



Required Standards for Volunteer- Driven Events
Office of Alumni Relations and Development

Alumni of Grinnell College are passionate about their Grinnell experience and enjoy gathering with each other. With the same zealousness devoted to academic pursuits while a student, Grinnell alumni desire to stay connected with other Grinnellians outside of idyllic Grinnell, Iowa. In many locations, this desire is evenly matched with events sponsored by the Office of Alumni Relations and Development and in other areas the desire is not evenly matched. As students, alumni hail from every state in the country and around the world. When students graduate, they scatter in as many, if not more directions, than when they entered. One can imagine the challenge presented to the alumni relations staff when designing a regional event schedule because Grinnellians live, work and play all over this country and the world. It is impossible to schedule a year-long series of events that will reach the entire alumni body of 19,000 so staff must chose based on population, travel and venue costs as well as distribution of class years.

In order to assist with connecting Grinnellians to each other and to the college in areas where we do not host events we've developed the following *Required Standards for Volunteer-Driven Events*. Presently, we work with Grinnell volunteers to schedule two types of volunteer driven events – Pub nights and Picnics. Each event must meet certain standards before being placed on the regional event schedule and the volunteer in charge of the event must complete follow-up or the event will not be considered for the following year.

Required Standards for Volunteer Driven Pub Nights

Traditionally, pub nights appeal to the younger alumni segment (15 years or less since graduation). The Office of Alumni Relations and Development is eager to keep this group connected with Grinnell and each other during the years immediately following graduation as involvement during this time leads to greater involvement, both financially and through other volunteer opportunities, in later years. For these reasons, we assist volunteers in planning pub nights by publicizing the nights with one postcard per year and at a minimum, quarterly email reminders.

In order to receive publicity and promotion from the Office of Alumni Relations and Development, the immediate geographic area for the invitation list must have at least 100 alumni from the classes that graduated in the prior 15 years or the immediate geographic area has not been host of a Grinnell sponsored event for the last two years.

Approval Process:

- ❑ Submit request for multiple Pub Nights to Director of Alumni and Community Relations by March 1 for programming to take place during the following July 1 to June 30.
- ❑ Director of Alumni and Community Relations will research request and respond to you within 14 days of receiving request.
- ❑ If request is approved the Pub Nights for your area will be listed on the Master Regional Event calendar.



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Pre-Event Work:

- ❑ Set location and dates quarterly and send information to Marcia Grosenbach
 - First quarter due: June 1 for the period of July 1 to September 30
 - Second quarter due: September 1 for the period of October 1 to December 31
 - Third quarter due: December 1 for the period of January 1 to March 31
 - Fourth quarter due: March 1 for the period of April 1 to June 30

For each deadline you must include the following for all nights in that quarter:

- Date
 - Time
 - Proper Name of Location
 - Telephone number of Location
 - Directions
 - Where applicable, public transportation information
 - Your contact information
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- ❑ One month prior to each Pub Night check with the published location to confirm group accommodations and report to the Office of Alumni Relations and Development
 - ❑ One week prior, call location and confirm all details again
 - ❑ If you are not able to attend event, you are expected to find a replacement to perform your event duties

Event Host Expectations:

- ❑ Wear an article of clothing with college logo
- ❑ Arrive at event location at least 15 minutes prior to start time
- ❑ Identify yourself as college contact to location staff
- ❑ Introduce yourself to all attendees
- ❑ Record names and class years of attendees as well as any notes of interest or action requested
- ❑ Stay for duration of event

Event Follow-up:

- ❑ Within 5 business days of the event send count, list of names and any notes of interest or action to Marcia Grosenbach (grosenba@grinnell.edu)



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Required Standards for Volunteer Driven Picnics\Service Projects

Traditionally, picnics served the need for a low-cost Grinnell event in areas of moderate to minimal alumni representation or as an informal send-off for newly admitted students where their geographic concentration warrants. The popularity of picnics has grown and many picnics are traditions in certain geographic areas. Because of increased popularity and effectiveness, the Office of Admissions sponsors several picnics; the primary focus is to welcome first-year students into the Grinnell family before they arrive on campus. For these reasons, the Office of Alumni Relations and Development will continue to include picnics on the Master Regional Event Schedule; however, these picnics will now be volunteer driven.

In order to qualify for picnic promotion, publicity and limited funds for paper products the immediate geographic area to which invitations are mailed must have at least 200 alumni or the immediate geographic area has not been host for a Grinnell-sponsored event in the previous two years, or the picnic is an established tradition as determined by the Office of Alumni Relations and Development.

Approval Process:

- Submit request for picnic to Director of Alumni and Community Relations by March 1 for programming to take place during the following July 1 to June 30 fiscal year.
- Director of Alumni Relations will research request and respond to you within 14 days of receiving request.
- If request is approved the picnic for your area will be listed on the Master Regional Event calendar.

Pre-Event Work:

- Submit the following details for the picnic to Marcia Grosenbach by May 30:
 - Date
 - Time
 - Proper Name of Location
 - Telephone number of Location
 - Directions
 - Where applicable, public transportation information
 - Your contact information
- Invitation copy will be provided to you 8 weeks before being sent to print--please proof copy and return within 10 business days
- Confirm all details with location one month prior to event



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- ❑ Purchase pre-authorized supplies needed for picnic
- ❑ Receive nametags and other college material and take to event

Event Host Expectations:

- ❑ Arrive at least 45 minutes prior to event start time to set-up wearing something with the college logo
- ❑ If applicable, check in with staff of location when you arrive
- ❑ Set up all supplies and create registration area
- ❑ Set-up nametags and distribute at beginning of event, keep track of walk-ins and no-shows. Record any notes of interest or those needing action by staff.
- ❑ During event thank everyone for coming and make announcements
- ❑ Stay for entire event (you should be the last one to leave)
- ❑ Clean up area after event

Event Follow-up:

- ❑ Within 5 business days of event send count, attendee list (including walk-ins and no-shows) and notes of interest or action to Marcia Grosenbach (grosenba@grinnell.edu)