley clubs. Each model offers the club the opportunity to serve the College, while taking into account different levels of resources. Each club model provides structure, but also offers flexibility. Considering your group's resources (volunteers, time, money, energy), choose one of the following models. Remember that it is always possible to exceed the required programming, but try not to overextend.

- Model A** **Characteristics: Small, geographically diverse, and/or in temporary hibernation, or just forming**
- 1 Communication piece/newsletter
 - 1 All-club or all-member event with broad alumnae appeal *
 - 1 Targeted event with specialized appeal **
- OR**
- 1 Admission/Current student event or activity

- Model B** **Characteristics: Medium, urban, suburban, or a growing club**
- 1 - 2 Communication pieces/newsletters
 - 1 All-club or all-member event with broad alumnae appeal *
 - 2 - 3 Targeted events with specialized appeal **
 - 1 Admission/Current student event or activity

- Model C** **Characteristics: Urban or suburban, mature club**
- 2 - 3 Communication pieces/newsletters
 - 2 All-club or all-member events with broad alumnae appeal *
 - 3 - 4 Targeted events with specialized appeal **
 - 2 - 3 Admission/Current student events or activities
 - Possibly a fund-raiser, e.g. B&B program or a sales product

- Model D** **Characteristics: Large, urban club**
- 4 or more communications pieces/newsletters
 - 2 or more major events with all-club appeal *
 - 1 Community Service project or Community event
 - Many targeted events/groups with specialized appeal **
 - Many Admission/Current student activities
 - Fundraising program or event

* All-club/all-member events are the larger events intended to appeal to the entire membership which may constitute your anchor program. An example would be a faculty speaker event or a career panel/event.

** Targeted events are events for specialized groups, e.g. book clubs, young alumnae activities, lawyers' groups, decade or neighborhood groups, etc.

MODEL BYLAWS FOR WELLESLEY CLUBS

These bylaws are designed to meet as many situations as possible. Each club will find it necessary to modify or expand on the basic plan to fit its own needs. Clubs are urged to keep bylaws as simple as possible. Please note Article V, Section 6: Appointed Leader or Committee. This section was added to the model bylaws in 2005, and clubs are encouraged to amend their bylaws to include this important provision. Clubs should also send the most recent copy of their bylaws to the Alumnae Office.

ARTICLE I. NAME

This organization shall be known as _____.

ARTICLE II. PURPOSE

The purpose of this club shall be to promote the interests of Wellesley College and its alumnae.

ARTICLE III. MEMBERSHIP

Section 1. Active Members - An alumna is any graduate of Wellesley College or any former student who: (a) has been a candidate for a Wellesley College degree for at least one term and whose class has been graduated, or (b) left in honorable circumstances before completing one term and who has requested membership in the Association after her class has graduated. Any alumna may become an active member on payment of annual dues. Only active members may vote and serve on the board of directors.

Section 2. Associate Members - Any past or present member of the faculty or administration of Wellesley College may become an associate member of the club upon payment of annual dues. Any non-Wellesley parent of a Wellesley daughter, past or present, may become an associate member of the club upon payment of annual dues.

Section 3. Honorary Members - The board of directors may nominate special persons for honorary membership, and such nominees shall become honorary members upon their election by a majority vote of the members at any business meeting. (Often honorary members are younger alumnae during their first year after graduation or older alumnae 50 years or more graduated, and they do not pay dues). Once the older alumnae are elected, they always must be retained on the club roster.

ARTICLE IV. OFFICERS

Section 1. Number - The officers shall include a president, vice president, secretary, and treasurer.

Section 2. Election - Officers shall be elected at the annual meeting and the Director of Groups in the Alumnae Office should be sent the names of the new officers by June 30 (or following annual meeting). A nominating committee of three appointed by the President shall present a single slate. Further nominations may be made from the floor provided

consent of the nominee has been obtained in advance. Vote shall be voice unless there is more than one for an office, when the vote for that office shall be by ballot.

Section 3. Term - The term of office shall begin at the close of the annual meeting. In general, officers shall serve two years. Any vacancy in an elective office occurring between annual meetings may be filled for the remainder of the year by the president with the approval of the board of directors.

Section 4. Duties - The duties of the officers shall be such as usually pertain to these offices. (See model job descriptions at end of chapter.)

ARTICLE V. BOARD OF DIRECTORS

Section 1. Members - The board of directors shall consist of the officers of the club and the chairs of standing committees and special committees. Local alumnae who are trustees of the college and local members of the board of directors of the Wellesley College Alumnae Association may be invited to be ex officio members of the board of directors.

Section 2. Duties - The board of directors shall have the management and control of all affairs of the club and direct its activities.

Section 3. Meetings - The board of directors shall meet upon the call of the president.

Section 4. Quorum - After notification to all members of the board of directors of a meeting, the members present shall constitute a quorum.

Section 5. Resignation and Removal - Any director may resign by delivering a written resignation to the president or the treasurer/secretary. Such resignation is effective upon receipt unless it is specified to be effective at some later time. Any director may be removed from office, with or without cause, by the affirmative vote of eighty percent (80%) of the voting directors present at a meeting of the board.

Section 6. Appointed Leader or Committee - In the absence of elected officers, the Wellesley College Alumnae Association may appoint a leader or committee to serve during reorganization or until an election can be held.

ARTICLE VI. STANDING COMMITTEES

Section 1. Number - The standing committee shall consist of the alumnae admission representative, and the chairs of budget or finance, career/young alumnae representative, directory, hospitality, membership, nominating, program, publicity, fundraising/benefits, and any other person authorized by the board of directors.

Section 2. Chairs - The chair of all standing committees shall be appointed by the president unless otherwise specified.

Section 3. Term - The term of each standing committee chair shall coincide with that of the president unless otherwise specified.

ARTICLE VII. MEETINGS

Section 1. Number - There shall be at least ____ meetings of the club each year at such time and place as the board of directors shall determine.

Section 2. Annual Meeting - The annual meeting (often the last business meeting of the year) is the appropriate one for election of officers.

Section 3. Quorum - A quorum shall consist of the members present at a meeting of the club for which notices have been mailed to all active members.

ARTICLE VIII. FINANCES

Section 1. Dues - The annual dues shall be set by the board each year after a review of the club's finances.

Section 2. Council Travel - Twenty-five (25) cents per paid member (active and associate) shall be remitted to the Alumnae Office annually for the Alumnae Leadership Council Travel Fund.

Section 3. Fiscal Year - The fiscal year of this club shall be from annual meeting to annual meeting and shall coincide with the College's July 1- June 30 fiscal year.

ARTICLE IX. LIMITATIONS

Section 1. Purposes - The club is organized, and shall be operated exclusively for charitable and educational purposes.

Section 2. Earnings - No part of the net earnings of the club shall inure to the benefit of any private individual.

Section 3. Activities - No substantial part of the activities of the club shall be carrying on propaganda or otherwise attempting to influence legislation; and the club shall not participate in, or intervene in (including the publishing or distributing of statements), a political campaign on behalf of any candidate for public office. The club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law).

Section 4. Disposition of Assets - If the club is dissolved, all its net assets shall be distributed to Wellesley College or, if Wellesley College is no longer in existence, solely to organizations qualified at that time as exempt organizations under the section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States internal revenue law). The distribution required by the preceding sentence shall be made by the board of directors or, to the extent not made by them, by a court of equity of competent jurisdiction.

PROCEDURES

In order to keep their bylaws as simple as possible, clubs may wish to supplement them with a procedure sheet. In this should list every policy decision made by the board of directors. Provisions and rules set forth in such a form can be changed by a majority vote of the executive board of the club without lengthy or formal presentation to the entire club membership.

SAMPLE JOB DESCRIPTIONS FOR WELLESLEY CLUB OFFICERS

The officers of a Wellesley club fulfill the overall goals of the organization: to represent and promote the interests of Wellesley College in their area; to nurture the connections of alumnae to the College and to each other; and to provide opportunities for alumnae participation across diverse interests, lifestyles, and backgrounds.

In general, the president and vice president will perform the customary duties of their offices, and, working with the other officers and the executive board, determine plans and policies of the club. Please keep in mind that a president might be your key contact and that job descriptions *should* vary depending on how you choose to organize your group. Please be aware that if your group chooses to share positions, special attention should be paid to clear communication between these individuals. The following represent a more formal organizational setup:

President/Co-President

The president provides leadership to officers and members. The president communicates with officers to ensure that they are meeting their responsibilities. The president also oversees the schedule of events and is empowered to appoint assistants for any and all projects.

- Provides overall leadership and direction to the club organization;
- Establishes short- and long- range objectives and goals in conjunction with the board of directors;
- Coordinates club activities through the board of directors;
- Presides at meetings of the club and its board of directors;
- Structures the organization to ensure continuity by providing opportunities for new leadership to develop;
- Exercises overall financial responsibility for the club; co-signs bank accounts with club treasurer;
- Approves all club press releases, newsletters, electronic communications, and other publications;
- Attends, or designates another club officer to attend, the annual Alumnae Leadership Council on the campus in the fall. Reports on Council at a regular meeting of the club;
- Maintains contact on club activities with the Alumnae Office;
- Submits annual reports of the club's activities to the Alumnae Office by mid-June or immediately following the annual meeting.

Vice President

Other duties of the vice president vary considerably among clubs, but may include:

- Presides at meetings in the absence of the president.
- Plans, coordinates, and recruits committees to manage a series of meetings and programs;
- Coordinates programs with the president and the executive committee;

- Provides data on previous club meetings to each event chair in order for the chair to benefit from past costs, attendance, promotional efforts, and suggestions for improvement;
- Provides timely and interesting advance information for newsletters, media releases, and mailing;
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices, newsletters or electronic distribution lists.

Secretary

- Handles and maintains records of club correspondence;
- Maintains official records of meetings;
- Informs officers of deadlines for reports, mailing, and future correspondence;
- Coordinates mailing of notices/newsletters to area alumnae;
- Maintains a roster of officers and other board members with current address and telephone and e-mail information;
- Informs the Alumnae Office of plans and activities by forwarding copies of all newsletters and special reports.

Treasurer

- Oversees club finances, collects dues, and receives proceeds from tickets and other moneys;
- Assists the president and other officers in preparing and maintaining program budgets and financial controls;
- Maintains and supervises club bank accounts; co-signs bank account with club president;
- Pays all club bills;
- Prepares and submits financial statements to the president and the board of directors;
- Files IRS Form 990 (as required for organizations independently exempt from income tax and for those with average gross receipts over \$25,000 per year) or annual financial reports to the Alumnae Office;
- Remits to the Alumnae Office by July 1 annually twenty-five (25) cents for each dues-paid member for the Council Travel Fund;
- Submits the annual financial report to the club president and the Director of Groups in the Alumnae Association by end of June.

Alumnae Admission Representative (AAR)

As an AAR, an alumna organizes local contact with students, high schools, and parents to acquaint them with Wellesley College and assists the Office of Admission with applicants. Some of the responsibilities are:

- Supervises and coordinates committee of alumnae who attend high school college fairs, interviews prospective students, visits high schools, organizes small group visits to campus, and assists with the Book Award Program if no book award chair;
- Plans gatherings for prospective students, ideally with young/recent alumnae/current students in attendance;
- Plans gatherings for accepted students;
- Coordinates programs based on Admission staff travel schedule.

Career Representative

- Plans career/networking-related programs for the club;
- Works with the president to determine the interest of area alumnae in creating a career directory;
- Surveys local alumnae to determine needs/interests in career programming;
- Works with the associate director of alumnae career programs in the Center for Work and Service to determine appropriate programs and services.

Newsletter Editor

- Responsible for the club's newsletter or communication piece.

Webmistress

- Creates and/or maintains the club's web-site.

Program Chair

- Works with the vice president to design programs which appeal to the club diverse constituency and to plan the year's calendar of events;
- Informs the Alumnae Office of plans and activities by forwarding copies of all newsletters and special reports.

Membership Chair/Mail Designate

- Is responsible for appointing and coordinating the work of one or more committees to welcome to the club's area newly-arrived alumnae and to organize alumnae by class or decade or such other membership breakdown as the board may direct;
- Prepares and publishes a new club directory when directed by the board;
- Receives reports of address changes in her club three times per year.

Young/Recent Alumnae Representative

- Plans programs and events likely to interest alumnae out of Wellesley anywhere from one to 15 years;
- Surveys local recent alumnae to determine their needs/interests, including specific topic ideas for future programming;
- Differentiates programs according to the number of years post graduation, i.e. apartment hunting, car buying, financial management;
- Coordinates wherever possible with the career representative on the club board or contacts the Wellesley College Center for Work and Service to plan career programs of interest to recent alumnae.

ALANA Representative

ALANA = African-, Latino-, Asian-, and Native-American alumnae

- Fosters outreach to ALANA constituents
- Determines needs and interests in ALANA programming
- Works with the president and program chair to incorporate the interest of area ALANA alumnae

RUNNING A SUCCESSFUL BOARD MEETING

The purpose of a board meeting is to **plan, discuss, organize** and **decide**. With this in mind please consider the following information when organizing a club board meeting.

I. **General Guidelines:**

- Set dates for the whole year in advance. Discuss whether you need to meet every month or every other month. Having fewer meetings may mean larger attendance and more substance than having frequent meetings.
- Vary times of day, days of the week, and locations in order to enable board members to attend. Have some evening meetings, especially if many board members work or are mothers of young children.
- Remind members that the board sets policy; committees/chairs carry it out.
- Set an agenda and timeline and keep to it. Meetings that start on time and end on time often have greater attendance.

II. **Planning Each Meeting**

- The board president should contact chairs who are responsible for presenting reports a week or two before the meeting.
- Create agenda; compile necessary factual information, etc., so that your meeting runs smoothly.
- Plan the order of business so there is time for more “meaty” conversation early on when people are still fresh.
- Allocate an appropriate amount of time for committee reports. Let chairs know in advance how much time they will have for their presentation and set an end time to follow-up discussion.
- Distribute agenda and minutes of previous meeting one to two weeks ahead of the meeting to serve as incentive to think about items before the meeting.

III. **The Meeting**

- Start on time. No matter how few people are present, you will see more prompt attendance at the next meeting.
- Be familiar with simple Parliamentary procedure. It provides confidence in dealing with a meeting, and will assist the flow of business.
- Give everyone a chance to be heard, but do not let any single person monopolize the discussion.
- Be sure that the meeting accomplishes something. Know what your goals are. Even if you decide to postpone a decision to await further research, the meeting has made a decision. Don't let items drift on inconclusively. Move along to the next item on the agenda.
- End the meeting on time. People will come if they know the end time.

IV. **Follow Up**

- Appoint appropriate chairs/committees.

Courtesy Barbara Reade Levings '47.

ROBERT'S RULES OF ORDER

(from www.robertsrules.org)

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. *Obtaining the floor*
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."

- c. Wait until the Chairman recognizes you.
2. *Make Your Motion*
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. *Wait for Someone to Second Your Motion*
4. *Another member will second your motion or the Chairman will call for a second.*
5. *If there is no second to your motion it is lost.*
6. *The Chairman States Your Motion*
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. *Expanding on Your Motion*
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. *Putting the Question to the Membership*
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
Most importantly, *BE COURTEOUS*.

YEAR END REPORTS

*All year-end reports are online at
<http://www.wellesley.edu/Alum/Volunteer/Clubs/index.html>*

Early in May, the Alumnae Groups Office sends requests to all club presidents and treasurers to report on the previous year's activities. The president is also asked to update club officer lists for the coming year. It is critical that the Alumnae Groups Office receive these reports by the end of June, as the information determines what workshops will be planned for Alumnae Leadership Council each fall. Over the summer, the database is updated with new and continuing officers. **Without this information, clubs run the risk of not receiving information and services from the Alumnae Office in a timely manner.**

The financial and annual reports help in identifying problem areas and indicate trends in club needs, such as leadership succession, membership and event participation. These reports are also used to identify clubs that may need extra support from the Alumnae Groups Office.

All clubs, regardless of amount of revenue, MUST submit Form 990 EZ to the Internal Revenue Service by November 15.

Year end reports are e-mailed to club presidents and treasurers in late April or early May. Presidents and treasurers are highly encouraged to submit this information online.

ALUMNAE LEADERSHIP COUNCIL

www.wellesley.edu/alum/ALC

Alumnae Leadership Council (ALC) is an annual gathering of Wellesley club, class, and fundraising delegates as well as representatives of the College and Alumnae Association governing bodies and administration.

Program:

The purpose of ALC is two-fold: 1) to provide current information on the College and the activities and policies of the Alumnae Association, and 2) to train delegates in the responsibilities of their specific Wellesley volunteer roles. Plenary sessions for all councilors include presentations by the President and other officers of the College, members of the faculty, students, the Alumnae Association Board of Directors, the National Development Outreach Council, and the Board of Admission. There are separate training tracks for club, class, and fundraising delegates. In recent years, club workshops have focused on the subjects of programming ideas, communication tools, and club leadership. The previous year's ALC PowerPoint presentations are available on the Alumnae Association website: www.wellesley.edu/alum/volunteer/clubs/.

Selection of Club Councilors:

The number of councilors a club may send to Council is determined by the size of the membership, i.e. one councilor for every 100 alumnae in a club area, with a maximum of three delegates per club.

The president-elect or the newly elected club president is urged to attend the Council held during the year in which she takes office. Clubs are encouraged to offer to as many active club members as possible an opportunity to attend Council; thus attendance in consecutive years is strongly discouraged. Each delegate would ideally be a member (or member-elect) of the board of the club she represents; perhaps one who has contributed considerable effort toward the club's activities and who is familiar with the club's projects, procedures, and problems.

The close relationship of each delegate to the working core of her club will enable the club to benefit from her Council experience during the year. Following her attendance at ALC, the delegate should report on the various workshops and plenary sessions at the next club board meeting.

Expenses:

The Alumnae Association covers room and board for councilors. Clubs pay their delegates' transportation costs. Limited distributions from the Council Travel Fund are made to defray the travel expenses of councilors from small, new, or distant clubs after discussion with and approval from the Director of Groups. Priority is given to funding delegates from clubs that were not represented at the previous year's Council. A club requiring Council Travel Fund assistance should contact the Director of Groups.

Council Travel Fund:

To qualify for representation at Alumnae Council, each club is asked to send \$0.25 per dues-paying member to the Alumnae Association for the Council Travel Fund. A form for this purpose is included in the spring Alumnae Office mailing to club treasurers.

ATTRACTING AND SUSTAINING CLUB LEADERSHIP/VOLUNTEERS

We all know how hard it is to recruit, motivate, and reward volunteers. Every organization is only as strong as the people involved in making it work. Despite the fact that people are increasingly busy, most people do volunteer work of some kind. There are many alumnae who would be happy to volunteer for Wellesley and your club. The challenge lies in finding them and determining the volunteer jobs that will provide the best “fit” for them.

1. Recruiting

- Club leaders should always be on the lookout for new faces. The first rule of finding volunteers is to ask. Give your members an opportunity to sign up on your dues form, at an event, or through a survey.
- Start a buddy system: ask a member to bring someone new to the area to attend an event.
- Put a check-off on your dues notice asking, “Want to get more involved?”
- Make sure your nominating committee is comprised of alumnae of diverse ages, geography, interests, socio-economic, ethnic, and religious backgrounds.
- Break jobs into concrete pieces; you’ll be more likely to attract an alumna to a job if it is a specific task with a specific amount of time allotted to complete it.
- Try co-chairs—it splits the job in half (even the presidency can be a shared position).
- Let your volunteers know that serving on a board or in a volunteer position is an honor, and will be looked upon with high regard.

2. Motivating

- Your leader needs to set an example by her own enthusiasm.
- Support your volunteers in what they are trying to do. Praise and thank them.
- Delegate responsibilities! If one person does it all, no one else has any stake in the progress. People need to feel they are an important part of the project to feel a commitment to it.
- Pair experienced volunteers with new ones, older with younger.
- Always try to give volunteers assignments for which they have an aptitude and which you know they will enjoy.
- Ask for program interest and specific topics/ideas in your membership survey. Vary program content, times and locations in order to accommodate your constituency.
- Reevaluate your events. Do not feel pressure to meet any expectations of quantity of events: do fewer, and do them well. Always keep in mind your club’s model type!

3. Rewarding

- Board president should give personal thanks.
- Praise work as often as you can.
- Encourage advancement in club responsibilities.

Courtesy Barbara Reade Levings '47.

ATTRACTING AND KEEPING STRONG MEMBERSHIP

By sending a membership survey to determine interests, desired frequency of meetings, types of programs, the club will be better equipped to serve the alumnae in your community. When selecting a board or steering committee, keep in mind that it should represent diversity in ages, cultures, experiences and interests. Some clubs have indicated that "decade" leaders on the board have been effective in maintaining focus on the varying interests of each community.

Plan Programs That:

- Address current alumnae interests and concerns—careers, the arts, education, politics, parenting, health/wellness, community service, admissions/current student events.
- Attract varied constituencies: alumnae of all ages, religions, at various life stages (working/non-working, etc.)
- Start and conclude at specified times.
- Are held at various times of day at enticing and non-discriminatory locations.
- Include current and prospective Wellesley undergraduates and their parents, particularly on holidays and school breaks.
- Feature a speaker from the College (faculty or administrator), a local trustee, or a member of the Alumnae Association board of directors to speak about the latest College news.
- Involve members (i.e. a local prominent alumna) with unusual careers or life stories.

Communicate Frequently and Effectively:

- With newsletters, a directory, broadcast e-mails, club bulletins, and club web pages (either maintained by the club or by WCAA).
- By appointing a board member/volunteer to specifically phone newcomers and look after older members at meetings; by arranging carpools, introductions, etc.
- By mailing a dues letter and reply envelope in fall and spring.
- By planning a membership telethon in the fall or winter.
- By telephoning/e-mailing to follow up on member mailings and programs to encourage attendance.

Offer Several Types of Membership:

- A free honorary membership for alumnae who graduated within the last year or more than 50 years ago.
- A lower price for young alumnae (one to five/ten years out of school).

Include Parents of Current Students:

- Parents of current students enjoy being included in club activities and learning more about the college where their daughters are spending significant years of their lives.
- The clubs are enriched by parental participation. Parents bring enthusiasm and knowledge while boosting attendance at programs.
- We hope that you will make a special effort to invite parents to meetings and to become involved in your club. Perhaps a letter could be included in your newsletters as one way of encouraging parents' membership. Don't forget to follow up with a telephone call by one of your members.

- With all label requests, the Alumnae Office automatically includes home address mailing labels of current students (labels read “To the family of...”). We suggest that the club use these labels to encourage parents to attend club events.

INCREASING PARTICIPATION OF YOUNG/RECENT ALUMNAE

Young/recent alumnae are a vital part of your community and should therefore be a vital part of your club. They can bring enthusiasm, fresh ideas, new blood, and strength in numbers. Here are some ideas for how to increase their participation in your club’s activities. It is up to you to define “young/recent alumnae” in your area; the WCAA has defined recent alumnae as those graduating within the last ten years, including CE/Davis Scholars.

1. Look at your Club Board/Governance Structure

- Consider appointing a young/recent alumnae representative to your board whose job it is to plan programs and to address the needs of young/recent alumnae.

2. Use your Resources

- Obtain a list of alumnae in your area sorted by class from the Alumnae Office.
- Survey the young/recent alumnae in your area to find out what programs they would like as well as when and where they should be held.
- Ask an older alum to help make a younger alum feel included—personally invite her to an event, ask her what kind of programming interests her.

3. Outreach

- Have a young alumnae representative on your board
- The young alumna representative and/or membership chair should flag young/recent alumnae new to the area and be sure they receive a welcome phone call/e-mail and special invitations to club events.
- Make sure the price is right: reduce dues for young alumnae and offer discounted rates to events.
- Piggyback a young/recent alum event onto an existing program already sponsored by the Alumnae Association.
- Share planning and costs with other groups, i.e. clubs, classes, colleges.
- Initiate a young alumnae event in your city. The idea is to bring together young/recent alumnae for a small, easy to plan event. Club events have included a cooking demonstration, bowling & pizza night, a baseball game, a picnic, a bar event, and hosting an event with other schools.
- Use your club’s website to highlight young alumnae activities.

4. Program Ideas for Young/Recent Alumnae

- Offer a networking/career opportunity workshop involving alumnae in different fields.
- Contact the Center for Work and Service to request a career program for the club.
- Offer a workshop on tax preparation in late winter.
- Create your own club “Will Help” file to encourage mentoring.
- Engage young/recent alumnae in admissions projects, i.e. book awards, alumnae admissions program.
- Invite young/recent alumnae to prospective student events.
- Plan satellite events, i.e. weekly downtown breakfasts, lunches, after-hours gatherings.
- Cosponsor young/recent alumnae events with Seven Sister/Ivy clubs in the area.
- Develop a community service program. Call the Center for Work and Service for project ideas.
- Hold a “Life Issues” program covering topics of home/apartment hunting, financial planning, auto purchasing.
- Plan a discussion on balancing work and family.
- Form a book group.
- Always remember in addition to events just for the recent grads, young alumnae enjoy interactions with more senior alums—they want to know or hear more about your life experiences.

CHAPTER II:
PROGRAMMING

PLANNING YOUR EVENT

All successful events begin with a process aimed at determining why you are having the program, who it is geared to, what the appropriate time and place for your group is, and how you can meet its needs. Use the format and questions below with your planning committee as a way to elicit information about your audience and ideas for programs. Form clear goals, delegate tasks to committee members, and state specific timelines for accomplishing each task. Once you have sorted through these questions, you can fill out the "Event Plan". Have fun with it and good luck!

WHAT?

- What is the purpose of this event?
- Describe what will happen at this event.
- What are your goals?
- Has this event been done before?
- What is the name of the event?

WHO?

- Who is invited to the event?
- How will this event meet the needs of this group?

WHY?

- Why are you inviting this group?
- Why are you selecting this particular time of the year for this event?

WHEN?

- What is the date and time of event?
- Is the date and time of event convenient for the audience?
- What are the potential conflicts with the time/date? (religious holidays, etc.?)
- What are the benefits of this time/date?
- Do you need to have a rain date?

WHERE?

- What are your major goals for choosing the location and setting of your event?
- Where is a convenient location for your group to gather?
- Some things to consider:
 - Room capacity
 - Cost
 - Handicap accessibility
 - Parking
 - Rest rooms

EVENT PLANNING STEPS

Consider developing your plan for an event using the following steps:

STEP 1 -- Three to four months before program

- Develop program concept.
- Choose potential dates, keeping in mind holidays, school vacations, and weather.
- Select a location that is appealing and is centrally located.
- Ensure that your event site is non-discriminatory, handicapped accessible, and can easily accommodate your group's catering and meeting needs.

Budget:

- Develop preliminary budget of projected expenses and revenue. Expenses should include printing, mailing, food, beverage, travel, room rental, speaker fees (if applicable).
- Decide on registration fees: per alumna, per guest, per young/senior alumna.

Speakers:

- Request a Faculty Speaker through the Alumnae Groups Office.

STEP 2 -- Two to three months before program

- Plan marketing and publicity strategy, which might include creating mailing a save the date postcard, putting information in the club newsletter, posting information on the club web page, and sending out broadcast e-mails.
- Create draft invitation with input from committee. Be sure the final program is proofread by several people before it is printed.

STEP 3 -- Five to six weeks before program

- Mail invitation
- Make catering arrangements. It is easiest to use the caterer affiliated with the event site, if you are not meeting at a hotel.

STEP 4 -- Three to four weeks before program

- Start a telephone tree of committee members to call alumnae in the area reminding them about the program.
- Organize your volunteer troops for the day of the conference
- Copy all materials.
- Call speaker(s) to confirm details.
- Confirm catering arrangements.
- Create necessary signs.

STEP 5 -- One to two weeks before program

- Mail/e-mail directions to speaker(s).
- Contact committee to confirm on-site assignments.
- Contact the Alumnae Groups Office to set up a reminder broadcast e-mail.
- Call in final catering numbers.
- Gather all materials, signs, etc. for the event.

THE EVENT PLAN

Use this form to organize the information about your event.

EVENT

Event: _____ Date: _____ Time: _____

Event Coordinator(s): _____

Phone: (h) _____ (w) _____

E-mail: _____

RSVP Date: _____ Budget for Event: _____

LOCATION

Location: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Room Setup: _____

#s for Reception/Standing: _____ Dinner/Seated: _____

Is facility accessible to all constituents? _____

Arrangements for special needs have been addressed: _____

Payment Arrangements: _____

Speaker Equipment: Podium _____ Yes _____ No _____ Fee

Microphone _____ Yes _____ No _____ Fee

Audiovisual _____ Yes _____ No _____ Fee

Other speaker needs to be addressed: _____

Can lighting in room be adjusted? _____ and temperature? _____

Coat Room: _____ Attendant: _____ Parking: _____

Directions: _____

CATERING

Caterer: _____ Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Refreshments: _____

_____ Cost: _____

Cash Bar: _____ Cost per drink: _____

CLUB PROGRAMMING IDEAS

Most clubs choose to invite a faculty speaker from the College to be a keynote speaker at one of their meetings. These are often the most popular events of the year, a taste of “Wellesley today,” and a fine event to build the year around. Of course there are numerous other programs that clubs have presented. Below is a sampling of successful programming ideas categorized by type of event.

Social Events:

- Wine tasting
- Movie night
- Dinner and dancing
- Pizza & basketball game
- Bowling
- Cooking classes
- Garden tour and luncheon
- Plant swap; cookie swap
- Tour of historic landmark
- Theater performances
- Ballet
- Backstage tour of performing arts center
- Potluck dinners
- Orchestra performances
- Brewery tour and sampling
- Wellesley tennis match
- Ice-skating
- Baseball game
- Flower Sunday celebration
- Canoe trip
- Botanical garden tour
- Picnics and pool parties *
- Concert
- Photography exhibit

* In addition to being an informal way to bring area alums together, summer picnics are frequently timed to act as a friendly send-off for new and returning Wellesley students. Also noteworthy, nearly every club reported some sort of **holiday celebration** for December ranging from wine and cheese receptions, luncheons or dinners to coffees, teas, and sharing in song.

Educational:

- **Guest faculty lecture**
- History museum tour
- Book lecture
- Women’s health panel
- Art conservation program
- College for a Day
- Science fair
- Science symposium
- Architects tour
- Book and author luncheon

Career Development:

- Alumnae panels with career discussion
- Women in Media
- CWS Career Program
- Women and Investing
- Career networking events
- Networking lunches

Admissions:

- Prospective student gathering
- Student/alumnae panel
- Send off party for new and current students
- Admitted student event in April
- Book Award event

Many clubs take the opportunity of Wellesley's Wintersession to invite current students in their area to attend admission events and participate in panel discussions with alumnae on Wellesley's influence in their lives.

Most clubs reported holding a fall or winter gathering for current and prospective students and then a second one in the spring (April) to welcome accepted students. All clubs are encouraged to host a "send-off" event for current students and keep them informed of all club events.

Participation in the book award program is high, even among clubs who are in transition and hold no formal meetings. (For more information on the book award program, see Chapter VII.)

Community Service/A Day To Make A Difference:

- Habitat Day
- Cross-club event
- Read to children or the elderly
- Cook/serve meals at a shelter
- Donate food/time to animal shelter
- Refurbish a shelter
- Soup kitchen sponsorship
- Clean and landscape crisis center
- Reach out/visit with senior Wellesley alumnae who are not able to attend club meetings
- Participate in or collect donations for Race for the Cure
- Collect and donate books to children's ward at hospital
- Donate business clothing to women's shelter
- Career counseling or mentoring for women at shelter
- Collect food and toiletries for food pantry

Special Interest/Satellite Groups:

A number of clubs have developed sub-groups devoted to special interests such as book discussion groups, mothers' networks, investment, needlework, bridge, and study groups. You are encouraged to ask alumnae in your area for other "satellite" ideas—those that require minimal organizational commitment—so that all that is really needed is a point person for information, and beyond that, people just show up.

Young alumnae in a club area may choose to plan informal gatherings on their own.

CO-SPONSORSHIP: STRENGTH IN NUMBERS

Join with other clubs whenever possible to sponsor an event, or invite them to join you at your club's meeting. Use the following list to contact each college and request information regarding appropriate alumnae club information. You can also contact the Wellesley College Alumnae Association (781-283-2330) for more information on Seven College contacts.

Vassar

www.aavc.vassar.edu
845-437-5445
161 College Ave.
Poughkeepsie, NY 12603-2804

Smith

www.alumnae.smith.edu/
413-585-2020
33 Elm Street
Northampton, MA 01063

Bryn Mawr

www.brynmawr.edu/alumnae
610-526-5227
101 N. Merion Ave.
Bryn Mawr PA 19010-2899

Mount Holyoke

www.alumnae.mtholyoke.edu
413-538-2300
50 College Street
South Hadley, MA 01075-1486

Barnard

www.barnard.edu/alum
212-854-2005
3009 Broadway
New York, NY 10027

Radcliffe

www.radcliffe.edu/alumnae
617-495-8641
79 Brattle Street
Cambridge, MA 02138

FACULTY SPEAKER PROGRAM

www.wellesley.edu/Alum/Volunteer/Clubs/

Each year, at the invitation of the Alumnae Association, members of the Wellesley College faculty and administration speak to over seventy alumnae clubs and informal groups around the country, and occasionally, overseas. The speakers program is intended to provide intellectual stimulation, reflect the ongoing excellence of the Wellesley faculty, describe new programs at the College, and offer a means for alumnae to connect with each other and the college. Some club speaker events include high school students and/or guidance counselors, thereby serving as a student recruitment tool.

Who Are the Speakers?

Members of the Wellesley College faculty and administration may be invited to speak to Wellesley clubs. If a member of the College Board of Trustees or the Alumnae Association Board of Directors lives in your area, this person can also be invited to speak to the local club.

What Are the Topics?

Wellesley faculty members are most effective when they speak about their own research or on a topic of current interest in their field. Clubs may request an individual professor, a member of a particular academic department, or a speaker on a specific topic. Faculty members are also willing to answer questions about teaching, the curriculum, and current life at Wellesley. Members of the College administration can offer a broad update on the college today or a closer look at a specific program or area, such as the Davis Museum and Cultural Center or college finances. You are free to "negotiate" a topic that is mutually acceptable to both the speaker and the club.

Expenses

The Alumnae Association budget covers travel expenses and meals for speakers to clubs that are arranged through the Alumnae Office. **Clubs who arrange speaker engagements without the involvement of the Alumnae Office are responsible for covering all expenses.** Clubs are encouraged to arrange overnight accommodations at the home of an alumna, thereby providing hospitality at minimal cost. However, if the speaker prefers to stay at a hotel, please make a reservation at a reasonably priced hotel in a convenient location. The hotel expense will be covered by the Alumnae Association.

To Request a Speaker

Go to the Clubs website at www.wellesley.edu/Alum/Clubs/ and click on Faculty Speaker in the upper navigation bar. Review the list of speakers and topics and complete the online speaker request form. Be sure to indicate a first, second, and third choice. If we are unable to meet your preferences, we will discuss with you other possible speakers. You may also contact the Alumnae Groups Office at wclubs@alum.wellesley.edu or 781-283-2332 to request a speaker.

Submit the Speaker Request Form by the end of August. Requests are filled on a first-come, first-served basis within specific budget constraints. Every effort is made to coordinate a speaker's travel schedule to allow the possibility of visiting more than one club in an area.

The Assistant Director of Clubs will write to the club and to the speaker well in advance of the program to confirm the date and time. **It is then up to the president or program chair of the club to call the speaker to arrange details of the engagement.**

Speakers often schedule other professional or personal travel around the club date. **It is extremely important therefore that an engagement not be canceled or changed once it has been arranged.**

Publicity

When confirming the speaker's engagement, the Alumnae Office sends biographical information to the club president or program chair for use in publicizing the event to alumnae, parents of current students, and prospective students. Clubs are encouraged to submit a brief announcement of the program in the local newspaper and to consider opening the program to the general public and/or other college alumnae groups. Many clubs have also co-sponsored speaker events with clubs nearby as a way to boost attendance.

DIVERSITY FUNDS

In June 1993, the Alumnae Association established a \$5,000 Diversity Fund to support local and regional activities that strengthen connections between ethnically, racially and culturally diverse alumnae and the college, Association and local alumnae networks. The fund is meant to advance the objectives and recommendations of the Task Force on Racial Diversity.

Process

Requests for funds may be made by club presidents, members of the Association Board or by any alumna or student with the support of one of the above. Funds are given on a match basis and may not account for more than 50% of the total cost of the activity or more than \$1,000 for any one project. The maximum amount that can be awarded from the Diversity Fund in a year is \$5,000. Thus, requests for funds must include an explanation of how the matching contribution will aid and improve diverse alumnae participation. Proposals should be submitted in writing to the Executive Director of the Association.

Once approved, project coordinators may request advance funding if necessary, or submit receipts for reimbursement at a later date. A report on the project assessing the results in terms of increased participation by diverse alumnae should be submitted to the Alumnae Office.

CHAPTER III:
COMMUNICATION

GUIDELINES FOR COMMUNICATION

Communication pieces range from post-card reminders to specific event invitations to seasonal newsletters including event schedules for the year. Please note that a communication piece for a small club may simply be a calendar or schedule of upcoming events—not a 4-page graphic-filled newsletter. **The most important thing to remember about club communication is to stay in touch!** With this in mind, the following are some guidelines to consider.

1. **General information regarding mailings:**
 - Most effective when they are identifiable from other mail, that is, consistent and distinctive in size and color, with a logo on the address side. The Alumnae Groups Office can format a customized logo for your club.
 - Should look attractive and have eye-appeal. Your local printer or someone in your club with graphic design background can help design your newsletter/communication piece and make suggestions.
 - Explain the purpose and programs of the club.
 - Provide adequate advance notice for meetings and reminders of upcoming events.
 - Should be shared with other nearby club presidents and the Alumnae Office.

2. **Mailing procedures:**
 - Plan a deadline and timeline for your mailing schedule allowing enough time for printing, ordering labels from the Alumnae Office, and the mail process.
 - Talk to your printer well in advance and have a firm understanding of deadlines and cost.
 - Mailing information/labels are available from the Alumnae Office at no cost to your club. These labels should be ordered at least two weeks before your mailing date. The labels can be sorted alphabetically or by zip code for bulk mail. The Alumnae Office prefers to send labels via e-mail as a Word attachment.
 - The Alumnae Office will send you mailing labels for club presidents in your region as well as College staff interested in the activities of your club. A list of current students from your area will also be included—use these to encourage parents to attend club events. Please request an updated set of mailing labels each time you do a mailing.
 - Plan to mail newsletter/notice/invitation three weeks before the deadline if using first class mail, six weeks if using bulk mail.

4. **Bulk mailing:**
 - Clubs included under the Alumnae Association's "umbrella" group federal tax exemption are eligible for the special third-class rate (non-profit) **bulk mailing permit**. All clubs in existence prior to 2000 come under this group exemption and each club has an EIN on file in the Alumnae Office.

- New clubs must::
 - a. Send in a written statement to the Alumnae Office asking to come under the Association's group ruling.
 - b. Adapt bylaws adding Article IX Limitations (see Model Bylaws) and send copies to the Alumnae Office.
 - c. Contact the Alumnae Groups Office to discuss the application process for an EIN (employment identification number) for the new club.
- Requires a minimum of 200 identical, individually addressed pieces per mailing.
- Application to mail at the special bulk rate must be filed at the post office where the mailings are deposited.

The Alumnae Association has set aside a small amount of funding to assist clubs in need of finances with the mailing cost of a newsletter/communication piece. Contact the Alumnae Groups Office (781-283-2330) for more information.

5. **E-mail:**

E-mail has become a fast and effective way to communicate with other club officers/members who have it. Use of e-mail can save telephone and mailing costs. E-mail addresses for those alumnae that have provided this information are included on lists of your club members obtained from the Alumnae Groups Office but are not to be used to create your own distribution lists. Address books, *CC* or *BCC* fields are not appropriate for large group mailings as, inevitably, a recipient uses *Reply All* which, in turn, causes problems for all recipients. There are also many legal regulations surrounding e-mail and SPAM; therefore putting a list of e-mail addresses in the TO field is not recommended.

Clubs that wish to send an e-mail to a group of alumnae to announce upcoming events and news should request a broadcast e-mail. See [Alumnae Office Technology Services](#) for more information.

SURVEYS

Surveys can be a highly effective tool in determining what the alumnae in your area would like from future programming. They can also be used as a means for gathering information after an event, to determine what about the event went well and what improvements could be made in the future.

Surveys are often sent out as an insert to a club newsletter or given out at events. Some clubs may wish to put this questionnaire online so members can fill it out and results can be tabulated electronically. There are many online survey websites, so clubs should choose one that works best for their questionnaire. Contact our office if you would like to learn about our preferred online survey provider, Survey Monkey (www.surveymonkey.com), or perform an online search for “survey tool”.

It is generally a good idea not only to try to gather specific information, such as interest levels in types of programming, but also to ascertain who is providing this information, whether it be a young or older alumna, an alumna who has been an active or inactive in the club. Additionally, it may be a good idea to ask these questions of current students and their families as well. This will help in targeting your programming and to determine what types of programming will attract the broadest attendance.

The following is an example of a questionnaire that has been used by clubs in the past to gather this valuable information.

Please check times that would be most convenient for you to attend an event:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Afternoon							
Evening							

Would you consider being a hostess for a club event? Yes No
 Would you be willing to bring refreshments to a club event? Yes No

Club Leadership

Please check the opportunities of club leadership that interest you.

President		Admissions		Program Chair	
Vice President		Web Mistress		Event Hostess	
Secretary		Book Award Chair		Bring refreshments to an Event	
Treasurer		Membership Chair		Offer ride to another member	

Would you consider planning a club event? Yes No
 If so, what type of event would you like to plan? _____

Book Award

Would you be interested in sponsoring a book award in the area? (\$22/ book) Yes No
 Would you be willing to be a contact for local high school? Yes No
 If so, do you have a preference for a school? _____

Dues

Your annual dues support a wide variety of club activities. For example, club dues are essential for the club to print the club directory, print newsletters, and send out event invitations. Your support is greatly needed and appreciated. Please feel free to enclose your dues when you return this survey. **Please make checks payable to Wellesley Club of Wellesley. Return envelope is provided.**

Membership (tax deductible)	Amount
Class of 2009	Free
Classes of 1999-2008	\$15
Classes of 1998 and prior	\$30
Optional Donation (tax deductible)	
Book Award (\$22 per book)	\$
Club donation	\$
Total Amount Enclosed	\$

Thank you for taking the time to share your ideas with us by completing this survey. Please return survey and dues contribution by mail to [alumna name and address]:

CLUB NEWSLETTERS

Be creative! A club newsletter can be as simple as a letter from the president with information about an upcoming event or as elaborate as an eight-page layout with graphics and photos. Regardless of what your newsletter looks like, it is important to have this regular communication with alumnae in your club area.

To request a sample newsletter or to discuss newsletters in general, contact the Alumnae Groups Office at 781-283-2330 or wclubs@wellesley.edu.

Newsletters should include the following information:

- A listing of all programs until next newsletter—for the year if only one newsletter
- A friendly message from the club president—sets the tone of the club.
- List of board members and contact information, including e-mail addresses
- A special welcome to newcomers to the area
- A complete list of newcomers with class year—information comes three times per year from the Alumnae Office
- A tear-off section to return with dues or a return dues envelope
- Personal news of alumnae, their families, their jobs
- News of current students or interesting on-campus activities
- How to update one's personal information with the College—by mail, phone, e-mail and online

Newsletters on the internet:

If you wish to post your newsletter on your club's web site, please be sure to delete any private alumnae information such as addresses and phone numbers before posting it on a public web page (unless you have permission from the alumnae). Or, use Chapter Pages for your club web site to limit access to your online newsletter to alumnae only (See the section on Alumnae Office Technology Services for more information about Chapter Pages.)

CHAPTER IV:
FINANCES AND FUNDRAISING

FINANCIAL RECORDS AND BANK ACCOUNTS

A club treasurer is responsible for maintaining her club's treasury for the duration of her term. The responsibilities of the treasurer include the following:

-
- To maintain complete and accurate financial records for the club.
 - To ensure there are adequate funds in the treasury to support ongoing events/programs.
 - To solicit dues from members on a regular schedule.
 - To pay all expenses incurred by the club promptly.
 - To report annually to the club president and WCAA on the status of the treasury. The financial report can be completed online at <http://www.wellesley.edu/Alum/Volunteer/Clubs/index.html>
 - To complete Form 990 EZ and Schedule A to the IRS.

Responsibilities of outgoing and newly elected treasurers:

- The outgoing treasurer should turn over all financial statements, records, and other related materials promptly to the newly elected treasurer at the conclusion of her term.
- Newly elected treasurers should perform an audit of the financial records and have a clear understanding of the club's financial history. The transfer of financial records should occur following the close of the fiscal year and after the submittal of the annual financial report to the Alumnae Association (June 30). The club president is often present at the transfer meeting so that she is aware of the financial standing of the club.
- At the annual meeting, the outgoing treasurer is required to report on the financial condition of the club.
- In accordance with the club's bylaws and with federal regulations governing 501 (c)(3) tax exempt status, treasurers must adhere to rules governing disclosure of the club's financial status by filing directly with the IRS, Form 990 EZ and Schedule A (see next section on Tax Information for Club Treasurers). A copy of these IRS forms must also be submitted to the Alumnae Office.

The Club Office strongly recommends that the treasurer and president co-sign the club's bank account.

TAX INFORMATION FOR CLUB TREASURERS

Wellesley College Alumnae Association is registered with the Internal Revenue Service as a 501(c)(3), non-profit organization. Under this classification, the WCAA is exempt from federal income taxes. In 1972, the Internal Revenue Service granted a group exemption to all subordinate organizations of Wellesley College Alumnae Association. This action means all Wellesley classes and clubs recognized by the WCAA (meaning subordinates with adopted by-laws and with a federal tax identification number) are exempt from federal taxes under the association's "umbrella." This exemption from federal taxes does not necessarily mean clubs or classes are automatically exempt from *state or local taxes*. Each subordinate organization must check with its respective state to determine that state's requirements for tax exemptions.

Procedures for Obtaining a Federal Tax Identification Number:

The Alumnae Groups Office has a Federal Tax Identification number for ALL clubs in existence prior to 2000. If a club wishes to find out what this number is, they should contact the Alumnae Groups Office. The Alumnae Office handles the EIN application process for new clubs (using Form SS4). New clubs wishing to apply must complete the following requirements:

1. Send a written statement to the Director of Groups in the Alumnae Office requesting to be part of the group ruling.
2. Write and adopt by-laws adding "Article X. Limitations" (see Model By-laws, Chapter 2) and send copy of minutes to the Alumnae Office.

Once the above is completed, the Alumnae Groups Office will apply for a Federal Tax Identification Number (EIN) from the IRS and send a copy of this number or certificate to the treasurer and president of the club. Original copies will be kept in individual club files.

Every year the IRS mails the Wellesley College Alumnae Association Financial Administrator a master roster of clubs along with their assigned federal identification numbers. She is asked to confirm the information contained therein. The Alumnae Groups Office has designated the Alumnae Office as the contact organization with our Wellesley address so that all correspondence from the IRS is sent to the Alumnae Office instead of the club president or treasurer which changes every few years.

Advantages to clubs of federal tax-exempt status include:

- Exemption from federal tax on any profit or earnings.
- Exemption from federal admission or amusement tax charged for benefits or entertainment.
- Privilege of obtaining a bulk rate mailing permit with low mailing cost (advisable only if several mailings are anticipated in a club year. Each mailing must include 200 or more identical pieces). There is an annual fee for this permit.
- Individual contributions to the club, including dues, are tax deductible to the extent that they do not confer on the donor benefits of *significant monetary value*. The official citation of the ruling is 15 Rev. 68-432, 1968-2 Cum. Bull. 104; refer to Revenue Procedure 90-12 (1990) and Publication 1391 (1988).
- Possible reduction in or exemption from payment of state and/or city sales tax on

certain purchases of goods or services. Local tax regulations vary on this point; therefore, clubs should familiarize themselves with the local state and city regulations.

Procedures for State Tax Exemption:

After a club obtains its Federal Tax Identification (EIN) number, it may be eligible for exemption from state taxes on meals, function rooms, and/or printing or purchasing. NB: Overnight hotel accommodations are excluded from this exemption. If the club charges per person for meals, etc., the club is not permitted any exemption. **Each club is responsible for applying to its respective state for state tax exemption.** If the club is interested in obtaining this exemption, they should contact its individual State Department of Revenue (DOR) to find out the procedure and requirements. Each state has different requirements—some will require only your EIN, others will ask for by-laws and Articles of Incorporation from the parent organization, the Alumnae Association. Please contact the Alumnae Groups Office if you need this information.

IRS Filing Requirements:

Recent changes in tax law now require that all 509(a)(3) organizations, **even if one's annual gross receipts are less than \$25,000**, must file Form 990 EZ, *Return of Organization Exempt from Income Tax*, for tax periods ending after August 17, 2006. Thus, it is now mandatory that all WCAA subordinates complete Form 990 EZ, including *Schedule A*, and file with the IRS.

This tax form is due on or before the 15th day of the fifth month after the close of the tax period. As our tax period or fiscal year ends on June 30, your return is due by **November 15th**. Please submit a copy of your club's tax form to the Alumnae Office by this required deadline.

State filing requirements for 501(c)(3) organizations vary. Massachusetts requires that all non-profit organizations register with the Office of the Attorney General by completing a Public Charity (PC) form and attaching a copy of the IRS Form 990 or 990 EZ. In Massachusetts, there is a PC filing fee based on the non-profit organization's gross revenue. It is each club's responsibility to confirm your state's policies and comply with the established regulations for non-profit organizations.

Penalties for NOT filing:

- If your club does not file with the IRS and all clubs ARE required to file Form 990 EZ, the club may be subject to financial fines.
- If you fail to file for three consecutive years, your tax-exempt status *will be revoked* as of the filing due date of the third year.
- If your club fails to file, you are putting the parent organization, the WCAA, at risk for liability.

It is important that your club file Form 990 EZ and Schedule A to meet all requirements and deadlines outlined by the IRS. If you have any questions or concerns, please contact either the non-profit IRS office, 877-829-5500, or call the Director of Groups in the Alumnae Office at 781-283-2330.

CLUB REVENUE AND DUES

The club generally has three options available for generating revenue:

- Solicitation of dues from club members;
- Setting the price for programs above the cost to the club;
- Selling novelty items/products as fundraisers.
- As a 501(c)(3) non-profit organization, clubs may be eligible for a variety of grants.

Dues

It is the responsibility of the treasurer to solicit members for dues on a regular schedule. It is general practice to solicit dues in a newsletter, although a club may also send a separate mailing to area alumnae just for this purpose. The treasurer is also responsible for setting the financial guidelines for the management of club funds.

Club officers often ask questions about membership:

- How do we encourage alumnae to join their local Wellesley club?
- How do we convince them that their membership strengthens the club, and the club, in turn, can then strengthen the link between the college and alumnae?
- How do we convince them that by supporting a Wellesley club, they are reaffirming their commitment to excellence in education for women now and in years to come?

Here is an excerpt from a club newsletter that has addressed these problems well. You may want to use this as a model in developing your own dues letter:

If I give to the College, why should I pay dues to the local Wellesley Club?

I've asked myself that, and I'll bet some of you have, too. And I never understood the answer until I became more active in the club and began to appreciate the things it does—things the college cannot do from the Boston area and counts on us to do for them.

One key function is to provide a Wellesley presence in the area for prospective undergraduates. If we want to promote cultural diversity at Wellesley, and the influx of new ideas and aspirations that it brings, we need to ensure that local high school students know about Wellesley and become excited about attending. But the college fairs, the communications with the Admission Office, and the other functions for students and their parents cost money that is not underwritten by the college. Our successes in the past years in recruiting from this area are a direct result of the club's hard work in making our presence and enthusiasm known to high school seniors.

Another important activity is to provide links among alums and between us and the college. It's too easy for us to forget about each other. The events, newsletters, and directory paid for by the club help us keep in touch with one another, and the participation in such sessions as Alumnae Leadership Council gives us a voice in the running of the college and helps ensure that we continue to be proud of our Wellesley ties.

And a personal note about participation in the Wellesley club: I've discovered that the club is not the stuffy "ladies sewing circle" group that I expected it to be! It is a vibrant group of intelligent women with wide-ranging interests and contributions to make. I have loved meeting people whose lives do not necessarily revolve around the industry I'm in and who can broaden my perspectives and my enjoyment of the world. Won't you join us?

Gwen Peterson '70, New York Wellesley Club Bulletin, Autumn 1993

Soliciting Dues

The Alumnae Association suggests the following guidelines for soliciting dues:

- Be clear and specific as to what dues are used for on the solicitation form.
- A personal note on a solicitation generally yields better results.

Setting the Dues Fees:

The treasurer, in conjunction with the rest of the club officers, should use the following parameters when determining the fee for club dues:

- When was the last solicitation of dues and how successful was it?
- What is the current postage rate for a first class mailing and is an increase anticipated?
- What is the size of your club?
- Is your current treasury in good shape?
- What are the general major expenses of the club (i.e., newsletters, directories, mailings, book awards, general operating expenses, etc.)?
- What is the anticipated cost of sending the club president or other officers to Alumnae Leadership Council?

INSURANCE INFORMATION FOR CLUBS

Wellesley College provides general liability insurance coverage to all sanctioned and sponsored alumnae clubs via Fireman's Fund Insurance Company. The policy provides comprehensive liability, including Bodily Injury, Personal Injury, Property Damage, and Broad Form Liability coverage.

Combined Single Limit
\$1,000,000 Each Occurrence
\$3,000,000 General Aggregate

The policy covers club events in alumnae homes as well as in other facilities. Upon request to the Alumnae Groups Office, a Certificate of Insurance will be provided by the College.

In addition, Wellesley College maintains a \$25,000,000 per occurrence/aggregate policy with United Educators Insurance Retention Group, Inc.

If your club is hosting an event and the venue requires a certificate of secondary insurance, please contact the Alumnae Groups Office and we will have that certificate e-mailed or faxed to you or the place of business. For this certificate, we will need the name of the building or business, address, contact person, e-mail or fax number.

CLUB FUNDRAISING IDEAS

BENEFIT EVENTS

- Club Anniversary Party
- Orchestra Performance
- Book and Author Luncheon
- Book Fair
- Cabaret
- Tag Sale
- Theatre Evening
- Dance Class
- Fashion Show
- Silent Auction

SALE ITEMS

Some clubs have chosen to augment their fundraising efforts by selling a Wellesley-related item. Some examples of successful sales items have included T-shirts, picture frames, sweatshirts, note cards, mugs, and tote bags. The Alumnae Association used to sell these items on behalf of clubs at the Reunion Store during reunion weekend.

However, as of June 2008, the Alumnae Association will no longer be setting up the Reunion Store on-campus. Clubs who have sales items can continue to advertise them online at www.wellesley.edu/alum/store. Clubs might contact other clubs to place ads in their newsletter or exchange ads with clubs selling other products. In addition, clubs may choose to advertise their sales items in an issue of the *Wellesley* magazine. For more information on placing or pricing an ad, please contact the magazine staff at magazine@alum.wellesley.edu or 781-283-2341.

GUIDELINES FOR ESTABLISHING A BED & BREAKFAST PROGRAM

The Wellesley College Bed & Breakfast Program offers alumnae short-term, prepaid accommodations in their homes to fellow alumnae and their families, faculty and administration.

This decision to participate in the program should be made by each club. Most of the currently operating programs limit their service to alumnae and their immediate families, plus faculty and administrative staff of the college. Each club decides whether to accept husbands and children whose alumnae connection is not traveling with them.

The B & B program is a rewarding way for clubs to earn money for the College. The coordinator's job involves much time, matching prospective guests with available hostesses. The Alumnae Office maintains a list of Bed & Breakfast Coordinators, with addresses and telephone numbers. The list will be made available to alumnae who contact the Alumnae Office requesting B & B information for areas they plan to visit. The interested alumna will contact the coordinator and make arrangements directly with her. We can no longer run the B & B advertisement in *Wellesley*.

Starting a Bed & Breakfast Program:

1. The first step is to have the club's board endorse the project and select an alumna to be Bed & Breakfast Coordinator. (Co-chairs are a good idea, so they can share the work and cover in each other's absence.)

2. The next step is to explain the program to everyone in the club area, not just its membership, for this project can involve alumnae who do not participate in other club activities. Ask for volunteers who are willing to provide accommodations and send them a questionnaire to get information on the number of rooms and beds available, private or shared bath, etc.

Accommodations need not be elaborate as long as the guest understands what is being offered. It is most important that the accommodations be clean and comfortable, and the welcome friendly.

It is important that it be made clear that this program is for short-term stays (2-3 nights), not for lengthy visits. In popular tourist areas, the clubs may want to limit the program to off-season travelers to avoid hostess burnout. It is up to individual clubs to create policy on cancellations and refunds should they so desire.

Finances:

- Each club decides on its own fee scale. The B & B Program Coordinator should set up and maintain a separate bank account, separate from other club funds, into which guest fees are deposited. B & B Coordinators should keep track of their expenses for running the program (making phone calls to prospective guests, advertising, postage), and at the end of the year, request reimbursement for those expenses from the B & B account.
- **Individual hostesses** may **not** be reimbursed for expenses such as food, laundry detergent, etc. An individual hostess may not deduct the value of her services (cooking, doing laundry) for tax purposes.
- All Bed & Breakfast proceeds must be donated directly to Wellesley College.
- Payment by check for Bed & Breakfast accommodations should be made **payable to the club** and mailed to the B & B Coordinator.
- The proceeds of each stay at a hostess' home are booked as a gift from the Club, with credit also going to the *class* of the hostess and credited to the next reunion gift from her class. The College then notifies the hostess' class rep who conveys thanks. Entries of these contributions **will not** be made in the individual hostess' giving history.
- Proceeds from your club's program are usually held until the end of the fiscal year, at which time one check is sent as the club's gift to the College.

Policy for donations:

- Since the B & B advertisement no longer runs in *Wellesley* as a fund-raiser for the College, if the club clearly advertises their B & B as a fundraiser for the club, then indeed, the club may keep the money. Each club with an active Bed & Breakfast program should decide how proceeds will be used—as a fundraiser for the club or a donation to the College. If a donation is made to the College, then both the club and the hostess' class will receive credit for the donation.

There are several issues that arise in the context of the B&B Program, which will be summarized as follows:

i. Insurance Issues:

- The insurance carried by the college for the WCAA and club activities cannot provide coverage to the hostesses for the Bed & Breakfast program. Hostesses concerned about insurance should consult their individual homeowner's

insurance policy.

2. **Guest checks:**

- **Should be payable to the club** – not the College, hostess, or the WCAA.
- If a guest check is made payable to the hostess and she deposits that amount and writes a check to the club, she is not entitled to a charitable deduction for that amount.

3. **Donations**

- If advertised as a fund-raiser for Wellesley College, all money must be donated directly to the College.
- If advertised as a club fund-raiser, then the club, as a non-profit organization, may use the funds for programs or other club expenses.

SAMPLE B&B PROGRAM FORMS

The Alumnae Groups Office has several forms that may be helpful to your club as you consider starting a B&B Program. To request sample forms, contact the Alumnae Groups Office at wclubs@alum.wellesley.edu or 781-283-2330.

1. **Sample Questionnaire for B&B Hostesses** – used by the club or B&B Coordinator to gather information about the type of accommodations a B&B Hostess has to offer
2. **Sample B&B Hostess Information Sheet** – policy information for the B&B Hostess
3. **Sample B&B Hostess Registration Form** – registers the hostess and her B&B with the club
4. **Sample B&B Hostess Confirmation Form** – form used by the B&B Coordinator to let the B&B Hostess know about guest arrivals
5. **Sample Guest Registration Form** – form used by guests to request a B&B stay; given to B&B Coordinator
6. **Sample Guest Confirmation Form** – form sent to guests letting them about at which B&B they have been booked
7. **Sample B&B Coordinator Form** – summary form used by B&B Coordinator for each B&B booking.

Questions? Contact the Alumnae Groups Office at wclubs@alum.wellesley.edu or 781-283-2330.

APPENDIX A:

**ALUMNAE OFFICE
INFORMATION AND SERVICES**

WELLESLEY COLLEGE ALUMNAE ASSOCIATION

www.wellesley.edu/Alum

106 Central Street
246 Green Hall
Wellesley, MA 02481-8203
Phone: 781-283-2331 Fax: 781-283-3638

Wellesley Alumnae Groups Office e-mail: wclubs@alum.wellesley.edu

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ALUMNAE ADDRESS INFORMATION AND UPDATES

The Alumnae Association abides by strict standards in order to maintain the integrity of alumnae data. Many alumnae contact the College with distinct requests regarding the management of their personal information. The College and the Alumnae Association are dedicated to respecting all of these requests. We carefully monitor the method by which the College receives alumnae data and the policies governing its use. We protect and distribute this information based on criteria designed to honor alumnae privacy. Our commitment to every alumna is to take all reasonable precautions to shield her from unapproved solicitation and contact. We ask that you do the same.

How an Alumna Can Update Her Record:

Please list these services in your club communications.

Web: www.wellesley.edu/Alum/Community

Alumnae can view and update their personal information in the Online Community. They will need to register with their ID number in order to access the Online Community. (An alumna can find her ID on the mailing label of her *Wellesley* magazine. It will begin with an A or B).

E-mail: updates@alum.wellesley.edu

This e-mail address can be used to update one's personal information such as mailing address, employment or educational information, e-mail, phone number, or name changes.

Phone: 1-800-339-5233

This recording line is used exclusively for updates to alumnae's personal information.

College Policy on Acceptable Update Sources:

1. Name changes (last names or preferred first names) must come from the alumna herself and can be submitted to the College by e-mail, phone or mail.
2. Address and phone number changes can come from the alumna, from a friend or relative, from class or club officers, or from the post office. Be wary of address and phone number information found online, as it is often outdated or inaccurate.
3. Information on employment, graduate degrees, spouses, children, birth dates, and non-Wellesley volunteer activities can come from the alumna, from a friend or relative, from class or club officers, and from magazines and newspapers.
4. Ethnicity and social security numbers are only accepted directly from the alumna.
5. Wellesley volunteer information should come from the group for which the alumna volunteers or from the office that works with that group.

ALUMNAE OFFICE TECHNOLOGY SERVICES

To better serve both our constituents and our volunteer officers, the Alumnae Association maintains a database that is used to produce alumnae lists, mailing labels, and directories in various formats. To place an order for lists, labels, directories, or a broadcast e-mail, contact the Alumnae Groups Office at 781-283-2332 or wclubs@alum.wellesley.edu, or submit the online form at www.wellesley.edu/Alum/Volunteer/Clubs.

It is essential that you request a new set of labels for EACH mailing or project to ensure that you have the most current information.

LISTS

Content:

Regular club lists include both college and current mailing name, class year, address, phone number, and e-mail. The club list should not be used in publication. If you are interested in publication, please request a directory list. E-mail address lists are not to be used for broadcast purposes (see *Broadcast E-mail* below).

Sort Options:

Club lists can be sorted by zip code, class year, or current last name.

Format:

We prefer to send club lists via e-mail as an Excel file, though we can also send a paper print out of the information via US mail.

LABELS / MAILING INFORMATION

Content:

Club mailing information includes your club's constituents, a set of regional volunteers, and current student addresses. The regional volunteers include other club presidents in your area as well as a few contacts at the College. The current student list includes students' home addresses and should be included in each mailing.

Sort Options:

Mailing labels can be sorted by current last name or by zip code.

Format:

Mailing information can be sent in the same forms as lists. Files can be sent by e-mail (preferred) or a hard copy of the labels can be sent through the US mail.

Club labels can be sent electronically as a formatted MS Word file from which you can easily print your own labels (Avery 5160 recommended). Mailing label information can also be sent to you as a MS Excel file if you wish to format and print your own labels. For larger clubs, club mailing

labels can be sent as an MS Excel file directly to a mail house as long as the mail house signs a confidentiality statement and faxes it to the Alumnae Office before the labels are sent.

When requesting lists or labels, please specify:

- 1) the club name
- 2) how you want the information sorted (i.e., zip code order, by last name)
- 3) in what format you want them sent to you (Word or Excel; email or hard copy)
- 4) the reason you are requesting a list or set of labels (e.g. newsletter or invitation).

ADDRESS CHANGE REPORTS

The Alumnae Office will e-mail change reports to club presidents or mail designates three times a year (August, November and March) relaying address updates received from alumnae in their area. These reports will include information on alumnae who have moved into and within your club area as well as deceased alumnae. This list is often used to welcome new members. Please notify us if you do not wish to receive this information. The Alumnae Office can also send club officers an updated club list upon request.

DIRECTORIES

The Alumnae Groups Office is able to create pre-formatted directories for clubs upon request. A hard copy of the master directory (8.5" x 11" in size) can be mailed via US Mail or e-mailed as pdf files which clubs can download and copy. Directory files may also be sent in MS Excel if your club wishes to create its own directory format.

Content Information:

A club directory will include a cover sheet, a table of contents and listing of alumnae by:

- Last name: current last name, college name and year, mailing name, home address, phone and e-mail
- Class year
- Community (city/town)
- Occupation

Alumnae who are listed by name and class year only have notified the College that they do not want their contact information published.

For the final directory, we recommend that clubs include a page listing current club officers and contact information for the club such as the club e-mail address and website.

Before a directory report is run, it is recommended that clubs give alumnae at least three weeks to verify and update, if necessary, their information with the College. Clubs should advertise in their newsletters and broadcast e-mails that they will be producing a directory and list the ways in which an alumna can update her information with the College.

DISCLAIMER

The following disclaimer applies to all club lists, labels and directories. If your club formats its own directory with information provided by the Alumnae Association, please include this disclaimer:

This alumnae information is for official Wellesley College Alumnae Association use only. Use of the information for any non-Wellesley College Alumnae Association purpose—including but not limited to solicitation of any kind; reproducing and storing in a retrieval system by any means, electronic or mechanical; photocopying; or use of the addresses or other information for any mailing other than alumnae-related events—is strictly prohibited without written permission of the Wellesley College Alumnae Association.

The information provided is maintained by the WCAA database and is accurate as of the date that it was retrieved. If you discover any errors or omissions, please contact the Alumnae Office.

BROADCAST E-MAIL

The Alumnae Groups Office facilitates club related broadcast e-mails to alumnae on behalf of your club. This may prove especially useful when promoting upcoming activities, newsletters or to direct alumnae to the club's website. Broadcast e-mail is a very powerful way of communicating with your club. The Alumnae Groups Office suggests you reserve this tool for significant events or announcements. While e-mail is a very cost effective means of communicating, it should not be over-used.

The Alumnae Association works in partnership with offices throughout the College to ensure alumnae receive a reasonable amount of e-mail from the College. To this end, we maintain a calendar of all e-mails being sent to alumnae each month. The 1st and 15th of each month are reserved for club e-mails, and when clubs request a broadcast e-mail, they are asked to choose one of these dates. Please be aware that even scheduled e-mails are subject to last minute re-scheduling.

How to Schedule a Broadcast E-mail:

Go to the Club Resources web page at <http://www.wellesley.edu/Alum/Volunteer/Clubs> and click on the **Broadcast Email Request Form** link. All broadcast email requests must be made through the online form.

Guidelines:

- Each club may send a maximum of one e-mail per month.
- All e-mails will be reviewed for content and are subject to Alumnae Office staff approval. In addition, while we are not proofreading, e-mails will be reviewed for spelling, grammar, accuracy, clarity and formatting. The Alumnae Office staff will make minor modifications in the case of spelling, grammar or clarity.
- We are using the Online Community to facilitate this process. **Please advise club members to update their e-mail addresses with Wellesley College.**

- Broadcast emails are sent to all alumnae in your club area. For many clubs, this is several hundred alumnae from a variety of class years (i.e., 1940 – 2006), socio-economic and ethnic backgrounds. Please keep this in mind when drafting your email text.
- The subject of your e-mail should include the word “Wellesley” or the name of your club.
- For event announcements, include all pertinent information: what, where, when, cost, RSVP information, contact for questions, directions, etc. Include – e-mail addresses as well as phone numbers.
- Include a link to your club’s website where alumnae can go to get more information.
- Broadcast emails cannot be sent with attachments.

This policy is subject to change at any time. Any changes made will be as a direct result of club e-mail volume.

Do It Yourself! The Alumnae Office encourages clubs to create, format, and schedule their own broadcast emails. To learn more about this tool (called Email Marketing) and to request an account and instructions, please contact the Alumnae Groups Office at wclubs@alum.wellesley.edu.

DISCUSSION GROUPS

A discussion group is an online forum to which subscribers can post messages, read messages, and reply to postings from other subscribers. It’s a great way to stay connected with club members and classmates.

To request an online discussion group for your club,

1. Sign in to the *Online Community* at www.wellesley.edu/Alum/Community/.
2. Click on *Discussions* in the top navigation bar.
3. Click on *Submit a Request* at the bottom of the page and follow the instructions.
4. A club member can choose to have the discussion messages sent to her e-mail inbox each time a message is posted or as an e-mail digest once a day. She can also choose to read the messages online only.

In addition to requesting and subscribing to your own club’s discussion group, we encourage all club presidents and other board members to subscribe to the **Club Leaders** discussion group. This discussion group is designed to be an open forum in which you can exchange ideas and advice with other club leaders. To subscribe:

1. Sign in to the *Online Community* at www.wellesley.edu/Alum/Community/.
2. Click on *Discussions* in the top navigation menu bar.
3. Click on *Alumnae Association* in the Discussion Communities box.
4. Click on *For Volunteers and Committees*.
5. Click on the *Club Leaders* discussion group and follow the instructions to subscribe.

If you have any questions about discussion groups, please contact techadmin@alum.wellesley.edu.

CLUB WEB SITES

The following information can be found online at
<http://www.wellesley.edu/Alum/Volunteer/Web/siteoptions.html>

The Alumnae Office is happy to offer a variety of options for maintaining a web page for your club. The options listed below represent three of the most common solutions for alumnae group web pages.

Before you create any web presence for your group, please review the requirements for alumnae group web sites, and look at our suggestions for design and content which can be found online at
<http://www.wellesley.edu/Alum/Volunteer/Web/siteoptions.html>

Option #1: "Chapter Pages"

Cost: Free!

Skill level: Basic. Requires familiarity with email, and basic computer applications (e.g. Microsoft Word or other word processing software).

Chapter Pages are hosted within the alumnae online community. They are visible to all alumnae, but alums must log in before viewing your page; we will provide a public "front page" to direct alums to log in and view your site. Your group may choose between a number of different templates. You have complete control over the content of your chapter pages, and may update them whenever you like. Chapter pages are very easy to use, and require no special computer expertise - if you can use Microsoft Word, you can use a chapter page!

Chapter pages may be a good option for you if:

- You want to be able to update your pages frequently, or on a moment's notice
- You are comfortable using basic computer applications, but don't want to learn HTML
- You want your pages to have a similar look and feel to the WCAA website
- You are concerned about the security of information on your website
- You want to be able to transition easily between maintainers, or want more than one person to be able to update your website

The Alumnae Association recommends chapter pages for most groups.

Option #2: Wellesley's Pre-built Page

Cost: Free!

Skill level: Must be able to use email; no other computer skills required.

We can provide your group with a default club page posting basic information about officers, upcoming events, news, etc. requiring no web skills other than email.

The pre-built page solution may be a good option for you if:

- Your page will only need to be updated 3-4 times per year or fewer

- You do not want to maintain your own website, but still want a small web presence

To have us create a pre-built page for your group, simply email wclubs@alum.wellesley.edu the following information: Club Name, New Officers/Contacts, News, Up-coming Events.

Option #3: Build and Host your own

Cost: depends on your service provider; from free to \$100+/year

Skills: depends on your service provider; some require only basic skills, others require knowledge of HTML and other web technologies

Follow our guidelines and email us your web address and we'll link to your club page from the Alumnae Web Page.

This option may be a good solution for you if:

- You want complete control over all aspects of your group's website, including design and update schedule
- You are comfortable with creating and maintaining web pages
- You already have a web hosting solution available to you

What's best for my group?

There are as many different web page solutions as there are volunteers, and we can work with you to determine the best option for your group. If you would like to discuss your class or club's web page needs in detail, please contact us at techadmin@alum.wellesley.edu.

PRIVACY AND THE INTERNET

If your club website is public, then you need to be careful about publishing private alumnae information such as addresses, phone numbers and directions to someone's house. If you are using chapter pages, which offer greater security by limiting access to alumnae only, then you can publish more information. It is always a good idea to get permission from the alumnae whose private information will be included on any club communication.

APPENDIX B:
COLLEGE OFFICES OF INTEREST

OFFICE OF ADMISSION

www.wellesley.edu/Admission/

The Office of Admission works closely with individual clubs to represent Wellesley College and to recruit prospective students within their region. These programs offer an excellent opportunity for clubs to communicate not only with other alumnae, but to become connected to current and prospective Wellesley students. The following is information regarding the programs and projects offered to clubs through the Office of Admission:

ALUMNAE ADMISSION REPRESENTATIVES

Most Wellesley clubs have committed, energetic Alumnae Admission Representatives (AARs) who assume primary responsibility for recruiting prospective students within their club regions. They interview applicants, attend college fair programs, and often visit local high schools. The AAR's success, however, may depend on the degree of club participation.

AARs often plan **parties or programs for prospective students**, many of which serve as logical vehicles for club participation. The following parties or programs represent a sampling of admission-related activities conducted by clubs:

1. Evening gatherings in September or October for students, parents, and guidance counselors where Wellesley alumnae and an Admission Officer answer general questions about the college and the admission process.
2. A fall panel composed of prominent alumnae from women's colleges.
3. A holiday luncheon for prospective students featuring a panel of five current Wellesley students.
4. A Seven College sponsored holiday party for students interested in attending selective eastern colleges (an appropriate venture outside the Northeast).
5. A January brunch for applicants and current Wellesley students.
6. A club dinner, featuring a speaker from the college to which local guidance counselors and prospective students are invited.
7. A mid-April tea or coffee for accepted students.
8. A summer barbecue for entering first year students and their parents.

AARs are asked to **maintain contact with guidance offices** in their local high schools. In most areas, of course, this is no one-woman feat, and trained committees are essential. Some club members cannot commit themselves to year-round participation in the admission process but may be willing to serve as liaisons for one or more high schools.

This may or may not include an actual visit to the school, depending on the school's preference, but it ensures a resource and local contact with Wellesley.

Club members may also volunteer to cover college fair programs assigned to their AAR. The AAR should coordinate such activities and assume responsibility for training her volunteers.

Please direct questions or suggestions about admission activities to your club's AAR or the Associate Director of Admission at 781-283-2286.

THE WELLESLEY BOOK AWARD PROGRAM

www.wellesley.edu/Alum/Awards/Book/

The Alumnae Association sponsors a national Wellesley Book Award program which honors outstanding members of the junior class chosen by their schools to receive such an award. Last spring over 100 Wellesley clubs and alumnae participated. The following pages will give a basic outline of the program. Any club delegate who is interested in learning more about this program should contact the Alumnae Groups Office at 781-283-2332 or wclubs@alum.wellesley.edu.

A. PURPOSE

1. To recognize outstanding young women for exceptional scholarship and distinction in other fields.
2. To publicize Wellesley College
 - Students, parents, and the general community are made more aware of Wellesley's name by hearing it at awards assemblies, associated with top students, and seeing it in newspaper announcements.
 - School administrators and counselors, the key to many students' college choices, are actively involved in the choice of the recipients and are consequently alerted to the quality and opportunities of a Wellesley education.

B. CRITERIA

1. Selection of high schools to receive the award
 - The number is determined by how many book awards will be financially feasible by the club. Books are \$22 each.
 - The choice of high schools is based on experience and judgment of the Book Award Chair, the AAR and/or her committee, in consultation with the Office of Admission.
2. Selection of Book Award recipients
 - Letter to high school principals from local Wellesley club which states that the recipient should be:
 - a. A female member of the junior class
 - b. Outstanding in academic performance, character, and in contributions to extracurricular and/or community life
 - Choice based on judgment of student's administrators, counselors, and

faculty.

C. SCHEDULE

1. November: The Alumnae Groups Office mails book award materials and order forms to club book award chairs, AARs, club presidents and/or key alumnae.
2. November & December: Club volunteers contact high schools that are new to the Book Award Program to determine interest.
3. January Club volunteers send letters to any high schools that **are to be dropped** by the club.
4. March Book orders and **payment** are due to the Alumnae Office. Club volunteers mail forms to each high school requesting recipient's name. Books are mailed directly from publisher to book award chairs.
5. April: High schools return forms to the club and names of recipients are inscribed in the books by the book award chair and/or her committee.
6. May-June: Books are delivered to schools and awards presented, preferably by a Wellesley alumna.
7. July: Club volunteer follows up on awards:
 - Notify local newspapers
 - Notify Wellesley College Office of Admission giving recipients' names and home addresses
 - Call or write recipients
 - Optional get-together for award winners
8. Summer: Admission Office sends congratulatory letter to each recipient, encouraging her to consider applying to Wellesley.

D. AWARDED BOOK

1. The Norton Book of Women's Lives, Phyllis Rose, editor; a blue linen Wellesley presentation edition embossed in gold with the College seal.
 - Each book costs the club \$22.00 with the Alumnae Association subsidizing the remainder.

E. QUESTIONS or COMMENTS - PLEASE CONTACT:

Alumnae Groups Office
Wellesley College Alumnae Office
106 Central Street
Wellesley, MA 02481
781-283-2332
wclubs@alum.wellesley.edu

CENTER FOR WORK AND SERVICE

www.wellesley.edu/CWS/

The Center for Work and Service (CWS) offers comprehensive career preparation and resources for students and alumnae. Through the CWS, Wellesley alumnae can explore the world of work and community service, connect with other alumnae and plan their next steps. Programs and services exist for alumnae at all stages of their life planning, from graduate school applications to job entry, re-entry, and career transitions.

Contact: Folly Patterson '85
Associate Director, Alumnae Career Programs
781.283.2358, fpatters@wellesley.edu

ALUMNAE CAREER SERVICES AND PROGRAMS

The Wellesley Network—The Wellesley Network (W Network) consists of over 34,000 US and internationally based alumnae who are willing to share career information and advice with students and other alumnae. Alumnae profiles are sorted by life experiences rather than occupation, to include not only career information, but also volunteer work, hobbies, areas of expertise, professional memberships, services offered, and a variety of affiliations. In addition, alumnae can indicate their interest in discussing a variety of life topics, such as caring for aging parents, women's health issues, or re-entering the workforce. To search the Wellesley Network, indicate your networking preferences or update your profile, go to www.wellesley.edu/Alum/Wnetwork.

Please note the Wellesley Network now allows you the opportunity to offer your business services, help others find jobs or internships and much more. When searching, please make sure these preferences have been indicated before making such requests of an alumna.

Career Counseling—Services include: hour-long appointments in person and half-hour telephone appointments to discuss career and job search issues; consultation with graduate school and pre-professional advisors to review options for law, medicine, or business school, admission requirements and Wellesley's procedures.

Reference Service—The Center maintains files of faculty recommendations and employer references and will send out designated letters upon request for a nominal processing fee.

The CWS Web Site - <http://www.wellesley.edu/CWS/>

The Center for Work and Service web site features a user-friendly format and comprehensive career development advice so you can directly access the resources and information most suited to your particular interests and needs. Along with on-line counseling and extensive job search resources, our web site includes such features as graduate and professional study information, fellowships and internships, bibliographies

of CWS library resources, job fairs and job listings, community service and volunteer opportunities, and a calendar of events and programs offered on campus and through Wellesley alumnae clubs.

External Links—We are continually evaluating and updating all the external links from our web site. In addition, the CWS subscribes to specific sites for targeted job search and career exploration. For access information and passwords to the web sites, go to www.wellesley.edu/CWS/cwssites or call 781.283.2352.

OTHER PROGRAMS/WAYS TO BE INVOLVED

ACCESS Program— *ACCESS* is a student group, supported by the Alumnae Association and the Center for Work and Service, which strives to strengthen alumnae-student relations. They sponsor formal and informal events throughout the year so that students can experience the multifaceted lives of Wellesley graduates, and alumnae can serve as career and life resources to students.

Contact Folly Patterson, 781.283.2358, fpatters@wellesley.edu.

The Shadow Program—The Shadow Program gives Wellesley students and alumnae the opportunity to spend time with an alumna exploring her professional field. To participate, go into the Wellesley Network, www.wellesley.edu/Alum/Wnetwork and update your networking preferences to indicate your willingness to be a Shadow sponsor.

Contact: Ellie Gammons, 781.283.2355, egammons@wellesley.edu.

To Participate in On or Off-Campus Career Programming

Contact: Ellie Gammons, 781.283.2355, egammons@wellesley.edu.

To Notify the CWS of Job or Internship Opportunities

Post directly to “Job Listings” within the Alumnae Online Community, www.alumniconnections.com/olc/pub/WLS/, or e-mail opportunities to postjobs@wellesley.edu.

Contact: Irma Tryon, 781.283.2489, itryon@wellesley.edu.

To Encourage Your Employer to Recruit at Wellesley

Contact: Irma Tryon, 781.283.2489, itryon@wellesley.edu.

To Create an Internship

Contact: Theresita Ramos, 781.283.2607, tramos@wellesley.edu

OFFICES FOR RESOURCES

www.wellesley.edu/Resources/

The Office for Resources solicits, processes, and acknowledges gifts to Wellesley from alumnae, parents, friends, clubs, corporations, and foundations. The Office for Annual Giving is responsible for raising crucial unrestricted and current-use financial aid funds each year to offset the annual operating budget of the College. The College's fiscal year ends on June 30. To ensure proper credit for a club gift in the year in which the money was raised, **all checks should be mailed no later than June 30.**

Office for Resources Staff: 781-283-2217

Office for Annual Giving: 1-800-358-3543/781-283-2440

Leadership Gifts: 781-283-2217

Planned Giving: 1-800-253-8916

CLUB FUNDRAISING

Club Benefit Chairs plan and direct club benefit events to raise money for the club and for the College. Money raised through club benefits comes to the College through the Office for Resources from club treasurers and is credited to the club. While we encourage clubs to plan and execute benefit events, remember that it is important for your club to have money in its treasury to subsist and execute good programs, rather than to contribute all event proceeds to the College.

Benefit Chairs and Treasurers Note:

Although the money raised from a club benefit is often made up of contributions from individual alumnae and friends, the college credits the gift as **from the club**, not the individual contributors. Checks should come from the club and not from individuals.

Clubs or individuals wishing to make gifts to the Students' Aid Society should send their check directly to that organization or to the Alumnae Office. Gifts to Students' Aid and Club Benefits are not credited to the class or to the donor's college participation record.

APPENDIX C:
WELLESLEY CLUBS

US AND INTERNATIONAL WELLESLEY CLUBS

There are nearly 150 Wellesley clubs and key alumnae contacts across the country and around the world. In areas where there are no formal clubs, key alumnae contacts provide informal opportunities for alumnae to stay connected with each other and with Wellesley College. Current club president and key alumnae contact information can be found on the Alumnae Association web site at www.wellesley.edu/alum/clubs.

US CLUBS AND CONTACTS

* Indicates a key alumna contact (no formal club). Contact the Alumnae Groups Office at wclubs@alum.wellesley.edu for more information about areas with key alumna contacts.

STATE	ALUMNAE CLUB	CLUB E-MAIL
Alabama	North Central Alabama*	
Arizona	Tucson Wellesley Club	<i>WCTuscon@aum.wellesley.edu</i>
	Wellesley-in-Phoenix	<i>WCPhoenix@alum.wellesley.edu</i>
Arkansas	Wellesley Club of Arkansas	<i>WCLittleRock@alum.wellesley.edu</i>
California	Monterey Bay Wellesley Club	<i>WCMontererBay@alum.wellesley.edu</i>
	Sacramento Wellesley Club	<i>WCSacramento@alum.wellesley.edu</i>
	South Coast Wellesley Club	<i>WCSouthCoast@alum.wellesley.edu</i>
	Well. Club of Santa Barbara	<i>WCSantaBarbara@alum.wellesley.edu</i>
	Wellesley Club of Northern California	<i>WCNorthernCA@alum.wellesley.edu</i>
	Wellesley College Club of Los Angeles	<i>WCLosAngeles@alum.wellesley.edu</i>
	Wellesley College Club of San Diego	<i>WCSanDiego@alum.wellesley.edu</i>
	Wellesley Club of Pasadena	<i>WCPasadena@alum.wellesley.edu</i>
	West Bay Wellesley Club	<i>WCWestBay@alum.wellesley.edu</i>
Colorado	Greater Denver Area Well. Club	<i>WCDenver@alum.wellesley.edu</i>
	Western Colorado*	
Connecticut	Fairfield Villages Well. Club	<i>WCFairfield@alum.wellesley.edu</i>
	S.E. Connecticut Well. Club	<i>WCSEConnecticut@alum.wellesley.edu</i>
	Southern Connecticut Wellesley Club	<i>WCSouthernCT@alum.wellesley.edu</i>
	The Hartford Wellesley Club	<i>WCHartford@alum.wellesley.edu</i>
	Wellesley-in-New Haven	<i>WCNewHaven@alum.wellesley.edu</i>
	Wellesley Club of NW Conn. (inactive)	<i>WCNorthwesternCT@alum.wellesley.edu</i>
Delaware	Delaware Wellesley Club	<i>WCDelaware@alum.wellesley.edu</i>
District of Columbia	Washington Wellesley Club	<i>WCWashingtonDC@alum.wellesley.edu</i>
Florida	Amelia Island/Jacksonville*	
	Central Florida Wellesley Club	<i>WCCentralFlorida@alum.wellesley.edu</i>
	Gainesville*	
	Miami Wellesley Club	<i>WCMiami@alum.wellesley.edu</i>
	Wellesley Club of Tampa Bay Area	<i>WCTampaBay@alum.wellesley.edu</i>
	Wellesley Club of Naples	<i>WCNaples@alum.wellesley.edu</i>
	Wellesley Club of Sarasota	<i>WCSarasota@alum.wellesley.edu</i>
	Wellesley Club of the Vero Beach Area	
	Wellesley in the Palm Beaches	<i>WCPalmBeaches@alum.wellesley.edu</i>
Georgia	Atlanta Wellesley Club	<i>WCAtlanta@alum.wellesley.edu</i>
Hawaii	Wellesley Club of Hawaii	<i>WCHawaii@alum.wellesley.edu</i>

STATE	ALUMNAE CLUB	CLUB E-MAIL
Idaho	Idaho*	
Illinois	Chicago Wellesley Club	<i>WCChicago@alum.wellesley.edu</i>
Indiana	Indianapolis Wellesley Club	<i>WCIndianapolis@alum.wellesley.edu</i>
Kansas	Kansas City Wellesley Club	<i>WCKansasCity@alum.wellesley.edu</i>
Kentucky	Wellesley Club of Kentucky	<i>WCKentucky@alum.wellesley.edu</i>
Louisiana	Wellesley Club of Greater New Orleans	<i>WCNewOrleans@alum.wellesley.edu</i>
Maine	Eastern Maine Wellesley Club	<i>WCEasternMaine@alum.wellesley.edu</i>
	Western Maine Wellesley Club	<i>WCWesternMaine@alum.wellesley.edu</i>
Maryland	Baltimore Wellesley Club	<i>WCBaltimore@alum.wellesley.edu</i>
Massachusetts	North Shore Wellesley Club	<i>WCNorthShore@alum.wellesley.edu</i>
	Springfield Wellesley Club	<i>WCSpringfield@alum.wellesley.edu</i>
	Wellesley-in-the-Berkshires (inactive)	<i>WCBerkshires@alum.wellesley.edu</i>
	Wellesley Club of Merrimack Valley	<i>WCMerrimackValley@alum.wellesley.edu</i>
	Wellesley College Alumnae of Boston	<i>WCBoston@alum.wellesley.edu</i>
	Wellesley Club of S.E.Mass. (inactive)	<i>WCSEMass@alum.wellesley.edu</i>
	Wellesley Club of Cape Cod	<i>WCCapeCod@alum.wellesley.edu</i>
	Winchester Wellesley Club	<i>WCWinchester@alum.wellesley.edu</i>
	Worcester Wellesley Club	<i>WCWorcester@alum.wellesley.edu</i>
Michigan	Ann Arbor Wellesley Club	<i>WCAnnArbor@alum.wellesley.edu</i>
	Northern Michigan*	
	S.E. Michigan Wellesley Club	<i>WCSEMichigan@alum.wellesley.edu</i>
Minnesota	Minnesota Wellesley Club	<i>WCMinnesota@alum.wellesley.edu</i>
Missouri	St. Louis Wellesley Club	<i>WCStLouis@alum.wellesley.edu</i>
Nebraska	Nebraska (Omaha) Wellesley Club	<i>WCOmaha@alum.wellesley.edu</i>
Nevada	Sierra Wellesley Club*	<i>WCSierra@alum.wellesley.edu</i>
New Hampshire	New Hampshire Wellesley Club	<i>WCNewHampshire@alum.wellesley.edu</i>
New Jersey	Englewood Wellesley Club	<i>WCEnglewood@alum.wellesley.edu</i>
	The New Jersey Wellesley Club	<i>WCNewJersey@alum.wellesley.edu</i>
	Wellesley Club of Central New Jersey	<i>WCCentralNJ@alum.wellesley.edu</i>
	Wellesley Club of Ridgewood	<i>WCRidgewood@alum.wellesley.edu</i>
New Mexico	Wellesley Club of New Mexico	<i>WCNewMexico@alum.wellesley.edu</i>
New York	Buffalo Wellesley Club	<i>WCBuffalo@alum.wellesley.edu</i>
	Central New York Wellesley Club	<i>WCCentralNY@alum.wellesley.edu</i>
	Mid-Hudson Wellesley Club	<i>WCMidHudson@alum.wellesley.edu</i>
	New York Capital District Wellesley Club	<i>WCNYCapitalDistrict@alum.wellesley.edu</i>
	New York Wellesley Club	<i>WCNewYork@alum.wellesley.edu</i>
	Rochester Wellesley Club	<i>WCRochester@alum.wellesley.edu</i>
	Wellesley-in-Westchester	<i>WCWestchester@alum.wellesley.edu</i>
	Wellesley-on-Long Island	<i>WCLongIsland@alum.wellesley.edu</i>
North Carolina	Wellesley in the N.C. Piedmont	<i>WCPiedmont@alum.wellesley.edu</i>
	Well. Coll. Alumnae of Greater Charlotte	<i>WCCharlotte@alum.wellesley.edu</i>
Ohio	Akron, OH*	
	Cincinnati Wellesley Club	<i>WCCincinnati@alum.wellesley.edu</i>
	Cleveland Wellesley Club	<i>WCCleveland@alum.wellesley.edu</i>
	Columbus Wellesley Club	<i>WCColumbus@alum.wellesley.edu</i>

STATE	ALUMNAE CLUB	CLUB E-MAIL
	Dayton Wellesley Club*	
	Wellesley Club of Toledo	<i>WCToledo@alum.wellesley.edu</i>
Oklahoma	Oklahoma Wellesley Club	<i>WCOklahoma@alum.wellesley.edu</i>
Oregon	Oregon Wellesley Club	<i>WCOregon@alum.wellesley.edu</i>
Pennsylvania	Central Pennsylvania*	
	Lehigh Valley Wellesley Club	<i>WCLehighValley@alum.wellesley.edu</i>
	Pittsburgh Wellesley Club	<i>WCPittsburgh@alum.wellesley.edu</i>
	S.E. Pennsylvania Wellesley Club	<i>WCSEPennsylvania@alum.wellesley.edu</i>
	Wellesley Club of Reading	<i>WCReading@alum.wellesley.edu</i>
	Wellesley-in-N.E. Pennsylvania	<i>WCNEPenn@alum.wellesley.edu</i>
	Wellesley-in-Philadelphia	<i>WCPhiladelphia@alum.wellesley.edu</i>
Puerto Rico	Wellesley Club of Puerto Rico*	
Rhode Island	Rhode Island Wellesley Club	<i>WCRhodeIsland@alum.wellesley.edu</i>
South Carolina	Wellesley in SC and Coastal GA	<i>WCWiSCCoG@alum.wellesley.edu</i>
Tennessee	Chattanooga*	
	Memphis Wellesley Club	<i>WCMemphis@alum.wellesley.edu</i>
	Nashville Wellesley Club	<i>WCNashville@alum.wellesley.edu</i>
Texas	Austin Wellesley Club	<i>WCAustin@alum.wellesley.edu</i>
	Fort Worth*	
	Wellesley Club of Houston	<i>WCHouston@alum.wellesley.edu</i>
	Wellesley Club of San Antonio	<i>WCSanAntonio@alum.wellesley.edu</i>
	Wellesley College Club of Dallas	<i>WCDallas@alum.wellesley.edu</i>
Utah	Utah Wellesley Club	<i>WCUtah@alum.wellesley.edu</i>
Virginia	Blue Ridge Wellesley Club	<i>WCBlueRidge@alum.wellesley.edu</i>
	Central Virginia Wellesley Club	<i>WCCentralVA@alum.wellesley.edu</i>
	Southern W. Virginia Wellesley Club*	
	Tidewater Wellesley Club	<i>WCTidewater@alum.wellesley.edu</i>
Vermont	Vermont Wellesley Club	<i>WCVermont@alum.wellesley.edu</i>
Washington	Montana and NE Washington*	
	Washington State Wellesley Club	<i>WCWashingtonState@alum.wellesley.edu</i>
Wisconsin	Madison Wellesley Club (inactive)	
	Milwaukee Wellesley Club	<i>WCMilwaukee@alum.wellesley.edu</i>
Wyoming	Jackson Hole*	
	Wyoming Wellesley Club*	<i>WCWyoming@alum.wellesley.edu</i>

INTERNATIONAL CLUBS AND CONTACTS

* indicates a key alumna contact (no formal club)

COUNTRY	CLUB E-MAIL
Argentina*	
Australia*	
Belgium - Brussels Wellesley Club	WCBelgium@alum.wellesley.edu
Brazil*	
Canada – Ontario*, Ottawa*, Quebec*	
China - Beijing*, Shanghai*	
- Wellesley College Club of Hong Kong	WCHongKong@alum.wellesley.edu
Egypt*	
France - Wellesley Club of France	WCFrance@alum.wellesley.edu
Germany*	
Greece*	
Iceland*	
India*	
Israel - Wellesley Club of Israel	
Italy - Wellesley Club of Northern Italy	WCItaly@alum.wellesley.edu
Japan - The Tokyo Wellesley Club	WCTokyo@alum.wellesley.edu
Malaysia*	
Mexico*	
Netherlands	
Nordic Wellesley Alumnae Club	WCNordic@alum.wellesley.edu
Pakistan*	
Philippines*	
Poland*	
Scotland*	
Singapore*	
South Africa*	
South America*	
South Korea – Seoul Wellesley Club	WCSeoul@alum.wellesley.edu
Spain*	
Switzerland - Wellesley Club of Switzerland	WCSwitzerland@alum.wellesley.edu
Taiwan Wellesley Club	WCTaiwan@alum.wellesley.edu
Thailand*	
United Arab Emirates*	
UK - Wellesley UK Club	WCLondon@alum.wellesley.edu