Welcome, Club Leaders!

WELLESLEY
ALUMNAE

Volunteer Tenets

- Treat all alumnae and staff with respect and civility in person, in email, in print, and social media.
- Commit to a role that suits your skills and capacity.
- Commit to being inclusive and address issues of diversity along numerous demographic lines (e.g., race, class, gender identity, sexual orientation, ethnicity, age, ability, religion, geography, etc.) in all facets of your volunteer work.
- Communicate regularly with alumnae volunteers and WCAA staff.
- Actively seek opportunities to engage new alumnae.
- Resolve any conflicts in a transparent and open manner.
- Acknowledge any potential conflicts of interest and recuse oneself when appropriate.
- Keep your contact information current at alum.wellesley.edu, including address, email, and phone number. As a volunteer, you must agree to be contacted by the WCAA or other alumnae via any of these channels.
- Recognize that your actions will reflect on and speak for not only you, but for other alumnae and the College.

A Year in the life of a Club

~ July and August ~

Confirm Club Officers

Top 5 on the 5th

Summer Send Off

Faculty Speaker

Top 5 on the 5th

Time for club officers to check their records!

Top 5 Updates!

September 2018

It is back to school time on campus and we are energized by the new knowledge, friendships, and experiences that come with September. Convocation took place yesterday and it serves as the perfect inspiration to gear up for a great year in your club, class or SIG. With that in mind, here are this month's Top 5 on the 5th:

New Feature: HIGH FIVE!

Summer Send Off

A time to reconnect and celebrate!

Credit (from left):
WCLA and WCCV

Faculty Speaker

Join us for our annual Fall Faculty Speaker event with Wellesley Professor David Lindauer!

6:00PM - 8:00PM Tue 14 Nov 2017

Professor Lindauer, Stanford Calderwood Professor of Economics, will present a lecture on "International Trade and U.S. Workers: Who Does it Hurt and Who Does it Help?". The event will be held on November 14th in Penn Quarter - click above for more information and to purchase a ticket.

New Faculty Speaker List released each summer
Please make requests as far in advance as possible!
Regional collaboration
Combined events
Advertise!

Credit (from left): New York Wellesley Club, Sarasota Wellesley Club and Washington Wellesley Club

A Year in the life of a Club

~ September, October, and November ~

Events

Finances

Websites

Newsletters

Social Media

Planning Ahead

Establish Goals for the year:

Event Planning

Communication Plan

Club Membership and Dues

Credit (from top left):Wellesley UK Club, Atlanta Wellesley Club, Vermont Wellesley Club

Banking, Membership and Gifts

- **Bank Account**
  - 2 signatories: Ideally club president and treasurer
  - Bank letters available for non-profit status
  - Reminder: WCAA files your club federal taxes
- **Dues = Paid Club Membership**
  - Go to club treasury
  - Responsibility of club treasurer to track in AM and otherwise
  - Can be tiered (i.e. GOLD dues etc.)
  - Currently, AM cannot support fiscal year memberships
- **Club Gifts and Scholarship Funds**
  - Can be from dues and/or individual donations
  - No additional Scholarship Funds can be created at this time
- **Reminder: June 30th is the end of the fiscal year!**
  - All club gifts need to be sent BEFORE this date to count for participation

Websites

Time for a refresh

President's message
Leadership information

Newsletters
Events

Photos
Share and have fun!

Credit: Wellesley Club of France

Board & Committee Members

President, president@wellesleyboston.com
Joanna Jung '90
Jane Materazzo '83

Vice President
Elisabeth Gorra '07

Secretary, secretary@wellesleyboston.com
Caroline Bodager '14

Treasurer, treasurers@wellesleyboston.com
Amelia Hill '07, Joy Wu '06

Programming Chairs, programming@wellesleyboston.com
Tracy Boehme '86, MJ Pullins '94, Sophia Vale '17

Membership Chairs, membership@wellesleyboston.com

Credit: WCAB

From the President...

Welcome to the Wellesley Club of France! Bienvenue!

Our very active Club has alumnae from classes in all decades from the 1940's to date. The Club sponsors more than 30 events each year including private museums visits, walking tours, lunches, wine tastings, a very active book club, young alum gatherings, visiting professor talks...the list goes on! Each semester, we gather to welcome Wellesley-in-Aix students and professors and to award stipends from the Club's Study Abroad Fund to students who participate in extracurricular activities in Aix. Members keep in touch about Club and related events (e.g., events sponsored by other US alumni clubs in France) via regular postings to our Facebook Group.

We regularly receive inquiries from students, staff and alumnae about studying, working, living and visiting in France. Some quick comments:

Studying and working in France: see information on the Club News page.

Housing in France: see information on the Club News page. You also may post a message about your housing search on our Club Facebook Page. If you do, be sure to introduce yourself and include the dates you need housing, your price range and preferred housing location. We make no promises, but sometimes alumnae have leads.

Visiting France: Our Club does not operate a bed and breakfast. For tips on lodging, museums, restaurants and much more, we recommend the official site of the Paris Convention and Visitors Bureau:http://www.parisinfo.com. Let us know when you will be here. If possible, we will invite you to join us at a Club gathering and may even be able to plan a Club event to coincide with your visit.

Our Facebook group: We invite you to join our Facebook group to interact, share news and ideas on Facebook. This is a closed group. New members must be admin approved. Anyone can see the group and who is in it. Only members see posts. Please join us!

Looking forward to being in touch with you!

Pamela Boulet '87

WELLESLEY
WASHINGTON WELLESLEY CLUB

Washington Wellesley Club

Login | Home | About | News | Events | Wellesley@Work | Membership

Social Media Links

Looking for more ways to connect with the Washington Welelsley Club? Check us out on social media!

Twitter: https://twitter.com/wellesleydc
Facebook page: https://www.facebook.com/WashingtonWellesleyClub
Facebook group: https://www.facebook.com/groups/washingtonwellesleyclub
Instagram: https://www.instagram.com/wellesleydc

Credit: Washington Wellesley Club

Credit: Chicago Wellesley Club

Upcoming Events

October Supper Club @ Gorée Cuisine

FEATURED

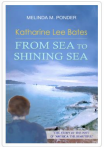
Happening now

7:00PM - 9:00PM Thu 11 Oct 2018

For this month's Supper Club, please join us as we head to Gorée Cuisine for Senegalese food.

iCal | tell a friend | read more

Fall Alumna Spotlight: Dr. Melinda Ponder '66, on Katharine Lee Bates



FEATURED

2 days away

2:00PM - 4:00PM Sat 13 Oct 2018

Please join us for this Fall's Alumna Spotlight on Dr. Melinda Ponder '66, who will speak about Katharine Lee Bates. Ms. Ponder is the author of the book, Katharine Lee Bates: From Sea to Shining Sea, the story of the poet of

:tps://chicago.alum.wellesley.edu/article.html?aid=372

News

Wellesley Completes Record-Setting Fundraising Campaign, Raises More than $500 Million.

Wellesley College has raised more than $500 million, surpassing its ambitious campaign goal—a full year early—in the largest fundraising effort to be undertaken by a women's college.

Have you set up your Wellesley Login?

The Wellesley Login allows alumnae to sign into various College systems and websites using a single username and password. Members can also check the status of their dues payment and track contributions to the College. Get Started Today!

Help Us Make a Difference

Photo Albums

Wellesley in Chicago 2018

2017 Holiday Tea

Credit: Wellesley College Club of Los Angeles

Upcoming Events | Past Events

June 2: East Bay Walk/Hike

10:30AM - 2:15PM Sat 2 Jun 2018

Hosted by - Wellesley Club of Northern California

Willow Blish '94 is continuing her walking and hiking series in the East Bay. Starting at the Skyline Staging area followed by after-walk libations at El Agavero restaurant in Montclair. This event is open to the extended Wellesley community (families a

iCal | tell a friend | read more

May 12: "The Chinese Exclusion Act", a documentary by Ric Burns and Li-Shin Yu

12:30PM - 3:00PM Sat 12 May 2018

Hosted by - Wellesley Club of Northern California

Please join the WCNC and the Wellesley Friends of Art for a 35-minutes showing from the film "The Chinese Exclusion Act," followed by a group discussion with David Lei, board member at Center for Asian American Media (CAAM) and a commissioner of Asian

iCal | tell a friend | read more

May 10: East Bay Happy Hour

6:00PM - 8:00PM Thu 10 May 2018

Hosted by - Wellesley Club of Northern California

Grab a drink with your fellow East Bay alums! The Wellesley East Bay Happy Hour is back in Oakland.

iCal | tell a friend | read more

May 8: North Bay/Sonoma County Lunch

Credit: Wellesley Club of Northern California

Wellesley Club of Minnesota

Dear Kelly,

We hope this newsletter finds you well and settling into the changing fall season. Parts of MN have already received snow and soon, the whole state will be blanketed. Let's keep our fingers crossed for more time to enjoy our gorgeous fall colors that are just beginning to show.

Read on for an update on our survey, Day to Make a Difference relaunch, Save the Dates, and RSVP instructions for the Annual Holiday Luncheon.

Join the Club!

Membership in the Wellesley Club of Minnesota funds our work, including events, speakers, gatherings, recruiting prospective students, and developing leadership within the Board. Our Membership operations will now move to the website, where you can pay your dues, track your Membership account, get renewal reminders, and access the Alumnae Directory.
Join Our Club Now!

Previously, membership cycles followed our fiscal year (July to July). With the new website, your individual membership will start the day you submit your dues, and be active for one year. You'll get a renewal notice 30 days before your memberhip expires. In the long run, this system will save us a lot of work and accounting. We're here to help.

The other advantage of the website is that you can search the Wellesley College Alumnae Association directory, including all Minnesota residents, online (regardless of whether you are a dues-paying Club member). You must have an account with the WCAA. If you are unsure about your Alumnae account, click here for help.

This move to an online platform saves time, resources, paper, and ensures that all information is current. We know there are those who love a paper directory, and we do have a few copies left, so at your next event if you'd like one please let us know.

Click here to view the Minnesota residents

Click here for the full WCAA directory

$20 Regular membership

$10 Young Alumnae (graduated in the last 5 years)

Join Our Club Now!

Talk to Us

We have an exciting initiative this year: our survey! The Wellesley Club of MN board exists to serve you and the best way to do so is to know what you want. The survey was posted in early August on our Facebook page, and a paper version was included in the paper newsletter. The survey link is also included here. We only ask that you fill out the survey once and not multiple times. Again, we will use the information gathered from the survey to help us determine our goals for the upcoming year. Please help us!

D2MAD Relaunch: Get Out the Vote!

This year, we re-launched Day to Make a Difference (D2MAD) with a fun event hosted by the League of Women Voters. We had a great turnout at the state headquarters in St. Paul. Many thanks to Rebecca Hawthorne '79 who did a fantastic job organizing this event.

Photo credit: Sara Pearce '94

Save the date for 2019 events

January Current Student Panel & Brunch: Saturday January 12th, 2019 at 11:00

Tea and Talk: Sunday February 10th, 2019 at 2:00. Theme TBD

Annual Meeting: Sunday, May 5th, 2019

All events will be posted on our website soon

We hope to see you at a future event, and we wish you a happy holiday season.

Sara Pearce '94

Christie Roach '06

Co-Presidents

Every woman can—and should—make a meaningful contribution to her world. There is a growing recognition that women's empowerment and leadership are crucial to their own advancement, and to worldwide societal change. Wellesley and its alumnae have supported and championed women's intellectual and social development and autonomy for over 100 years.

Stay Connected with Wellesley Club of Minnesota	Club Presidents Sara Pearce Christie Roach	Visit Our Website	

For Print Inquiries:
Please Contact
Ashley Starr

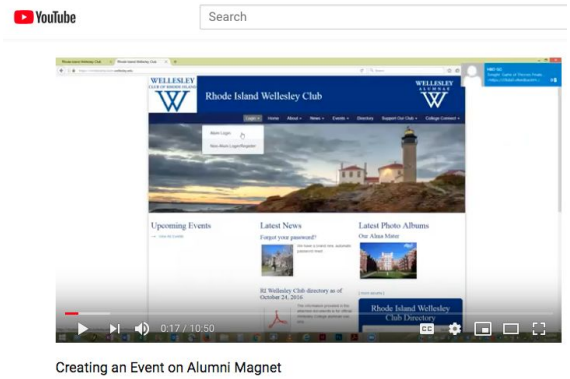
astarr@wellesley.edu

781 283 2392

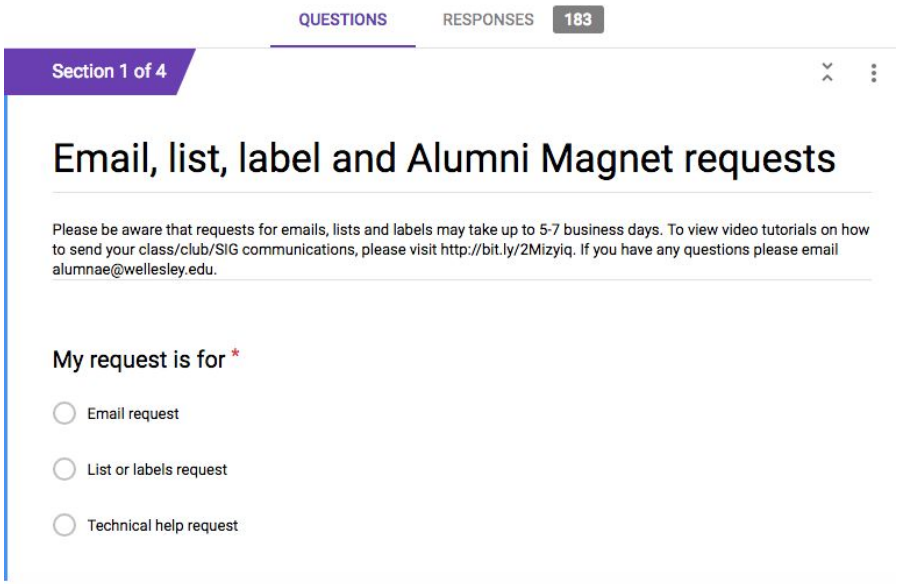
Alumni Magnet

MyWellesley Community
Wellesley College Alumnae Association

WELLESLEY ALUMNAE



Creating an Event on Alumni Magnet



Please review the training manual and videos

When in doubt, use the request form!

Social Media

WCAA: @wellesleyalums

A Year in the life of a Club

~ December, January, February, and March~

Credit: Wellesley Club of Silicon Valley

Holiday Event

Book Awards

Community Service

Checking In

Community Service

Do's and Don'ts

DO give your time and skills

DON'T solicit money or collect donations

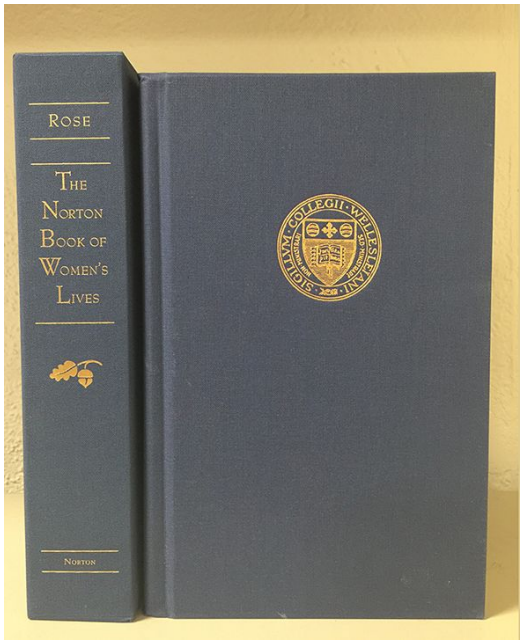
DO collect donation items

DON'T campaign or endorse

DO connect with your local community and issues dear to your club!

Credit: Wellesley Club of Houston

Book Awards



Fall: Contact participating high schools from the prior year to confirm their interest in this year's program. Evaluate adding new high schools to the program. Promote the Book Award Program to club members.

Mid-January: Book Award Ordering Opens

February: First Order deadline.
Packets begin shipping as book award orders are received

March: Second Order deadline.
Coordinate the award recipient information with sponsored high schools, participating club members and additional book award volunteers

Spring/Summer: Submit a complete list of sponsored high schools and book award recipients to the Office of Admission **by July 15th.**

Event Metrics

Why are Event Metrics important?

- Helps us to identify volunteers outside your formal board
- Contributes to metrics that help boost Wellesley's alumnae engagement scores!
- Will help us to build a future library of ideas

2 Methods:

1. Collect event registrations through Alumni Magnet
2. Sign In Sheet

WELLESLEY ALUMNAE

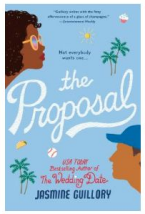
Club/SIG/Class:_____

Event Name:_____ Location:_____

Host:_____

Date:_____ Time:_____

Name	Class	Did you Volunteer for this event?	Would you like to update any contact details?
1.			
2.			
3.			
4.			



WWC Meet-up at Jasmine Guillory ('97) Book Event at Politics and Prose (Wharf Location)!

On Thursday, November 8th, Wellesley alumna and acclaimed author Jasmine Guillory ('97) will participate in an event at Politics and Prose for her newest novel, *The Proposal*! The WWC will hold an informal meet-up for alums at this event - seating is available on a first-come, first-served basis. The event begins at 7pm but we recommend Wellesley alums to arrive by 6:30 to find seats together! More information from Politics and Prose can be found here.

We encourage Wellesley alums to come with Wellesley gear so we can find eachother and do our best to sit together as well! If you will attend, please sign-up at this link so we know how many total to expect (the event is free but this registration will help WWC plan and communicate with all alums who are attending!).

Thursday, November 8th
7:00 to 8:00 PM
Politics and Prose at the Wharf
70 District Square SW, Washington D.C.

Click here to register!

A Year in the life of a Club

~ April, May, June ~

Annual Meeting

Club Gift due before June 30th!

Annual Report due July 15th!

Financial Report due July 15th!

Annual Report

- **Online submission - President**
  - Sent out via Top 5 on the 5th
  - Please use format provided!
- **Sample questions**
  - How do you communicate with your club members?
  - If you have made an effort this year to engage young alums, which initiatives have been most successful?
  - Confirmed list of Club Officers
  - What were your club's 3 greatest successes? challenges?
- **No Report = No Club List or Faculty Speaker**

Financial Report

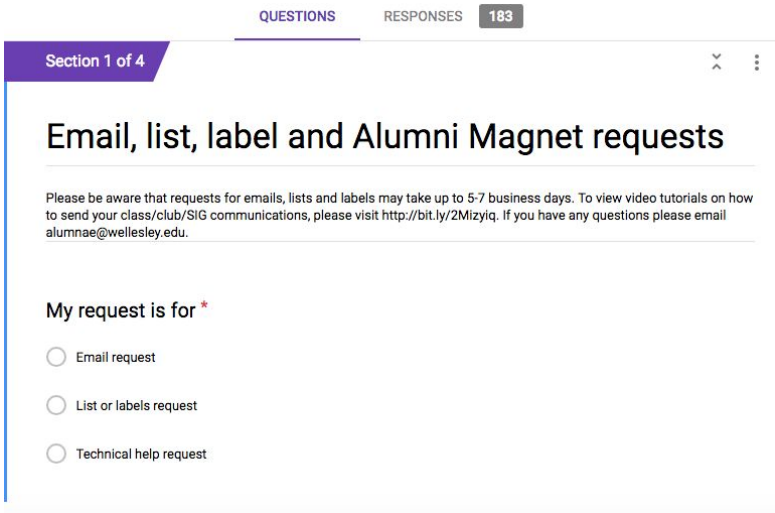
- **Online submission - Treasurer**
  - Sent out via Top 5 on the 5th
  - Please use format provided!
- **Sample questions**
  - The club's total income and expenditures for the fiscal year
  - Number of dues paying members
  - Total checking and savings as of June 30th
  - Bank Account Information, including name and signatories
- **No Report = No Club Lists or Faculty Speaker**

As a reminder, the **WCAA files all club and class federal taxes in the fall**

List and Label Requests

What we can provide:

- Name (First, College Last, Current Last)
- Class Year
- Phone Number
- Mailing Address

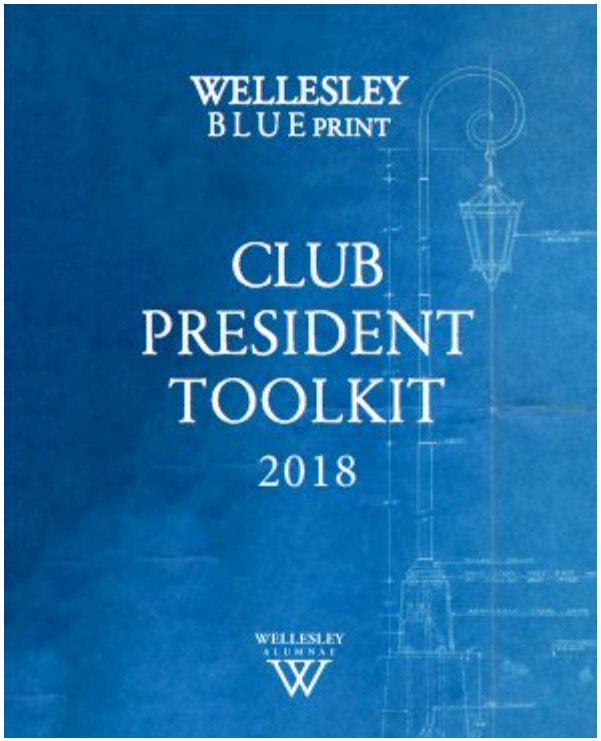


- Please submit all list and label requests using the form.
- Please plan for and expect a 5-7 day process
- We do not encourage directories, as they become outdated very quickly

No Emails?

- **Privacy**
  - Domestic anti-spam regulations
  - EU's new General Data Protection Regulation (GDPR)
- **Recipients must have the ability to unsubscribe**
  - Please do not use Paperless Post or other platforms
  - Our templates include an email for someone to reply to
- **Metrics**
  - In-house communications contribute
  - Contacts will be as up to date as possible
- **Still need to reach a certain person?**
  - Use our alumnae directory to look them up
  - One-on-one, non-soliciting emails are okay

Club Toolkits



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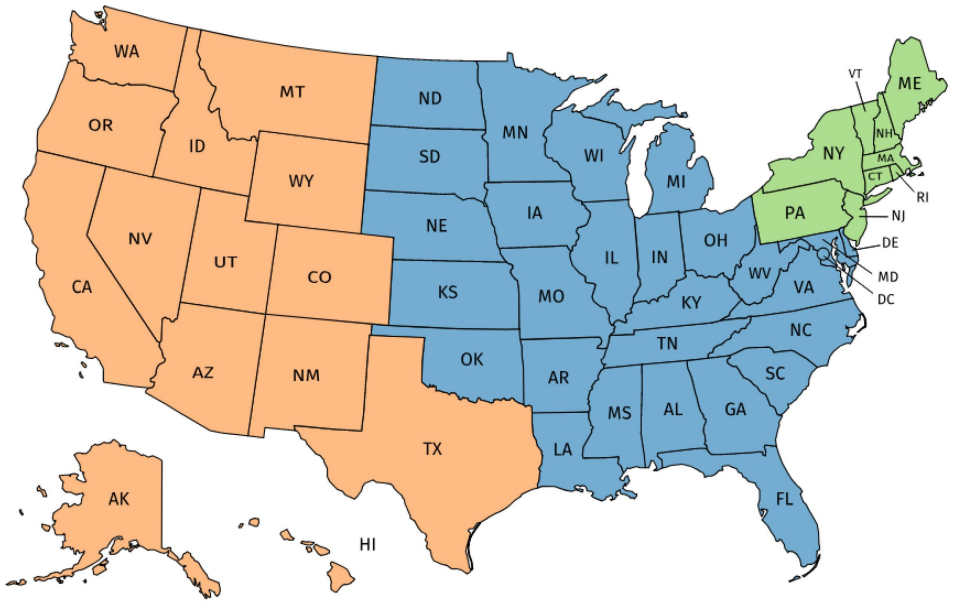
Points of Contact

Tulika Verma

Darcy Kupferschmidt ‘12

Kelly Gallagher ‘14



<u>All International Clubs</u>:
Lesley Robertson ’88