Welcome, Club Leaders!

PREPARING TODAY'S ALUMNAE AMBASSADORS

WELLESLEY BLUEPRINT

OCTOBER 12 -14, 2018
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

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:

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New Feature: HIGH FIVE!
Summer Send Off

Summer Send-Off for the Class of 2022

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!
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 '96, MJ Pullins '94, Sophia Vale '17

Membership Chairs, membership@wellesleyboston.com

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 may also 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 [here](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

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**Social Media Links**

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

- [Twitter](http://https://twitter.com/wellesleymd)
- [Facebook page](http://www.facebook.com/WashingtonWellesleyClub)
- [Facebook group](http://www.facebook.com/groups/washingtonwellesleyclub)
- [Instagram](http://www.instagram.com/wellesleymd)
Upcoming Events

October Supper Club @ Gorée Cuisine
Senegalese food.
Call to attend: read more.

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

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.

Photo Albums

Wellesley in Chicago 2018

Upcoming 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

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

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.

May 8: North Bay/Sonoma County Lunch

Credit: Wellesley College Club of Los Angeles
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.

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 Reach ’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.
Alumni Magnet

Please review the training manual and videos

When in doubt, use the request form!
Social Media

Social Media Guidelines for Classes, Clubs, and SIGs

01 BE RESPECTFUL
Comments should not defame, attack, or disparage. Profanity, obscene content, and personal attacks will not be tolerated.

02 BE AUTHENTIC
Do not post using an alias. Do not copy and paste comments or content from other individuals or institutions without their permission.

03 BE CONFIDENTIAL
If you wish to share your personal contact information with a fellow alumna, do so privately via a direct message.

04 ENCOURAGE CONVERSATION
Keep dialogue interactive and on topic. Comments that could be viewed as spam will be deleted.

05 REALIZE YOUR POSTS ARE PUBLIC; NOTHING IS TRULY PRIVATE
Anything you share in social media, even within closed networks, immediately becomes public and lives on in perpetuity.

Contact: alumnae@wellesley.edu

WCAA: @wellesleyalums
A Year in the life of a Club

~ December, January, February, and March~

Holiday Event
Book Awards
Community Service
Checking In

Credit: Wellesley Club of Silicon Valley
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

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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 alumns at this event - seating is available on a first-come, first-served basis. The event begins at 7pm but we recommend Wellesley alumns to arrive by 6:30 to find seats together! More information from Politics and Prose can be found here.

We encourage Wellesley alumns 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 alumns 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.
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
Points of Contact

Tulika Verma

Darcy Kupferschmidt ‘12

Kelly Gallagher ‘14

All International Clubs:
Lesley Robertson ’88