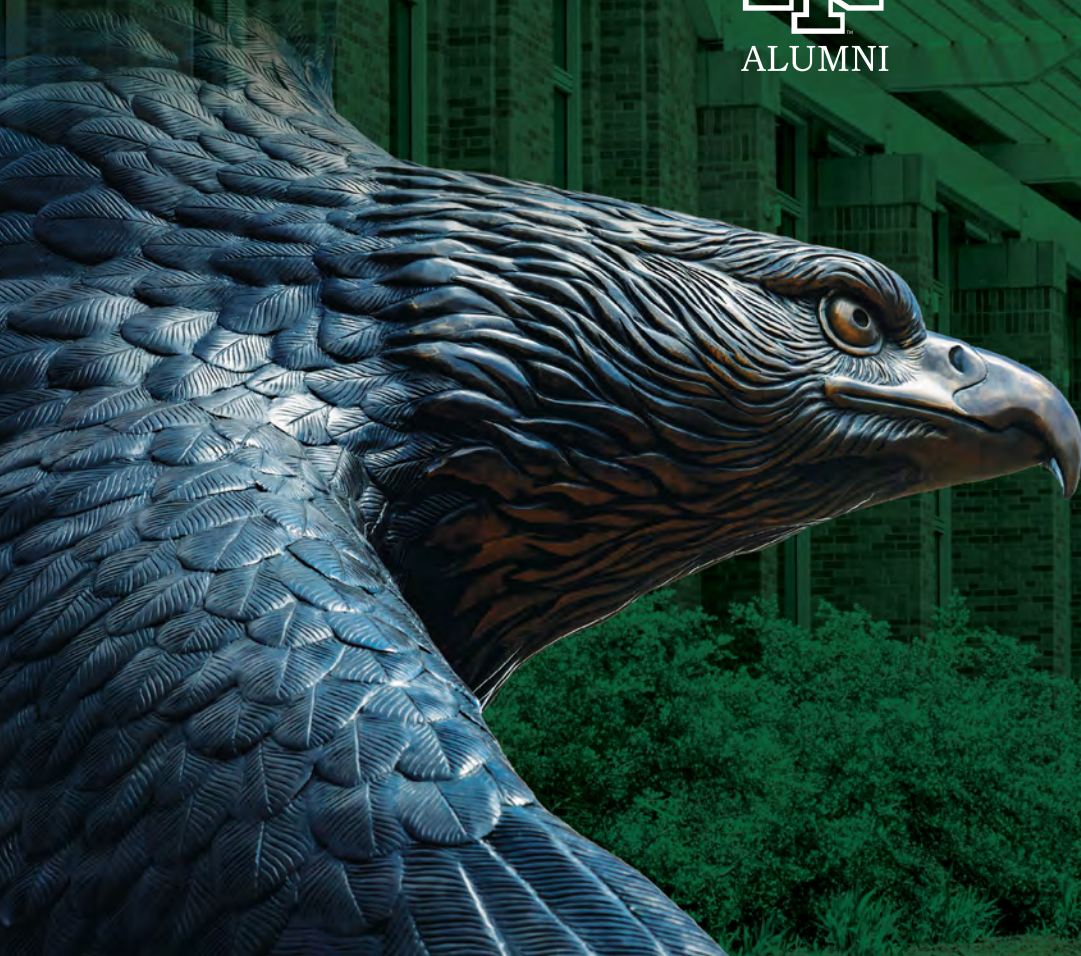


UNT ALUMNI ASSOCIATION
**ALUMNI NETWORK CHAPTER
LEADER GUIDE**



UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025



This guide includes important information to know as a volunteer leader in the UNT Alumni Association (UNTAA). Alumni Network Chapter volunteer leaders are responsible for familiarizing themselves with the information contained in this guide as it is intended to be a comprehensive resource to use as they support the Alumni Network Chapters. The information provided in this guide ranges from structure to engagement ideas to implementation, as well as best practices and important guidelines.

The Alumni Network Chapter Leader Guide is best read digitally as there are hyperlinks to other resources located throughout. The guide will be digitally updated as necessary and updated annually in a printable format.

TABLE OF CONTENTS

- The University of North Texas Alumni Association. 4
 - Who We Are. 4
 - Mission 4
 - Vision 4
 - Values 4
 - What We Do. 5
- The University of North Texas Alumni Association Non-Profit Status. 5
 - Non-Profit Rules, Regulations and Laws 5
 - Donations 5
 - Business Partners and Underwriters 5
- What To Avoid 6
- Contact and Visit the UNT Alumni Association Center 6
- What is the UNT Alumni Association Alumni Network? 7
- What is an Alumni Network Chapter? 7
- Alumni Network Chapter Goal. 7
- Alumni Network Chapter Purpose. 7
- Alumni Network Chapter Bylaws. 7
- Requirements to Become a Chartered Alumni Network Chapter 8
- Annual Alumni Network Chapter Renewal Process 8
- Annual Alumni Network Chapter Requirements 9
- Alumni Network Chapter Annual Agreement. 9
 - Succession Planning 9
 - Memorandum of Understanding (MOU). 9
 - Statement of Ethics and Volunteer Code of Conduct. 9
- Alumni Network Chapter Executive Committee 10
 - President. 10
 - Vice President. 10
 - Secretary. 10
- Alumni Network Chapter Steering Committee 10

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025



- Alumni Network Chapter Standing Committees 11
 - Alumni Engagement Standing Committee 12
 - Community Service Standing Committee 14
 - Marketing and Communications Standing Committee 17
 - Networking Standing Committee 19
 - Scholarship and Awards Standing Committee 21
 - Student Engagement Standing Committee 23
- Resources 25
 - Chapter Procedural Documents
 - Forms, Templates, and Other Resources
- Appendix
 - Helpful Websites
 - UNT Alumni Association Staff



UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

THE UNIVERSITY OF NORTH TEXAS ALUMNI ASSOCIATION

WHO WE ARE

The UNTAA is a network of alumni and friends committed to serving, supporting and celebrating the University of North Texas.

Mission

Our mission is to foster a lifelong spirit of belonging and pride by connecting alumni and friends to UNT and each other.

Vision

We strive for profound engagement with a community committed to supporting and advancing UNT's excellence.

Values

We share a proud legacy.

We welcome everyone.

We create lifelong relationships.

We make a difference.



UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

WHAT WE DO

Our aim is to support UNT by enriching the lives of our students and alumni through scholarships, alumni awards and recognition, legislative advocacy and especially through fun!

The University of North Texas Alumni Association Non-Profit Status

The UNTAA is classified as a 501(c)(3) corporation by the IRS. As such, Alumni Network Chartered Chapters must comply with rules and regulations required by the Office of the Secretary of State. For more information, visit the State of Texas Secretary of State website at <https://www.sos.state.tx.us/corp/nonprofitfaqs.shtml>.

Non-Profit Rules, Regulations and Laws

Alumni Network Chapters are considered components of the UNTAA and must comply with the rules and laws that apply to the organization. Such rules include, but are not limited to:

- Not participating in support of political or religious activities.
- Not participating in “active marketing” for a for-profit organization.
- Not accepting or collecting donations or revenue on behalf of the Alumni Network Chapter.
- Not distributing tax-deductible receipts.
- Not entering into any contracts or agreements.

Donations

The UNTAA serves to promote and advance the mission and priorities of UNT. As a partner with the university, we provide a mechanism for donations to serve our students by supporting scholarships in the network regions, legacy scholarships and by supporting association programs and initiatives.

Business Partners and Underwriters

With approval from the UNTAA, Alumni Network Chapters can solicit local businesses to offer benefits to alumni in their areas. It is important that chapters consider the association in this regard so that our business partners and sponsors feel supported and not overutilized for their generosity.

Be sure that all hyperlinks used to endorse partners and underwriters are accurate and do not jeopardize the UNTAA 501(c)(3) non-profit status. It is recommended that partners and underwriters consult a tax advisor professional for more details.

- Business Partner Example: A business offers 10% off for all guests wearing UNT swag who attend a meet-up that you host at their local business. (No money is exchanged, and no receipts are necessary.)
- Underwriting Example: A local business or generous donor pays for a portion of the expenses for an alumni engagement activity that your Alumni Network Chapter is hosting. The business or donor pays for the expenses directly. The funds are NOT given to the Alumni Network Chapter or the UNTAA. The underwritten item(s) is tax deductible. To be eligible for a tax deduction, an underwriter must follow UNT’s Standard of Practices for Gifts in Kind found in the Resources section of this guide.

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

WHAT TO AVOID

In order to remain in good standing and in compliance with the established bylaws, Alumni Network Chapters must avoid:

- Anything that could jeopardize the 501(c)(3) non-profit status.
- Accepting currency as donations to benefit the Alumni Network Chapter in any way.
- Charitable raffles and casino nights.
 - » The Texas Attorney General's Office provides clear restrictions on their website at <https://www.texasattorneygeneral.gov/divisions/charitable-trusts/charitable-raffles-and-casinopoker-nights>

CONTACT AND VISIT THE UNT ALUMNI ASSOCIATION CENTER

Physical Address

UNT Gateway Center, Suite 170
801 North Texas Blvd.
Denton, TX 76205

Mailing Address

1155 Union Circle #311220
Denton, TX 76203-5017

The UNTAA follows the UNT calendar and will be closed during all official university breaks. The most recent version of the UNT Academic Calendar can be found at <https://registrar.unt.edu/academic-calendar-by-semester.html>.

Main Office Telephone

800-565-2834

Email Address

alumni@unt.edu

Website

www.untalumni.com

Parking

Limited guest parking is available during office hours upon request. To obtain a daily visitor parking permit, visit the transportation department at: <https://transportation.unt.edu/>

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

WHAT IS THE UNT ALUMNI ASSOCIATION ALUMNI NETWORK?

The UNT Alumni Association Alumni Network serves as the fundamental infrastructure to build and maintain alumni outreach around the world. The Alumni Network allows UNT alumni to connect and engage with the Mean Green family in profound ways, ultimately making a difference in the lives of our students.

WHAT IS AN ALUMNI NETWORK CHAPTER?

An Alumni Network Chapter is a group of dedicated UNT alumni and friends who serve as volunteer leaders in geographic regions and by affinity groups to advance UNT's excellence. To become a chartered chapter, bylaws must be accepted and officers must be approved by the UNTAA board of directors.

ALUMNI NETWORK CHAPTER GOAL

The goal of the Alumni Network Chapters is to educate, inform and involve UNT alumni by promoting volunteer engagement opportunities that align with the mission, vision and values of the UNTAA.

ALUMNI NETWORK CHAPTER PURPOSE

The purpose of the Alumni Network Chapters is to inspire philanthropic, professional and social experiences that connect and engage alumni on behalf of UNT, foster a positive Mean Green community for new graduates and alumni and support students through mentoring and UNTAA scholarships.

ALUMNI NETWORK CHAPTER BYLAWS

The UNTAA Alumni Network Chapter bylaws provide volunteer leaders with an established structure to maintain operational consistency for the purpose of advancing university initiatives. A copy of the bylaws is located in the Resources section of this guide.



UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

REQUIREMENTS TO BECOME A CHARTERED ALUMNI NETWORK CHAPTER

The forming alumni group must submit all required documentation for application to the UNTAA. Once reviewed for accuracy by a staff liaison, the application will be submitted to the UNTAA board of directors at the next scheduled meeting. At this meeting, the board will make the determination for charter by vote. Refer to the Annual Alumni Network Chapter Renewal Process section in this guide for more information.

ANNUAL ALUMNI NETWORK CHAPTER RENEWAL PROCESS

Each year, Alumni Network Chapters are required to renew eligibility with the UNTAA by submitting the required documentation to a staff liaison during the month of August. The purpose of renewal is to ensure the Alumni Network Chapter intends to continue serving the UNTAA, has provided accurate and updated volunteer leader contact information and has signed all required documentation and agreements. Upon renewal, a chartered Alumni Network Chapter will be granted permissions to utilize the alumni communication portal.



UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

ANNUAL ALUMNI NETWORK CHAPTER REQUIREMENTS

Alumni Network Chapter Annual Agreement

Annually, the executive committee for the chartered Alumni Network Chapter will acknowledge by signature the Alumni Network Chapter Annual Agreement and submit this with all other required documentation to a UNTAA staff liaison by August 31. This agreement can be found in the Resources section of this guide and is available for digital signature.

Succession Planning

Annually by August 1, the president of the chartered Alumni Network Chapter will submit to a UNTAA staff liaison a slate of officers to serve as leaders for the chapter. This document can be found in the Resources section of this guide. Leaders to slate include a *president, vice president, secretary and directors of the following committees: alumni engagement, community service, marketing and communications, networking, scholarship and awards and student engagement.*

Memorandum of Understanding (MOU)

Annually by August 31, the steering committee for the chartered Alumni Network Chapter will acknowledge by signature the Memorandum of Understanding and submit this with all other required documentation to a UNTAA staff liaison. This agreement can be found in the Resources section of this guide and is available for digital signature.

Statement of Ethics and Volunteer Code of Conduct

Annually by August 31, the steering committee for the chartered Alumni Network Chapter will acknowledge by signature the Statement of Ethics and Volunteer Code of Conduct and submit this with all other required documentation to a UNTAA staff liaison. This agreement can be found in the Resources section of this guide and is available for digital signature.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

ALUMNI NETWORK CHAPTER EXECUTIVE COMMITTEE

The Alumni Network executive committee consists of a president, vice president and secretary. This committee will provide oversight for the Alumni Network Chapter.

President

The president will support the activities of the UNTAA and the chapter. The president will preside at executive and steering committee meetings, appoint standing committee directors and approve standing committee members. The president will ensure the chapter maintains compliance with annual Alumni Network Chapter requirements outlined in this guide. The president follows the chapter bylaws, establishes chapter goals and objectives and creates an annual calendar and meeting agendas. The president prepares for succession planning by recruiting and retaining leaders for all leadership positions on the executive and steering committees for the chapter with approval from the UNTAA staff liaison. The president will submit a proposed fiscal year calendar and an officer slate to the staff liaison of the UNTAA staff liaison no later than August 1.

Vice President

The vice president will support the activities of the UNTAA and the chapter. The vice president will preside at all executive and steering committee meetings from which the president is absent. The vice president will support the president to ensure the chapter maintains compliance with the UNTAA annual Alumni Network Chapter requirements, follows the chapter bylaws and establishes chapter goals and objectives. The vice president will serve as president-elect for the chapter.

Secretary

The secretary will support the activities of the UNTAA and the chapter. The secretary will keep and retain accurate and complete records of account, including the meeting minutes of the executive and steering committees. The secretary will ensure the UNT Statement of Ethics and Volunteer Code of Conduct as well as the Memorandum of Understanding are received annually from all executive and steering committee members and are digitally filed with the UNTAA staff liaison no later than August 31.

ALUMNI NETWORK CHAPTER STEERING COMMITTEE

The Alumni Network Chapter steering committee consists of at minimum one (1) director from each of the standing committees and the three (3) members of the executive committee. This committee, utilizing resources included in this leader guide, will manage the course of operations and the priorities for the chapter.

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

ALUMNI NETWORK CHAPTER STANDING COMMITTEES

An Alumni Network Chapter standing committee is a group of volunteers committed to serving the chapter and promoting the initiatives of the committee. A director(s) leads the standing committee and recruits volunteers to assist with planning, coordination and implementation of committee goals. Standing committees meet, in person or virtually, as needed to successfully achieve desired outcomes. The Alumni Network has six (6) standing committees, which are:

- Alumni Engagement
- Community Service
- Marketing and Communications
- Networking
- Scholarship and Awards
- Student Engagement



UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

ALUMNI ENGAGEMENT STANDING COMMITTEE

UNT alumni enjoy engaging in a wide range of activities and experiences. Whether gathering for fun or something more purposeful, planning activities that promote our UNT pride and loyalty is a great way to make connections and form lifelong relationships with fellow alumni. Below are some helpful tips and opportunities to promote and increase engagement.

Planning Tips

- Recruit committed volunteers.
- Partner with other alumni networks.
- Research the idea.
- Know the audience.
- Set goals and know the purpose for the activity.
- Plan and consider potential pitfalls (ex. weather conditions).
- Involve the marketing and communications standing committee for social media promotions.
- Execute the activity and have fun!
- Follow up with guests after the activity to determine future interest/success of similar activities.

Varied Interests

Remember, our alumni have varied interests, so maintain a calendar with different types of experiential opportunities to gather. Plan meet-ups, both virtual and in person.

Ideas for engagement activities: Play board games together, host a book club, enjoy an afternoon playing frisbee golf, go hiking, listen to live music, host a virtual speaker series, tour a local museum, attend a theater production, plan a social hour at a local restaurant or plan a family-friendly picnic at a local park.

Campus Life

Are you feeling nostalgic for campus life? Support UNT athletics teams by planning watch parties. Take a road trip to Denton for homecoming events, attend the bonfire, see the One O'Clock Lab Band perform, enjoy UNT's incredible campus dining facilities and, most importantly, visit the Alumni Center!

OLLI

Are you age 50 or better? If so, join the UNT Osher Lifelong Learning Institute (OLLI) where you can enjoy non-credit courses, educational events and traveling with fellow alumni. Upcoming trips can be found at <https://olli.unt.edu/travel>.

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

Diamond Eagles

The Diamond Eagles Society is a group of difference-makers who have been collaborating to create positive change at UNT since 2017. Every year, each member makes a \$1,000 contribution, then the gifts are combined to fund a high-impact campus project determined by a member majority vote. Learn more at <https://one.unt.edu/diamondeagles>.

Helpful Links

- OLLI at UNT | <https://olli.unt.edu/>
- Travel with OLLI | <https://olli.unt.edu/travel>
- College of Music - Events Calendar | <https://music.unt.edu/events>
- Mean Green Live | <https://meangreensports.com/feature/MeanGreenLive>
- Mean Green Sports | <https://meangreensports.com/>
- UNT Diamond Eagles Society | <https://one.unt.edu/diamondeagles>
- UNT Diamond Eagles - 5 Year Celebration | <https://www.youtube.com/watch?v=7E94c8gTFbo>

Alumni Engagement Roles and Responsibilities

The following are the expected roles and responsibilities for those serving on the alumni engagement committee:

- Recruit committee members.
- Plan a variety of opportunities for alumni to gather in person and/or virtually for social experiences to connect with fellow alumni.
- Inspire more opportunities for deeper connections. Small gatherings allow space for depth of relationships.
- Become the expert on UNT's OLLI program and encourage alumni who are 50 years old and better to get involved.
- Promote the alumni travel opportunities through OLLI's partnership with Collette Tours.
- Promote the Diamond Eagles Society. Learn about this incredible opportunity to combine your resources and make a big impact at UNT! Share this video with fellow alumni to learn more. <https://www.youtube.com/watch?v=7E94c8gTFbo>
- Support UNT athletics teams by hosting a watch party in your area.
- Support UNT musicians by attending student recitals on campus. <https://music.unt.edu/events>
- Attend performances and concerts of UNT professional musicians. Be sure to share any concert dates with other alumni network chapters.
- Plan a homecoming event in your area, or consider a road trip to Denton and visit the UNT Alumni Center!
- Take photos and share on your social media platforms!

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

COMMUNITY SERVICE STANDING COMMITTEE

UNT's core values shine bright when our Mean Green impact is seen in our communities! Whether serving in your local community, on campus or as a legislative advocate, the UNTAA encourages our Alumni Network Chapters to get involved in ways that make a difference.

Center for Leadership and Service

UNT's Center for Leadership and Service has connected with community partners to share opportunities for our alumni and students to get involved. By providing this comprehensive list, the Center for Leadership and Service enables UNT alumni to partner with organizations that stir their hearts. Contacts and websites are available to learn more about how to get involved and make an impact in these areas: animals, education, environmental and sustainability, fine arts and events, food insecurity, health, homelessness, human rights on campus, poverty, youth and many others. Find more information about how to serve in your community at <https://studentaffairs.unt.edu/center-for-leadership-and-service/programs/volunteer-opportunities/index.html>.

Legislative Advocacy

Serving as a legislative advocate is another way to make a great impact! Our bi-annual UNT Day at the Capitol event has proven that, when alumni volunteers and students work together to advocate for our university, we see impressive results — we hope you will join us next legislative session!

Here are some ways you can make a difference for your alma mater with our state legislators at any time:

1. Find out who represents your area.

Go to <https://wrm.capitol.texas.gov/home> to find out who represents you. Legislators are much more likely to take your correspondence seriously if you are a constituent, which means they are that much more likely to see the great information you are sharing about UNT. Focus on state senators and representatives.

2. Write thank you notes.

Everyone likes to be thanked — including our state representatives! Write to your representatives to thank them for their service, especially for their focus on higher education and support of UNT. See the sample thank you note on the next page.



UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025



In your thank you notes, here are some key points you might focus on:

- UNT facts and milestones.
- The UNT Kuehne Speaker Series brings alumni from Frisco, Dallas and Houston to learn from speakers in philanthropy, business and economics.
- Important research, awards, viral news, etc.
- Thank them for things the legislature has specifically funded, such as new buildings on campus.

Sample thank you note:

Dear Representative/Senator [Last Name],

On behalf of my alma mater, the University of North Texas, I want to thank you for making higher education funding a priority as part of your service to the state of Texas. Your commitment makes a world of difference to UNT's nearly 47,000 hardworking students.

I'm very proud of my university and the incredible impact alumni like myself are making across our great state. In fact, UNT just added 7,000 brand-new alumni during commencement ceremonies this past winter. From me and my hundreds of thousands of fellow alumni here in Texas, I just wanted to say thank you and Go Mean Green!

[Signature]

How to address the envelope:

To a State Senator or Representative: The Honorable [First Name] [Last Name]

You can find addresses at <https://wrm.capitol.texas.gov/home>

Send mail to the Capitol address during session; send to district address when out of session. You can learn more about the legislature's schedule at <https://capitol.texas.gov/MnuCalendars.aspx>.

3. Invite legislators to your events.

Senators and representatives like to meet their constituents in a friendly environment, so make sure you invite them to your receptions, social activities and other events! Even inviting them to speak at a chapter meeting is a great way to engage and let them know about the important impact UNT has on the state, communities and alumni. You can email invitations through each legislator's website at <https://wrm.capitol.texas.gov/home>.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

4. Know what UNT is asking for.

Our specific legislative funding priorities change each session, but there are some things UNT will always need from the legislature, including:

- Funding for research facilities.
- Continuation of TRIP funding, a match of gifts that meet certain criteria.
- Formula funding for enrollment growth.

Learn more about our current funding priorities and find links to helpful facts, points of pride and sample wording at <https://untalumni.com/support/volunteer/day-at-capitol/>.

Community Service Roles and Responsibilities

The following are the expected roles and responsibilities for those serving on the community service committee:

- Recruit committee members.
- Support the university's commitment to community service by implementing opportunities to promote volunteerism with fellow alumni.
- Serve together at local food pantries, trash clean-up projects, etc.
- Collaborate with UNT's Division of Student Affairs through the [Center for Leadership and Service](#) to promote their service initiatives, Make A Difference Day and The Big Event.
- Become a legislative advocate. Partner with the UNTAA board of directors and actively engage with university committees charged with coordinating, planning and implementing legislative activities. <https://untalumni.com/support/volunteer/day-at-capitol/>
- Take photos, share on your social media platforms and tag @UNTAlumniAssoc!

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

MARKETING AND COMMUNICATIONS STANDING COMMITTEE

Communication plays a critical role with the Alumni Network Chapter. The UNTAA encourages the chapter to engage with the Mean Green community through social media. The following guidelines are meant to assist you in your efforts, while protecting the interests and reputation of the UNTAA. Remember, by posting as an Alumni Network Chapter, you represent the association and are expected to adhere to the branding and identity guidelines set forth by UNT and the UNTAA.

Social Media Resource Guide

The Social Media Resource Guide can be found on the alumni website in the Resources tab. Link: <https://untalumni.com/resources/alumni-volunteer-network/>. Additionally, a hard copy is provided in the Resources section of this guide. Become familiar with this guide as it provides you with best practices for safeguarding the UNT and UNTAA's brands and logos.

Social Media Accounts

Inform the UNTAA of your social media accounts by providing the UNTAA staff liaison with the URL for your group's page(s)/channel(s). The UNTAA will link these sites from our website, allowing us to publicize the digital presence of the Alumni Network Chapters.

Email Accounts

Email accounts are necessary to establish social media accounts. Some chapters have created Gmail accounts to assist with this process. Future Alumni Network Chapters should utilize the email account provided through the communication portal.

Transferring Administrative Status

Alumni Network Chapter leadership changes will occur requiring efficient planning for the administrative capabilities on your social media sites and through the communication portal. Following this guidance will help with the transition:

- Past presidents (if applicable): All administrative capabilities removed when transferring leadership to new president by start of fiscal year, September 1.
- President: Has administrative capabilities for all social media and email accounts by start of fiscal year, September 1.
- Executive committee: Administrative capabilities given as needed by start of fiscal year, September 1.
- Director of marketing and communication: Has administrative capabilities for all social media and email accounts by start of fiscal year, September 1.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

UNTAA Brand and Identity Guide

The UNTAA Brand and Identity Guide is a resource created to ensure that content produced by the Alumni Network Chapters accurately reflects the UNTAA brand. This resource will be made available upon request to your UNTAA staff liaison.

North Texas Network

As the Alumni Network Chapters continue to grow and thrive, spreading the word about upcoming activities and events will be essential for engagement. Through the online communication portal, North Texas Network, you will be able to:

- Promote and cross-promote chapter events and activities.
- Encourage generous giving to our students by supporting the UNTAA's scholarship funds.
- Utilize templates designed specifically for the Alumni Network Chapters.
- Network with fellow alumni.
- Locate alumni in your area, by interest or career.
- Add your business to our Alumni Business Directory.
- Volunteer to serve with fellow alumni.
- And so much more!

With this new tool, our alumni will be able to connect like never before!

Marketing and Communications Roles and Responsibilities

The following are the expected roles and responsibilities for those serving on the marketing and communications committee:

- Recruit committee members.
- Safeguard all administrative credentials and passwords for social media platforms and alumni communication portal.
- Post all chapter content on the communications portal and social media channels.
- Ascribe to a predictable and impactful posting cadence.
- Use and create templates for consistent messaging.
- Ensure consistent branding and messaging throughout the chapter's social media platforms.
- Submit content for alumni stories to the UNTAA staff liaison to be considered for university promotions and publications.
- Create opportunities for volunteers to grow as leaders.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

NETWORKING STANDING COMMITTEE

Networking begins with the common bond as UNT alumni in support of one another as we grow professionally. From internships and first jobs to job transitions and second careers, our alumni are connected in meaningful ways to keep the Mean Green spirit alive. By connecting through the Alumni Network's Business Directory, participating in Dinner with a Dozen, utilizing the UNT Career Center or serving as a Mean Green Mentor, UNT alumni — networking together — will unlock opportunities and expand the UNT influence in and support of our careers!

Alumni Network Business Directory

The Alumni Network Business Directory provides our alumni with the opportunity to connect professionally through the alumni communication portal. In this way, alumni can support one another by doing business with UNT alumni owned businesses, as well as by helping to connect our alumni to employment opportunities.

Dinner with a Dozen

Dinner with a Dozen is an annual fall networking event designed to introduce students to successful alumni from various industries. Student attendees will be able to sit at a table with alumni experts and enjoy career advice and conversation during dinner.

The UNT Career Center

The UNT Career Center has staff available to assist at all points in your career journey. Services available for alumni include:

- Mentoring platform to connect with experienced professionals.
- Job search tips and strategies.
- Resume and cover letter reviews.
- LinkedIn and networking tips.

Mean Green Mentors Program

Mean Green Mentors provides an exciting opportunity to mentor current UNT students and connect with accomplished [UNT alumni](#) and select employer partners. Through this free, online mentoring program sponsored by the UNT Career Center and the [UNTAA](#), students can seek knowledge and advice from individuals who are experts in their field and begin to build their own professional network, which can help contribute to their long-term career success. Students and alumni can sign up and get started at <https://meangreenmentors.unt.edu/v2/>.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

Networking Committee Roles and Responsibilities

The following are the expected roles and responsibilities for those serving on the networking committee:

- Recruit committee members.
- Promote and use the Alumni Network Business Directory in the alumni communication portal.
- Promote and encourage alumni involvement at Dinner with a Dozen. For chapters who are not local, consider hosting your own personal mentorship dinner on the same day in your area to encourage and inspire our younger UNT alumni near you. Learn more at: <https://untalumni.com/events/students/>
- Register to become a Mean Green Mentor at <https://meangreenmentors.unt.edu/v2/>
- Promote and participate in UNT's Career Center career fairs. Learn more at: <https://careercenter.unt.edu/channels/alumni/>
- Provide opportunities for recent graduates and alumni to network together for career and professional development, job opportunities, internships, mentorships and more.
- Plan regular and intentional networking opportunities for alumni. Examples: Host a monthly UNT alumni coffee shop meet-up, or plan to meet for lunch at a UNT alumni owned restaurant and mentor younger UNT alumni professionals.
- Host small gatherings to inspire more opportunities for deeper connections.
- Create professional groups within the UNTAA network.
- Take photos and share on your social media platforms.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

SCHOLARSHIP AND AWARDS STANDING COMMITTEE

This committee acknowledges students and alumni by recognizing their accomplishments and showing appreciation for those who are making an impact in student lives and significant contributions to the world. Through scholarship and awards, the Alumni Network Chapters can outwardly express our Mean Green pride and loyalty by supporting the university's philanthropic initiatives, including UNTAA Alumni Awards and UNT Day of Giving.

Scholarship and Awards

UNT alumni know the impact scholarships and awards can have in the lives of our students. Through contributions made by generous alumni, the UNTAA awards deserving students much needed support each year. Alumni Network Chapters inspire philanthropic giving toward chapter scholarship initiatives and encourage students from their communities to apply for these opportunities. Scholarship applications are open yearly from November-February.

UNT Day of Giving

UNT Day of Giving, held each year at the start of May, is the one day that generous alumni and friends of UNT come together and contribute financially to support our students and important university programs and initiatives. This day of profound impact is supported by the Alumni Network Chapters. Volunteers serve as Day of Giving ambassadors, promoting giving opportunities to UNTAA scholarship funds.

Alumni Awards

The UNTAA Alumni Awards recognizes alumni who have made a meaningful impact. Throughout their careers, honorees have contributed significantly to their companies, communities and the university while upholding the highest standards and values. Alumni Network Chapters nominate alumni for these awards:

- **Distinguished Alumni Award**
This most prestigious award is given by the UNTAA, honoring alumni for professional achievement and significant contributions to society and the university.
- **Rising Star Award**
This award recognizes recent graduates for distinguished achievement that has merited the honor and praise of peers and colleagues.
- **Outstanding Alumni Service Award**
This award is presented to individuals who have provided exceptional service to UNT or the community.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

- Ulys Knight Spirit Award
This award is given to an individual or group that has made noteworthy efforts to show exceptional UNT spirit.
- Generations of Excellence Award
This award recognizes a legacy family that has exhibited extraordinary dedication to higher education and to UNT through multiple generations. These families have supported the university through their giving, leadership, service and advocacy.

Scholarship and Awards Standing Committee Roles and Responsibilities

The following are the expected roles and responsibilities for those serving on the scholarship and awards standing committee:

- Recruit committee members.
- Inform and educate alumni about the financial challenges facing UNT students.
- Involve alumni with opportunities to inspire philanthropic giving toward student scholarship initiatives. <https://untalumni.com/support/scholarships/>
- Work with UNTAA board of directors committee for scholarship and awards when necessary. <https://untalumni.com/about/board/>
- Encourage students to apply for UNTAA scholarships, November-February. <https://untalumni.com/students/scholarships/>
- Establish annual fundraising goals for the chapter scholarship(s) .
- Collaborate with UNT's giving initiatives and create messaging to share on social media platforms
- Train as a Day of Giving ambassador and promote Day of Giving initiatives. <https://givingday.unt.edu/giving-day/83998/signup>
- Initiate end of calendar year giving for chapter scholarship fund.
- Establish chapter opportunities to recognize and promote outstanding achievements and involvement of UNT alumni.
- Nominate alumni for the UNT Alumni Awards program. Nominations are rolling and submitted annually by April 15. <https://untalumni.com/nominate>
- Take Mean Green photos and share on your social media platforms, tagging @UNTAlumniAssoc so we can amplify your UNT pride!

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

STUDENT ENGAGEMENT STANDING COMMITTEE

UNT students are doing great things on and off campus! As alumni, understanding today's UNT students will inspire and excite you about the future of our university's impact in the world. The purpose of this committee is to stay informed about student life and support the university's admissions program as an alumni admissions ambassador. Serving as a bridge builder, this committee is a source of encouragement to students entering UNT and upon graduation. Whether by staying involved in the lives of the UNTAA's scholarship recipients, or by connecting recent graduates with opportunities to engage as alumni beyond campus, this committee helps create lifelong relationships.

Student Life and the Division of Student Affairs

Stay informed with current students by reading about what is happening on campus and how UNT students are involved outside of the classroom. Having this understanding will allow alumni to connect with our students in meaningful ways. <https://studentaffairs.unt.edu/programs-and-services/student-life.html>

The Parent Programs Office, along with the UNT Parent Association, proudly host send-off parties for incoming students across the state and in Oklahoma. Alumni are encouraged to attend these events to support new UNT students and their families. These events are posted through the Division of Student Affairs and are scheduled annually in July and August. <https://studentaffairs.unt.edu/orientation-and-transition-programs/programs/parent-programs/summer-sendoff-parties.html>

Alumni Admissions Ambassador

As an alumni admissions ambassador, you will be trained to partner with UNT's Office of Admissions and provide volunteer support as they promote events to help students explore what it means to become the next member of the Mean Green family. Become familiar with this office at <https://www.unt.edu/admissions/index.html>. Alumni ambassador training opportunities can be found on the UNT alumni website at <https://untalumni.com/>.

UNT Live sessions are electrifying events to get valuable information about admissions, housing, scholarship and financial aid processes, and more. These events are posted as planned and are scheduled annually in April and May. Ambassador participation is a great way to inspire prospective UNT students! <https://www.unt.edu/admissions/unt-live.html>

UNT Alumni Association Scholarship Recipients

UNTAA scholarships are often the first encounter students have with alumni. Students feel cared for by the generosity they receive, and the Alumni Network Chapters strive to make this interaction more personal by connecting with these students during their college years. The commitment to care is one of UNT's core values, and alumni show this commitment by writing notes of encouragement, offering a listening ear and by being a supportive influence in the lives of these students. Note: student information is confidential and will be provided to chapters as permissions are granted.

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

Recent Graduates

Beyond graduation, the UNTAA is the place where recent UNT graduates come, excited and ready to serve! Our network is eager to get to know and help recent UNT graduates connect with alumni around the world. By participating with chapters by affinity or in geographic areas, UNT alumni share a lifelong spirit of belonging and pride by connecting with our recent graduates.

Graduating students participate in a class gift campaign. This is their first step as a UNT alumnus! Contributions support the Alumni Legacy Scholarship Fund showing our graduates' dedication to supporting the future of UNT. More information can be found at <https://untalumni.com/class-gift/>. Local Alumni Network Chapters can get involved by volunteering at the UNT Alumni Center on campus and hand out commencement cords for these generous graduates. Signage to promote the Alumni Network Chapters will be available as graduates arrive to pick up their cords and will direct our recent graduates to get connected on the Alumni Network communication portal.

The UNTAA encourages chapters to promote meet-ups in your areas to celebrate the accomplishments of recent graduates. Meet-ups are opportunities for connections and networking. Collaborate with other Alumni Network Chapters in your area at a local venue like a park to celebrate. Or for a smaller option, host a gathering at an alumni-owned business. Remember to celebrate both December and May graduates as we want to be sure to welcome everyone to the party! The Alumni Network communication portal is a great way to promote these celebrations. <https://untalumni.com/>

Student Engagement Standing Committee Roles and Responsibilities

The following are the expected roles and responsibilities for those serving on the student engagement standing committee:

- Recruit committee members.
- Connect with UNT students — both prospective and currently enrolled — online and in person.
- Stay connected with the chapter scholarship recipients throughout their time at UNT and continue to network with these students upon graduation.
- Write letters of encouragement and spend time with the chapter scholarship recipients. This will make a difference in their lives and yours!
- Promote opportunities to partner with the Division of Student Affairs as an Alumni Admissions Ambassador or by attending UNT Live.
- Encourage attendance at summer send-off events and support the UNT Parent Association in your area.
- Celebrate and connect with May and December graduates and include them in chapter activities.
- Take photos and share on your social media platforms, tagging @UNTAlumniAssoc so we can share your Mean Green spirit!

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

RESOURCES

The following pages include these resources:

CHAPTER PROCEDURAL DOCUMENTS

- Alumni Network Annual Agreement
- Network Chapter Bylaws
- Definition of Terms
- Memorandum of Understanding (MOU)
- Succession Planning
- Statement of Ethics and Volunteer Code of Conduct

FORMS, TEMPLATES, AND OTHER RESOURCES

- Academic Calendar
- Business Card Ordering Form
- Gifts in Kind Standard of Practices and Form
- Meeting Minute Templates
- Recruiting Volunteers One Pager
- Scholarship Fund Promotional One Pager
- Social Media Resource Guide





ALUMNI

**Alumni Network
Annual Agreement**



UNT Alumni Association Alumni Network Chapter Annual Agreement

Due Annually by August 31

Alumni Network Chapter leaders are required to renew eligibility with the UNT Alumni Association annually by submitting the required documentation to a UNTAA staff liaison during the month of August. The purpose of renewal is to ensure the Alumni Network Chapter has intent to continue serving the UNTAA, has provided accurate and updated volunteer leader contact information and has signed all required documentation and agreements. Upon renewal, the chartered Alumni Network Chapter will be granted permissions to utilize the alumni communication portal, North Texas Network, for the upcoming year.

Please have the information below reviewed, signed and dated by designated representatives.

As a **director** and member of the Steering Committee for the chapter, I agree to:

- Review and follow the UNTAA Alumni Network Chapter bylaws.
- Review and follow the Alumni Network Leader Guide.
- Financially support the UNTAA by contributing to the Alumni Association scholarship funds and/or by participating in UNTAA membership initiatives.
- Participate in UNTAA staff-led Alumni Network meetings and training when possible.
- Sign the Statement of Ethics and Volunteer Code of Conduct.
- Sign the Memorandum of Understanding (MOU).

As the **secretary** for the chapter, I agree to the above statements and to:

- Keep and retain accurate records, including meeting minutes for the executive and steering committee meetings.
- Ensure all chapter leaders of the executive and steering committees have signed and submitted the UNT Statement of Ethics and Volunteer Code of Conduct to the UNTAA staff liaison.
- Ensure all chapter leaders of the executive and steering committees have signed and submitted the Memorandum of Understanding (MOU) to the UNTAA staff liaison.

As the **vice president** for the chapter, I agree to the above statements and to:

- Commit to serve as president-elect.
- Preside over executive and steering committee meetings in the absence of the president.

As the **president** for the chapter, I agree to the above statements and to:

- Preside over executive and steering committee meetings.
- Submit the following to the UNTAA staff liaison by August 1:
 - » Annual slate of officers
 - » Chapter goals and objectives
 - » Fiscal year calendar
 - » Officer succession plan

Date Signed: _____ UNT Graduation Year: _____

Chapter Leadership Role: _____ Signature: _____

Printed Name: _____



ALUMNI

Network Chapter Bylaws

University of North Texas Alumni Association

Alumni Network Chapter Bylaws

ARTICLE I: NAME

This organization shall be known as an Alumni Network Chapter of the University of North Texas Alumni Association (“UNTAA”).

ARTICLE II: PURPOSE

The purpose of the Alumni Network Chapter is to assist the UNTAA by serving as fundamental infrastructure to build and maintain alumni outreach in geographic regions or by affinity group, and to educate, inform and involve alumni by promoting volunteer engagement opportunities that align with the mission, vision and values of the University of North Texas Alumni Association as approved by the UNTAA board of directors.

ARTICLE III: COMMITTEES

- a. The **executive committee** shall consist of a president, vice president and secretary. This committee shall provide oversight for the chapter.
 - i. The executive committee ensures compliance and understanding of governing documents of the chapter, including the chapter bylaws and the Alumni Network Leader Guide provided by the UNTAA.
 - ii. The executive committee shall have the authority to guide the chapter. Decisions shall be made by a two-thirds majority vote of this committee.
 - iii. Executive committee meetings can be called as necessary by the president of the chapter, provided all members are notified a minimum of five (5) days in advance of the meeting.
- b. The **steering committee** shall consist of at minimum one (1) director from each of the standing committees and the three (3) members of the executive committee. Members shall be alumni of the university. This committee, utilizing resources included in the Alumni Network Leader Guide, shall manage the course of operations and the priorities for the chapter.
- c. The **standing committees** shall consist of one (1) director to lead each specific standing committee, provide organization, submit agendas and recruit members to assist with planning, coordination and implementation of committee goals. Responsibilities of the standing committee are provided in the Alumni Network Leader Guide. These standing committees exist to promote volunteerism, engage in philanthropy and service and inspire leadership. They establish and maintain

student scholarships, encourage special interests and experiential opportunities and provide meaningful and informative communication with alumni that supports university initiatives and the mission, vision and values of the UNTAA.

ARTICLE IV: CODE OF CONDUCT

- a. The Alumni Network Chapter shall comply with the University of North Texas (UNT) Statement of Ethics and Code of Conduct, and the Memorandum of Understanding.
- b. Annually, by September 1, all executive and steering committee volunteers are required to accept the UNT Statement of Ethics and Code of Conduct and the Memorandum of Understanding by acknowledging with electronic signature. This documentation will be filed and stored digitally with the UNTAA. Potential conflicts of interest shall be reported to and evaluated by the UNTAA board executive committee. Their determination in resolving reported conflicts of interest is final.
- c. To ensure compliance with the UNT Statement of Ethics and Code of Conduct, UNTAA board of directors members may only serve a chapter as a standing committee volunteer.
- d. Employees of UNT, in compliance with Affiliate Policy 10.011 may not serve on the executive committee or the steering committee of the Alumni Network chapters. UNT employees may serve as standing committee volunteer members.
- e. Resignation may be necessary, with or without cause. Notice provided to the chapter president will be effective upon receipt of such notice or at a subsequent time designated in the notice.
- f. Removal of an officer of the executive committee or a director of a standing committee may be necessary, with or without cause. Removal of a director will be evaluated and determined by a two-thirds vote of the chapter's executive committee. Removal of an officer of the executive committee will be evaluated by the staff of the Alumni Association.
- g. Removal of a chapter may be necessary, with or without cause and determined by a two-thirds vote of the UNTAA board of directors.
- h. Vacancy of an executive committee officer or a standing committee director shall be appointed by the executive committee of the chapter for the balance of the unexpired term. Upon being appointed, the president shall submit the updated slate of officers of the chapter to the UNT Office of Alumni Relations (or its successors).

ARTICLE V: MEETINGS

- a. Executive Committee Meetings
At minimum, one (1) working meeting per year for the purpose of establishing chapter goals, objectives, calendar, succession planning and to ensure compliance with annual reporting requirements and deadlines.
- b. Steering Committee Meetings
At minimum, two (2) working meetings per year for the purpose of planning and reporting.
- c. Standing Committee Meetings
As needed, working meetings for the purpose of implementing chapter goals and objectives.

ARTICLE VI: OFFICERS

- a. Officers are appointed by the chapter and approved by the UNT Office of Alumni Relations (or its successors). Officers must consist of, but not limited to, president, vice president and secretary, as stated in the bylaws of the University of North Texas Alumni Association.
- b. Terms of office shall coincide with the university's fiscal year of September 1 through August 31. Each officer shall serve a two (2) year term (except the unexpired term of office predecessor, if any). Each officer shall serve no more than two (2) consecutive two (2) year terms.
- c. The **president** shall provide support to the activities of the UNTAA and to the chapter. The president shall preside at executive and steering committee meetings, appoint standing committee directors and approve standing committee members. The president shall ensure the chapter maintains compliance with annual Alumni Network requirements, follows the chapter bylaws, establishes chapter goals and objectives, creates an annual calendar and meeting agendas. The president prepares for succession planning by recruiting and retaining leaders for all leadership positions on the executive and steering committees for the chapter. The president shall submit a proposed fiscal year calendar and an officer slate to the staff liaison of the UNT Office of Alumni Relations (or its successors) no later than August 1.
- d. The **vice president** shall provide support to the activities of the UNTAA and to the chapter. The vice president shall preside at all executive and steering committee meetings from which the president is absent. The vice president will support the president to ensure the chapter maintains compliance with the UNTAA annual Alumni Network requirements, follows the chapter bylaws and

establishes chapter goals and objectives. The vice president shall serve as president-elect for the chapter.

- e. The **secretary** shall provide support to the activities of the UNTAA and to the chapter. The secretary shall keep and retain accurate and complete records of account, including the meeting minutes of the executive and steering committees. The secretary will ensure the UNT Statement of Ethics and Volunteer Code of Conduct and the Memorandum of Understanding are received annually from all executive and steering committee members and are digitally filed with the UNT Office of Alumni Relations (or its successors) no later than August 31.

ARTICLE VII: CHAPTER MEMBERSHIP

Alumni Network Chapter membership shall be open to all alumni and friends with an interest in supporting the initiatives of the chapter and the mission, vision, and values of the UNTAA.

ARTICLE VIII: MANAGEMENT

- a. **Fiscal Year:** The business of the Alumni Network Chapter shall correspond with the fiscal year of the UNTAA and shall commence on September 1 and end on August 31.
- b. **Fiscal Agent:** The UNT Office of Alumni Relations (or its successors) will serve as the fiscal agent for the Alumni Network Chapter. The chapter and its officers agree that they will not collect, hold or retain revenue or earnings for chapter purposes or in the name of the chapter or the University of North Texas Alumni Association. The chapter will not be authorized to collect or institute a dues program. The chapter will therefore not open any external financial accounts. The UNT Office of Alumni Relations (or its successors) holds sole authority over all financial matters for the chapter.
- c. **Corporate Sponsorship and Underwriting:** Chapter leadership must seek approval from the UNT Office of Alumni Relations (or its successors) prior to soliciting philanthropic or corporate sponsorship or underwriting support to ensure compliance with 501(c)(3) requirements.
- d. **Marketing and Communication:**
 - i. **Website:** The chapter website and communication portal are built and managed by the UNT Office of Alumni Relations (or its successors). All content and submissions must serve to strengthen UNT's brand, story, look and feel by following the parameters of UNT's Identity Guide and UNTAA's licensing agreements.

- ii. **Logo Permission:** The UNTAA logo is a registered trademark. As such, the chapter shall not use the UNTAA logo without permission granted from the UNT Office of Alumni Relations (or its successors). Trademark infringement is the unauthorized use of a trademark or service mark on or in connection with goods and/or services in a manner that is likely to cause confusion, deception, or mistake about the source of the goods and/or services. The UNT Office of Alumni Relations (or its successors) will review requests and make final determination for use of its logo to ensure brand consistency. Chapters shall not create custom logos.

- iii. **Social Media:** Chapter social media platforms shall be managed by a chapter director with support from the chapter executive committee and the UNT Office of Alumni Relations (or its successors) to ensure brand integrity and consistency are maintained. All content and submissions must serve to strengthen UNT's brand, story, look and feel by following the parameters of UNT's Identity Guide and the licensing agreements of the UNTAA.

ARTICLE IX: SCHOLARSHIP AND AWARDS

The Alumni Network Chapter will implement strategies to educate, inform and involve alumni and inspire philanthropic giving toward student scholarships and awards.

ARTICLE X: AMENDMENTS

These bylaws may be amended by the vote of a majority of those UNTAA board of Directors present at any regular or special meeting of the board of directors at which a quorum is present.

ARTICLE XI: MISCELLANEOUS PROVISIONS

- a. Notwithstanding any other provisions of these articles, the chapter will not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States internal revenue law or any other corresponding provision of any future United States internal revenue law.

- b. The purposes for which the chapter is organized are exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code and in general to aid and assist the university.
- c. These bylaws, along with any other agreement or instrument delivered pursuant to this agreement, supersedes any prior agreement between or among the parties concerning the matters governed hereby.
- d. No part of the chapter funds shall insure to the benefit of, or be distributable to its members, directors, officers or to other persons except in the furtherance of the exempt purposes of the corporation.
- e. In the event the chapter becomes or is declared inactive, reactivation — if permitted — will be done, will be done in the manner used for establishing a new chapter.
- f. Repeal of these bylaws will render the chapter null and void.



ALUMNI

Definition of Terms



Alumni Network Chapter Bylaws

Definition of Terms

Affiliate Policy 10.011: Defines affiliated entities and provides clarity for UNT employees' role in serving on a governing body of an affiliated entity

Affinity: Special interest group aimed at UNT's student population and other college constituencies

Agenda: Document provided for organizing meeting notes to ensure goals, objectives, and outcomes are recorded

Alumni: All persons who have matriculated through the University of North Texas or its predecessor colleges; Matriculation is the formal process of entering a university as a candidate for a degree

Alumni Network Leader Guide: The operational guide for chapter leaders, as updated

Alumni Relations: The Office of Alumni Relations (or its successors) as part of UNT Advancement, operating in conjunction with the UNT Alumni Association

Area: A region with a minimum critical mass of alumni population or by affinity group

Board of Directors: The Board of Directors of the University of North Texas Alumni Association

Bylaws:

Alumni Network Chapter Bylaws: The bylaws for the alumni network chapters, as amended

UNT Alumni Association (UNTAA) Bylaws: The bylaws of the UNT Alumni Association, as amended

Chapter: A group within the UNT Alumni Association which builds and maintains alumni outreach in geographic regions or by affinity group

Chapter Affiliates: Alumni constituent groups affiliated with the University of North Texas in an academic, geographic, or by special interest

Chartered Chapter: Chapters presented to and approved by the UNT Alumni Association Board of Directors for charter designation receive administrative privileges to utilize the North Texas Network communication portal

Director: Serves on the steering committee and provides direction for the standing committee on which they lead

Executive Committee: The roles of president, vice president, and secretary (but not limited to) for a chapter, as established in the UNT Alumni Association Bylaws, Article XI

Events: Activities planned for the purpose of promoting UNT pride and loyalty by making connections and forming lifelong relationships with fellow alumni

Alumni Network Chapter Events: Self-funded, planned and hosted by the chapter

Signature Events: Planned and hosted by the UNT Alumni Association

Executive Committee: Leaders serving in the roles of president, vice president, and secretary who guide the chapter

Fiscal Agent: The UNT Office of Alumni Relations (or its successors) serves as the fiscal agent for the chapter

Fiscal Year: September 1- August 31

Friends: Individuals who have served as members of the faculty or staff of UNT, individuals who have served as members of affiliated boards, and any individual with an interest in the well-being of the University of North Texas

Geographic regions: A minimum critical mass of alumni population needed to support the initiatives of the Alumni Network Chapter in a specific region

Leadership succession: Plan implemented by the chapter president for recruiting and retaining leadership for the alumni network chapter

Memorandum of Understanding (MOU): A formal document requiring a signature and kept on file with the UNT Alumni Association which outlines the expectations for volunteer leadership

Mission: To foster a lifelong spirit of belonging and pride by connecting alumni and friends to the University of North Texas and each other

Network: Groups of dedicated UNT alumni and friends who serve as volunteer leaders in their communities to inspire philanthropic, personal, and professional connection and engagement on behalf of UNT through civic, networking, service, and social experiences

North Texas Network: The communication portal for UNT alumni and the website for the UNT Alumni Association

Officers: Appointed by the chapter and approved by the UNT Alumni Association staff these roles include, but are not limited to the president, vice president, and secretary

President: This role serves on the executive committee, provides overall leadership and ensures compliance with annual requirements for the chapter

President-elect: The vice president for the chapter

Secretary: This role serves on the executive committee, keeps and retains accurate and complete records of account for the chapter

Vice President: This role serves on the executive committee, as president-elect, and presides at all meetings from which the president is absent for the chapter

Scholarships: Financial support to UNT students provided by generous UNT alumni and alumni network chapters

Social Media Resource Guide: A resource to manage and post to chapter social media platforms

Sponsor: A company that provides financial support, or goods or services to a chapter's event or program in exchange for publicity, visibility, and goodwill

Standing Committee: A committee of alumni volunteers serving the chapter by promoting the initiatives of the standing committee

Steering Committee: A committee managing the course of operations and priorities for the chapter, consisting of standing committee directors and the executive committee

Term: Terms of office as outlined in the Alumni Network Chapter Bylaws which coincide with the university's fiscal year

Underwriting: Funding donated to support a chapter's initiative by paying all, or a portion of the expense directly to the vendor

University: University of North Texas

Statement of Ethics and Code of Conduct: An opportunity to partner with UNT's Advancement efforts by ascribing to and acknowledging support of these highest standards of conduct

Values: The UNT Alumni Association value statements:

We share a proud legacy.

We welcome everyone.

We create lifelong relationships.

We make a difference.

Vision: Profound engagement with a community committed to supporting and advancing UNT's excellence.

Volunteer leaders: UNT alumni leaders who take charge, coordinate, communicate, and complete projects serving to support the mission, vision, and values of the UNT Alumni Association

Working meetings: Meetings which aim for active participation and interaction between alumni volunteer leaders and committee members to implement chapter goals and objectives



ALUMNI

**Memorandum of
Understanding (MOU)**



**University of North Texas
Alumni Association Steering Committee
Memorandum of Understanding and Commitment Form**

I agree to serve as a volunteer leader on the Alumni Network Chapter Steering Committee. I believe in the mission, vision, and values of the University of North Texas Alumni Association and the Alumni Network Chapter. I will act responsibly and prudently, and I agree to:

1. Make meeting and program attendance a priority and notify the secretary in advance when unable to attend.
2. Provide up-to-date contact information to fellow committee members to maintain effective and efficient communication.
3. Support the Alumni Network Chapter strategic goals.
4. Be actively engaged with the UNT Alumni Association and/or financially support the UNT Alumni Association scholarship funds.
5. Build positive relationships in the community to further the mission of the university and the UNT Alumni Association.
6. Promote Alumni Network Chapter programs and support UNT Alumni Association programs.
7. Foster lifelong alumni involvement with students and graduates of UNT.
8. Advocate on behalf of the UNT Alumni Association to grow alumni engagement and enhance its reputation, raising visibility to alumni around the world.
9. Be courteous and respectful toward chapter leadership, fellow committee members, students and all university faculty and staff.
10. To give advance notice of the need to resign from the steering committee, working with chapter leadership and Alumni Association staff to fill the vacancy.

Date Signed: _____ UNT Graduation Year: _____

Chapter Leadership Role: _____ Signature: _____

Printed Name: _____



ALUMNI

Succession Planning




Alumni Network Chapter Succession Planning

Succession planning, a long-term strategic process generally spanning 1-3 years, helps to ensure continuous, efficient operations for the Alumni Network Chapters.

The Alumni Network Chapter president, with assistance from members of the executive committee, is responsible to:

- Appoint volunteer leaders to designated roles for the chapter and submit their slate of officers to the UNT Alumni Association staff liaison for approval annually by August 1.
- Once approved, those leaders appointed by the new officers will begin leading the chapter at the beginning of the fiscal year (September 1).

In addition to completing the Slate of Officers form, the leadership succession plan will need to be provided to chapter leaders. Digital submissions are encouraged, see example format below.

 ALUMNI NETWORK CHAPTER SUCCESSION PLANNING							
Role	Starting Fiscal Year	Ending Fiscal Year	Agreements Signed	Grad Year	First and Last Name	Contact Information (Email, Phone, Mailing Address)	Professional Occupation
Past President <i>(if applicable)</i>							
President (2-year term)							
Vice President (2-year term)							
Secretary (2-year term)							
Director of Alumni Engagement							
Director of Community Service							
Director of Marketing and Communication							
Director of Networking							
Director of Scholarship and Awards							
Director of Student Engagement							



ALUMNI

**Statement of Ethics and
Volunteer Code of Conduct**



Statement of Ethics and Code of Conduct

By my signature below, I _____ affirm that I have read, understand and acknowledge the principles in the Statement of Ethics and Code of Conduct of the University of North Texas Alumni Association. Further, I understand UNT encourages me to report any suspected violations of the Statement of Ethics and Code of Conduct internally first, through established procedures as outlined in the University of North Texas Policy Manual, Volume II, Section 7.

Advancement professionals and volunteers, by virtue of their responsibilities within the academic community, represent their universities, colleges and schools to the larger society.

They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct. For this reason, I will adhere to the following code:

- I will be as open as legally and morally possible to assure that all who observe or interact with me will know I act in utmost good faith, honesty, fairness and integrity.
- I will conduct all business and operations in a transparent manner which instills confidence in all our stakeholders.
- I will put the mission of the organization above personal gain.
- I will safeguard privacy rights and confidential information. I will not disclose confidential information gained by reason of my official position and will not engage in any activity or otherwise use such information for my personal gain or benefit.
- I will take all steps to disclose conflicts of interest, real or perceived, and I will not take advantage of alumni relationships for personal benefit. If I am in doubt, I will seek guidance from the UNT Advancement Office.
- I will not intentionally make false or misleading statements orally or in writing. I recognize my individual boundaries and am forthcoming and

truthful about my professional experience and qualifications. I take care to ensure I communicate accurately and correctly reflect the mission and priorities of the Alumni Association.

- I will follow the letter and spirit of the laws and regulations affecting institutional advancement.
- I will observe this Statement of Ethics and Code of Conduct, and others that apply to my profession, and actively encourage my colleagues to join me in supporting the highest standards of conduct.

Adhering to the Statement of Ethics and Code of Conduct allows each employee and volunteer to make a meaningful contribution to the ongoing success of UNT's Alumni Engagement and Advancement efforts. Ethical behavior is a matter of fairness, honesty, responsibility and good stewardship.

The Statement of Ethics and Code of Conduct will be updated and signed by Advancement professionals and volunteers each year.

- Please read this document and follow its tenets during your activities.
- Electronically sign the acknowledgments.



I understand that I may not engage in fundraising activities without prior written consent from the UNT Office of Alumni Relations.

Date Signed: _____ UNT Graduation Year: _____

Chapter Leadership Role: _____ Signature: _____

Printed Name: _____



ALUMNI

Academic Calendar

FALL 2024 CALENDAR

KEY SEMESTER DATES	Full Term Aug 19 - Dec 13	8 Week I Session Aug 19 - Oct 11	8 Week II Session Oct 14 - Dec 13
Registration Opens	March 18	March 18	March 18
Regular Registration Ends	Aug 15	Aug 15	Oct 10
Late Registration Begins—For Students not Registered for the Term	Aug 16 - Aug 23	Aug 16 - Aug 23	Oct 11 - 18
Last Day to Withdraw from Entire Term on myUNT	Aug 18	Aug 18	Oct 13 if only 8WKII
Classes Begin	Aug 19	Aug 19	Oct 14
Last Day to Add a Class Section	Aug 23	Aug 23	Oct 18
Census—Official Enrollment Determined	Aug 30	Aug 24	Oct 19
Drop with a Grade of W Begins	Aug 31	Aug 25	Oct 20
Last day to change to pass/no pass grade option (undergrads)	Sept 27	Sept 6	Nov 1
Midpoint of the semester	Oct 11	Sept 13	Nov 8
Last day for a student to drop a course or all courses with a grade of W	Nov 8	Sept 27	Nov 22
First day to request a grade of Incomplete	Nov 9	Sept 28	Nov 23
Pre-Finals Days	Dec 4-5	N/A	N/A
Last Regular Class Meeting	Dec 5	Oct 10	Dec 12
Reading Day—No Classes	Dec 6	N/A	N/A
Final Exams	Dec 7-13	Oct 11	Dec 13
Last Day of Term	Dec 13	Oct 11	Dec 13
University Grade Submission Deadline 4 p.m.	Dec 16	Oct 14	Dec 16
Grades/Academic Standing posted on the Official Transcript	Dec 18	Dec 18	Dec 18

FALL 2024 HOLIDAYS

Labor Day - No Classes-University Closed	Sept 2
Thanksgiving Break—No Classes	Nov 25 - Dec 1
Winter Break—No Classes; University Closed	Dec 23 - 27, 2024 & Dec 30, 2024 - Jan 1, 2025

SPRING 2025 CALENDAR

KEY SEMESTER DATES	Full Term Jan 13 - May 9	3 Week I Winter Session Dec 16 - Jan 10	8 Week I Session Jan 13 - Mar 7	8 Week II Session Mar 17 - May 9
Registration Opens	Oct 7	Oct 7	Oct 7	Oct 7
Regular Registration Ends	Jan 9	Dec 12	Jan 9	Mar 13
Late Registration Begins—For Students not Registered for the Term	Jan 10 - Jan 17	Dec 13 - Dec 16	Jan 10 - Jan 17	Mar 14 - Mar 21
Last Day to Withdraw from Entire Term on myUNT	Jan 12	Dec 15	Jan 12	Mar 16 if only 8WK2
Classes Begin	Jan 13	Dec 16	Jan 13	Mar 17
Last Day to Add a Class Section	Jan 17	Dec 16	Jan 17	Mar 21
Census—Official Enrollment Determined	Jan 25	Dec 17	Jan 18	Mar 22
Drop with a Grade of W Begins	Jan 26	Dec 18	Jan 19	Mar 23
Last day to change to pass/no pass grade option (undergrads)	Feb 21	Dec 20	Jan 31	Apr 4
Midpoint of the semester	Mar 7	Jan 2	Feb 7	Apr 11
Last day for a student to drop a course or all courses with a grade of W	Apr 11	Jan 7	Feb 21	Apr 25
First day to request a grade of Incomplete	Apr 12	Jan 8	Feb 22	Apr 26
Pre-Finals Days	Apr 30 - May 1	N/A	N/A	N/A
Last Regular Class Meeting	May 1	Jan 9	Mar 6	May 8
Reading Day—No Classes	May 2	N/A	N/A	N/A
Final Exams	May 5 - May 9	Jan 10	Mar 7	May 9
Last Day of Term	May 9	Jan 10	Mar 7	May 9
University Grade Submission Deadline 4 p.m.	May 12	Jan 13	Mar 10	May 12
Grades/Academic Standing posted on the Official Transcript 6 p.m.	May 14	May 14	May 14	May 14

SPRING 2025 HOLIDAYS

Winter Break (No Classes, University Closed)	Dec 23 - 27, 2024 & Dec 30, 2024 - Jan 1, 2025
Martin Luther King Jr. Holiday (University Closed)	Jan 20, 2025
Spring Break	Mar 10 - 16, 2025



ALUMNI

**Business Card
Ordering Form**



UNT Alumni Association Volunteer Business Card Ordering Form

SELECT AMOUNT OF CARDS REQUESTED:

Quantity: 100
Price: \$38.00

Quantity: 250
Price: \$50.00

These quotes are for in-state shipping. Out-of-state shipping will incur an additional charge, varying depending on location.

INFORMATION TO GO ON CARD:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

PLEASE PROVIDE A SHIPPING ADDRESS:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Once you have filled out this form, please email it to pds@unt.edu.

After placing your order, a UNTAA representative will be in touch to discuss payment options.



ALUMNI

**Gifts in Kind Standard
of Practices and Form**



Donor Gift in Kind Form

I/We, _____, affirm that I/we own the property described on this paper or attached inventory and unconditionally give, donate and bestow to the University of North Texas the following items:

Type of Gift:

- | | |
|--|---|
| <input type="radio"/> Art or Collection | <input type="radio"/> Equipment |
| <input type="radio"/> Vehicle | <input type="radio"/> Electronics |
| <input type="radio"/> Intellectual Property/Patent | <input type="radio"/> Software (Requires UNT IT Approval) |
| <input type="radio"/> Event Underwriting | |

I/We understand the University is not permitted by the IRS to give an estimate of the value of gifts. I/We further understand donors are responsible for meeting the requirements of the IRS for any contributions claimed.

I/We would like a letter acknowledging the donation. ___ Yes ___ No

I/We intend to claim this donation as a tax deduction. ___ Yes ___ No

Fair Market Value of gift (by donor): \$ _____

For non-consumable item value exceeds \$500, you must attach an IRS-8283 form. If you are claiming a value of \$5,000 or over, then you must also provide an appraisal from a qualified appraiser who meets IRS guidelines. The University cannot provide a list of individual items in donations; if you would like a list, please include it with your donation. <https://www.irs.gov/forms-pubs/about-form-8283>

Donor Info:

Name _____ Date _____

Email _____ Phone _____

Address _____

Your signature below indicates your understanding and acceptance of these terms, as well as your consent to transfer ownership and rights of the donated item(s) to The University of North Texas.

Date Signed: _____ UNT Graduation Year: _____

Chapter Leadership Role: _____ Signature: _____

Printed Name: _____

For the receiving department:

Please attach this form and the IRS-8283 form (if applicable) to an Internal GIK Approval Form and send to giving@unt.edu



ALUMNI

**Meeting Minute
Templates**



Alumni Network Executive Committee Meeting Minutes

Date:

Time:

Location:

(Include mode if virtual.)

Executive Committee Attendees:

President:

Vice President:

Secretary:

(Meeting minutes are taken by and filed with the Chapter Secretary.)

AGENDA

UNTAA Mission, Vision, and Values

Chapter Goal

To educate, inform and involve alumni by promoting volunteer engagement opportunities that align with the mission, vision and values of the UNT Alumni Association.

Chapter Objectives

Example: Increase participation in quarterly opportunities by % each quarter, fostering stronger connections and engagement within the alumni community.

-
-
-

FY Chapter Calendar (September 1-August 31) Planning and Goals:

September
October
November
December
January
February
March
April
May
June
July
August

Leadership Preparation

- 8/1- President submits annual slate of officers to UNTAA staff liaison.
- 8/31-President submits chapter goals, objectives, fiscal year calendar, and an officer succession plan to UNTAA staff liaison.
- 8/31-Secretary ensures all Executive Committee Officers and Steering Committee Directors have digitally signed and submitted the following to the UNTAA:
 - » Alumni Network Chapter Annual Agreement
 - » UNT Statement of Ethics and Volunteer Code of Conduct
 - » Memorandum of Understanding

Officer Slate and Succession Planning:

Executive Committee

President (2-year term)
Vice President (2-year term)
Secretary (2-year term)

Steering Committee

Executive Committee
Director(s) of Alumni Engagement
Director(s) of Community Service
Director(s) of Marketing and Communication
Director(s) of Networking
Director(s) of Scholarship and Awards
Director(s) of Student Engagement

Shout Outs:

(Acknowledge the incredible impact our alumni are making!)

New Ideas:

Adjournment:

(Time adjourned and the date, time and location for the next meeting)



Alumni Network Steering Committee Meeting Minutes

Date:

Time:

Location:

(Include mode if virtual.)

Executive Committee Attendees:

President:

Vice President:

Secretary:

(Meeting minutes are taken by and filed with the Chapter Secretary.)

Steering Committee Directors Attendance:

Director of Alumni Engagement:

Director of Community Service:

Director of Marketing and Communication:

Director of Networking:

Director of Scholarship and Awards:

Director of Student Engagement:

AGENDA

UNTAA Mission, Vision, and Values

Chapter Goals

Example: To impact the lives of UNT alumni by providing quarterly opportunities to engage and connect with alumni within the community.

-
-
-

Chapter Objectives

Example: Increase participation in quarterly opportunities by % each quarter, fostering stronger connections and engagement within the alumni community.

-
-
-

FY Chapter Calendar (September 1-August 31) Updates:

STANDING COMMITTEE REPORTS

Alumni Engagement

Director(s):
Goals:
Notes:
Decisions Made:
Next Steps:

Community Service

Director(s):
Goals:
Notes:
Decisions Made:
Next Steps:

Marketing and Communication

Director(s):
Goals:
Notes:
Decisions Made:
Next Steps:

Networking

Director(s):
Goals:
Notes:
Decisions Made:
Next Steps:

Scholarship and Awards

Director(s):
Goals:
Notes:
Decisions Made:
Next Steps:

Student Engagement

Director(s):
Goals:
Notes:
Decisions Made:
Next Steps:

Shout Outs:

(Acknowledge the incredible impact our alumni are making!)

New Ideas:

Adjournment:

(Time adjourned and the date, time, and location for the next meeting.)



Alumni Network Standing Committee Meeting Minutes

Date:

Time:

Location:

(Include mode if virtual.)

Standing Committee:

Standing Committee Director(s):

Standing Committee Attendees:

AGENDA

UNTAA Mission, Vision, and Values

Goals

Example: To impact the lives of UNT alumni by providing quarterly opportunities to engage and connect with alumni within the community.

-
-
-

Objectives

Example: Increase participation in quarterly opportunities by % each quarter, fostering stronger connections and engagement within the alumni community.

-
-
-

Notes:

Decisions Made:

Next Steps:

FY Standing Committee Calendar (September 1-August 31) Updates:

Shout Outs:

(Acknowledge the incredible impact our alumni are making!)

New Ideas:

Adjournment:

(Time adjourned and the date, time, and location for the next meeting.)



ALUMNI

**Recruiting Volunteers
One Pager**



Are you a UNT alumnus looking to connect with other Mean Green alumni in meaningful ways?

Are you a social butterfly? Engage with UNT **alumni** in fun experiences like watch parties, travel and other interest groups.

Do you want to make the world a little better today than it was yesterday? Join UNT alumni in **service** to our communities.

Do you enjoy **marketing and communication**? Create, like and share posts on social media to extend our Mean Green impact, and tag @UNTAumniAssoc so we can share your UNT pride!

Are you looking to network with UNT alumni for business and employment opportunities? Get involved with our Alumni Network Chapter **networking** groups.

Do you want to impact lives of students and alumni? Get involved with our **scholarship** committees and nominate UNT alumni for well-deserved **awards**!

Do you easily connect with **students**? Become an Alumni Admissions Ambassador.

Scan the QR code or use the link below to connect with UNT Alumni Network leaders in their communities and learn more:

<https://untalumni.com/membership/networks/>





ALUMNI

**Scholarship Funds
Promotional One Pager**



Support UNT Student Scholarships!

UNT alumni care about our students. Our alumni foster a lifelong spirit of belonging and pride, and the UNT Alumni Association exists to support both UNT alumni and students as they soar toward success!

With over 5,000 qualified applicants each year, the need is great. By providing endowments, our alumni meet students where they live and lift them up — removing financial burdens so they can focus on what matters most during their college careers.



Alumni scholarships are available:

- Austin
- Collin County
- Dallas County
- Denton County
- Houston/Gulf Coast
- San Antonio
- Tarrant County

Would you consider joining UNT alumni to open opportunities and make an impact on the lives of Mean Green students?

One time and recurring giving options are available.

Scan the QR Code, or visit the link below to make your gift.

<https://untalumni.com/support/scholarships/>





UNT ALUMNI
ASSOCIATION

SOCIAL MEDIA RESOURCE





TABLE OF CONTENTS

Getting Started With Social Media

1

- Handles
- Account Management
- Etiquette

Engagement

3

- Interacting with Followers

Platforms to Follow

5

- Facebook
- Instagram
- X
- LinkedIn

Hashtags & Tags

7

- #UNT
- #Alumni
- #Athletics
- #Colleges

Post Ideas

8

- UNT News
- County Highlights
- Alumni Features
- Member Takeovers
- Any Reason to Celebrate
- Committee Highlights
- Member Features
- Ask Engaging Questions

Cross-Promotion Guide

10

- Creating Facebook Events & Adding Co-Hosts
- Cross Promoting & Sharing Other Content



GETTING STARTED WITH SOCIAL MEDIA

Social media enables you to reach and engage with alumni — no matter their location. It's a fantastic way to exchange ideas, make connections and disseminate information. The Mean Green alumni network has no restrictions!

HANDLES

A social media handle is a unique **username** that followers can use to identify your page. If you're starting a new account, create a list of possible username options. Once you have created a list of options, check each platform you are interested in using for accounts that are already using that name to narrow your choices down.

ACCOUNT MANAGEMENT

Limit access to login information for the account(s). The alumni network volunteer leaders serving as the directors of marketing and communications will manage the accounts. Account login information is reported by the network leadership to the UNT Alumni Association annually.

TIP!

Keep your **usernames consistent across platforms** and relevant to the organization. You want your page to be easily found and recognizable.

Here are some examples:
@UNTAlumniAssoc
@UNTLatinx
@UNTBAN

Here's an example of what this would entail:

- 1** *Develop, implement and maintain* all strategic social media communications, public relations, outreach and event activities and materials.
- 2** Develop a plan to consistently *increase the visibility* and reputability of the organization.
- 3** *Develop and update* an organizational social media presence.
- 4** *Manage event promotion* through social media platforms.
- 5** Create or post content at least *once per week*.



GETTING STARTED WITH SOCIAL MEDIA

CREATE A SOCIAL MEDIA SCHEDULE

Following a schedule will help **maintain regular activity** on the account. Consider having at least **one weekly post** for consistency and increased engagement (ex. Member Monday or Tuesday Tips).

HELPFUL TOOLS

CANVA
Post
Creation

PHOTO SHARING APP
(like PhotoCircle)
to collect photos
from various members

PICSART
Photo
Editing

STICK TO A COLOR

Apps, such as Canva, use ID Numbers to differentiate colors (this tends to remain constant across other systems as well). Utilize the [UNT Identity Guide](#) for this.

ETIQUETTE

Before posting on social media accounts, ensure that content:

- 1** *Is Accurate.*
- 2** *Does not have* inappropriate language, audio, video or images
- 3** *Does not include* organization business.
- 4** *Does not violate* university or other policies
- 5** *Is respectful* to members.

Social media often leads to a lack of privacy, and accounts can be hacked at any time. Take precautions when and where possible.

TIP!

Do not identify members or "tag" them in posts unless given permission to do so.



ENGAGEMENT

Following other pages is not only a great way to **stay in the know** of upcoming events and opportunities, it can be useful for posting inspiration and **making the presence of the alumni network known!**

FOR EXAMPLE

An alumni network connects with UNT CoLab, a local business that promotes UNT Alumni/Student creations. The alumni network leaders are able to **connect and support these alumni-owned businesses**. Ultimately, our supporting them increases awareness that the alumni networks exist.

OUR NEXT STEP:

Reaching out to **local entities** such as county or city specific publications to ask if they:

- 1 Have alumni *who work there*
- 2 Know of *local businesses* we can connect with

A HUGE PART OF SOCIAL MEDIA IS ENGAGEMENT!

Do not just post about upcoming events — make it personal! People love to see themselves or others they know featured. When people comment, be sure to like or respond. If you see someone post something that you want to repost, be sure to **like, comment and tag them!**





ENGAGEMENT

INTERACTING WITH FOLLOWERS

When receiving direct messages, *reply in a timely manner*. Be sure to also check the message requests for accounts you don't follow – this is where *potential new members* may reach out to you.

Show appreciation for the interaction that other accounts have with yours – like comments, story replies and messages.

Utilize *interactive stories* to increase interaction with your followers (ex. Bingo, polls, etc.)

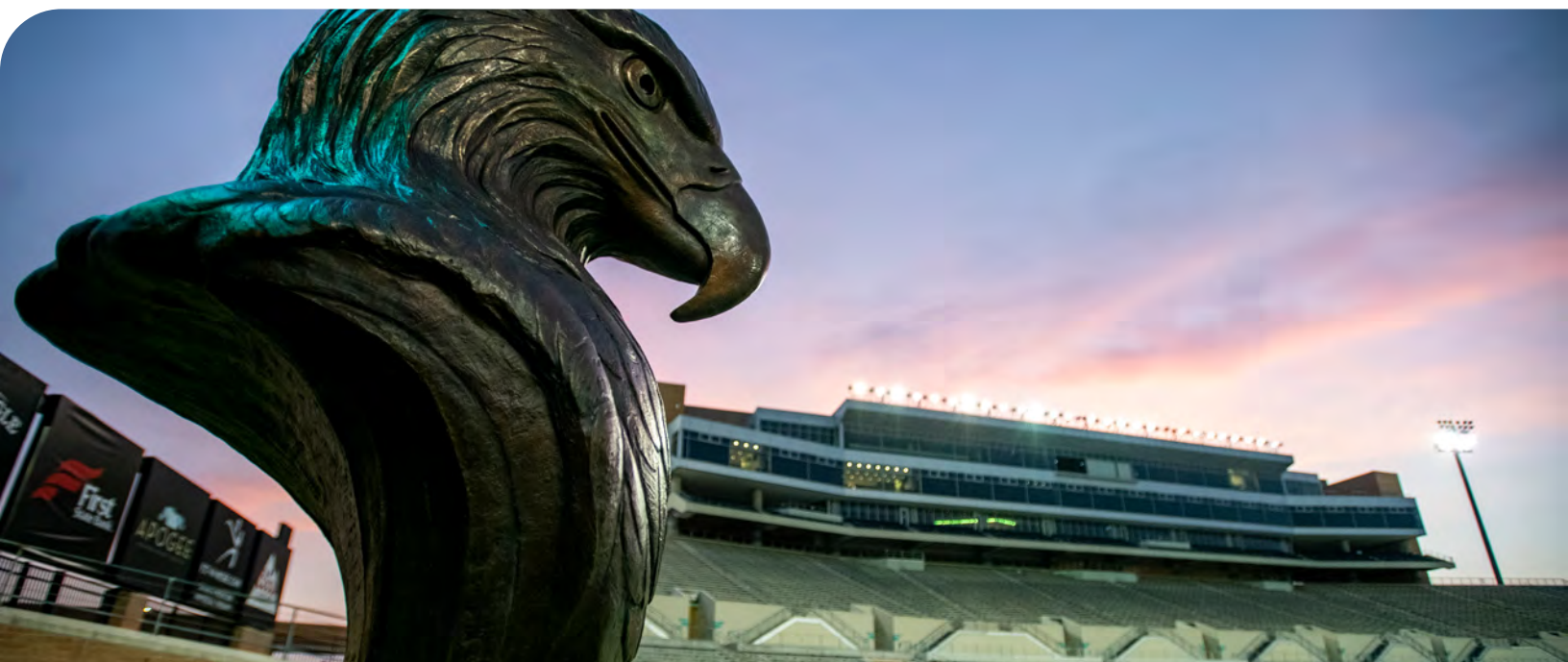
HERE'S AN EXAMPLE WITH A POLL



Are you wearing your #MeanGreen today?

Yes

No





PLATFORMS TO FOLLOW

Widely used social media platforms for engagement include Facebook, Instagram, X, LinkedIn and YouTube. Utilizing the social media platforms that are most popular with UNT's student population will serve your alumni network well as you recruit young alumni to serve and engage with your network!

TIP!

When signing up for a new account (or updating an existing one), **connect it to an organization email account** instead of a personal account to make transitioning easier!

FACEBOOK

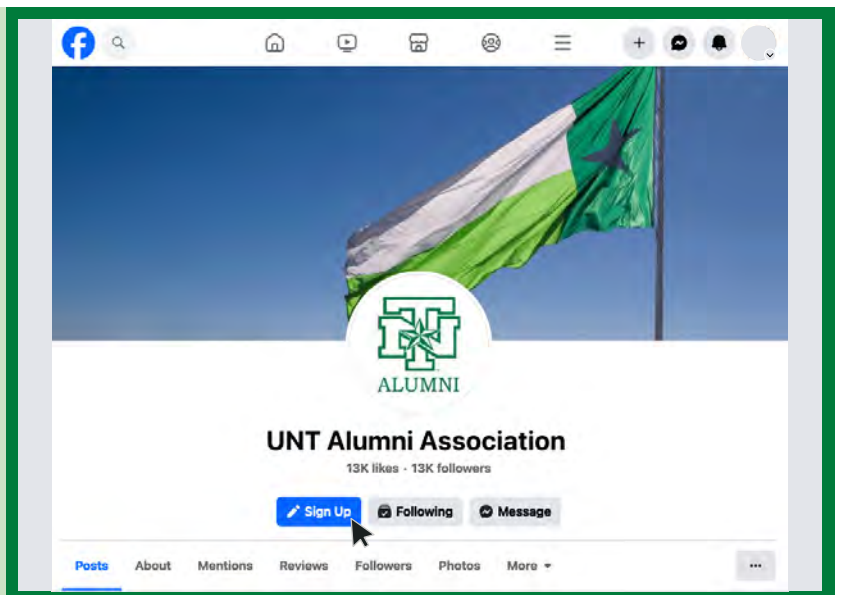
Facebook allows nearly all content types, giving users a **broad range of ways to communicate messages**. Videos and informative or attention-grabbing links may work best.

Most networks have Facebook pages. When someone likes or follows a page on Facebook, they can start seeing updates from that page in their news feed. **You can't have engagement without followers.**

An alumni network is a group of committed UNT alumni and friends who serve as volunteer leaders in their communities. These groups inspire philanthropic, personal and professional connection and engagement on behalf of UNT through social, service, civic, and networking experiences.

ALUMNI NETWORKS

- [Austin Alumni Network](#)
- [Black Alumni Network](#)
- [Collin County Alumni Network](#)
- [Dallas County Alumni Network](#)
- [Denton County Alumni Network](#)
- [Houston Alumni Network](#)
- [Latinx Alumni Network](#)
- [San Antonio Alumni Network](#)
- [Tarrant County Alumni Network](#)
- [Young Alumni Network](#)





PLATFORMS TO FOLLOW

UNIVERSITY OF NORTH TEXAS

- [Admissions](#)
- [Advancement](#)
- [Career Center](#)
- [Center for Belonging and Engagement](#)
- [CoLab](#)
- [Distinguished Lecture Series](#)
- [Eagle Ambassadors](#)
- [Graduate Student Council](#)
- [Homecoming](#)
- [Mean Green Sports](#)
- [North Texan](#)
- [Off-Campus Student Services](#)
- [OLLI at UNT](#)
- [OLLI Travel](#)
- [Student Activities](#)
- [Student Alumni Association](#)
- [Student Government Association](#)
- [University Programming Council](#)
- [University Union](#)
- [UNT](#)
- [UNT Alumni Association](#)
- [UNT Giving Page](#)
- [UNT Social](#)

OTHER

- Notable Alumni
- Alumni-Owned Businesses
- Community Businesses
- County Pages Publications



INSTAGRAM

Instagram is great for photos, videos and stories that are attention-grabbing. Professional photos, text graphics, educational content, inspirational messages, etc.



X

X has evolved to include link previews, videos, photos and GIFs. Links work well on this platform.



LINKEDIN

LinkedIn is professional and academic focused. Organizations can utilize this platform for networking and highlighting their professional accomplishments.

If you create a group on LinkedIn, here are some [benefits](#):

This platform can engage the community in a professional setting to encourage networking.

Having members post in LinkedIn groups will provide exposure to your group and events!

[UNT](#)

[UNT ALUMNI ASSOCIATION](#)

[CAREER CENTER](#)



HASHTAGS & TAGS

A *hashtag (#)* is a label used on social media sites that makes it easier to find information with a theme or specific content. Hashtags encourage social media users to explore content that catches their eye. Networks can use hashtags to **reach their target audience** and to help members filter information.

MAKE THEM RELEVANT

Do not overuse hashtags, but do keep in mind they can increase post exposure! Tag other pages in your posts when relevant, such as when featuring an alumni-owned business.

UNT

- #UNT
- #UNTbound
- #UNTproud
- #UNTatFrisco
- #UNTglobal
- #MeanGreenFriday

ALUMNI

- #UNTalumni
- #UNTalum
- #BecauseOfUNT

ATHLETICS

- #MeanGreen
- #GMG
- #LightTheTower

COLLEGES

- | | | | |
|-----------------|-----------|-------------|----------------|
| #UNTCOB | #UNTCOI | #UNTscience | #UNTinst |
| #UNTCOE | #UNTCLASS | #UNTCVAD | #TakeFlightUNT |
| #UNTengineering | #UNTCMHT | #Mayborn | #TAMS |
| #UNTHPS | #UNTCOM | #UNThonors | #UNTgradschool |





POST IDEAS

Here are some post ideas in *several different categories* to help get you started.

UNT

Throwback Posts

The [University Archive](#) allows you to see past yearbooks and posts.

- Sports
- Volunteer & event opportunities
- Highlighting things that are new on campus

TRIVIA QUESTIONS AND FUN FACTS

[History of Traditions and Spirit](#)
[UNT Trivia and History](#)

Share Content

Following UNT pages will provide an opportunity to share posts on your pages that may be of interest to alumni.

Keep an eye out for relevant posts from followers. Sharing follower content (with permission) is a great way to engage with your audience.

COUNTY HIGHLIGHTS

- Events happening in your counties
- County businesses that support UNT

ALUMNI FEATURES

- Highlight alumni-owned businesses
- See how the [North Texan features alumni](#)
- Post other alumni network events or highlights

MEMBER TAKEOVERS

Have a member run social media for a day and share their "day in the life."

ANY REASON TO CELEBRATE

- Graduation
- Alumni achievements
- Holidays

POST IDEAS

COMMITTEE HIGHLIGHTS & MEMBER FEATURES

- Celebrate members' birthdays by posting a photo of them in their #MeanGreen
- Mean Green office decor
- Meetings
- Gather quotes from members

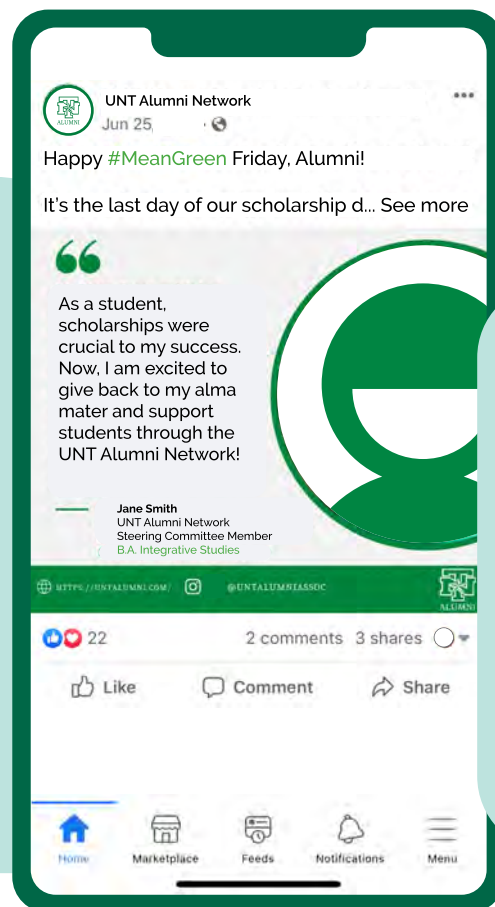
Get committee members' headshots and bios. **Make sure to include:**

- Who they are
- What they do
- When they graduated
- What their degree is in
- Why they are serving on the committee

Example from an alumni network:

Share a clear picture of a member repping their Mean Green, and include:

- Title (if applicable)
- Graduation year and degree
- A quote answering one or both of the following questions:
 1. How has the UNT Alumni Association helped you grow your Mean Green spirit?
 2. In what ways have you engaged in an alumni network?



ASK ENGAGING QUESTIONS

"With the weather getting cooler and a new semester around the corner, what advice can you share with new students that you wish you knew when you were just starting your college journey?"

"Are you a UNT alum and own your own business? We want to know who you are so we can support you and celebrate your success. Let us know in the comments!"

"We wear green on Fridays! Show off your pride in the comments."



CROSS-PROMOTION GUIDE

CREATING FACEBOOK EVENTS & ADDING CO-HOSTS

1. Near the top of the Network's profile page, find the options bar listing "Posts," "About," "Mentions," etc. and will likely need to click on "More." A drop down should appear that provides more options, including "Events."
2. Click "Events" and you will be directed to a screen with upcoming and past events organized by or with your network's profile. In the right corner, you will find a button that reads "Create event."
3. Once you click "Create event," a new event window should pop up in the center of your screen. Here, you will enter the event name, provide information about dates and times, and fill out any other necessary fields.
4. Below the "What are the details" section, you will see more options listed, including "Add co-hosts."
5. Clicking on "Add co-hosts" will provide the option to search other Facebook profiles and add them. Here you can type in "UNT Alumni Association," and be sure to select the correct page.
6. Once you've selected your co-host(s), it will say "Pending" above the profile's name. The page will not be notified until after you've finished creating the event.
7. Once all necessary fields are filled out and you have added a banner image, click the blue "Create event" button at the bottom.
8. In the case of the notification being missed or not being apparent, please also email our Senior Communications Specialist ([contact info found here under "Advancement Communications"](#)) to let them know there is a co-host request pending. Once notified, they will accept the request.

CROSS PROMOTING & SHARING OTHER CONTENT

The UNT Alumni Association is excited about the partnerships forming with the individual alumni networks. As we continue to engage and grow our alumni networks, social media and increased local engagement will play an important role in connecting and informing our audiences.

The UNT Alumni Association is committed to monitoring and sharing content of all kinds from the alumni networks' individual pages, but we recognize that some content might get missed. Because of that, we request that networks email our Senior Communications Specialist about important posts or content they would like us to consider sharing to the main UNT Alumni Association social pages.

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

APPENDIX

HELPFUL WEBSITES

- UNT Alumni
<https://untalumni.com/>
- Nonprofit Organization FAQs
<https://www.sos.state.tx.us/corp/nonprofitfaqs.shtml>
- OLLI at UNT
<https://olli.unt.edu/>
- Travel with OLLI
<https://olli.unt.edu/travel>
- College of Music - Events Calendar
<https://music.unt.edu/events>
- Mean Green Live
<https://meangreensports.com/feature/MeanGreenLive>
- Mean Green Sports
<https://meangreensports.com/>
- UNT Diamond Eagles Society
<https://one.unt.edu/diamondeagles>
- Center for Leadership and Service - Volunteer Opportunities
<https://studentaffairs.unt.edu/center-for-leadership-and-service/programs/volunteer-opportunities/index.html>
- Texas Capitol
<https://wrm.capitol.texas.gov/home>
- UNT Day at the Capitol
<https://untalumni.com/support/volunteer/day-at-capitol/>
- Mean Green Mentors Program
<https://meangreenmentors.unt.edu/v2/>
- Events for UNT Students
<https://untalumni.com/events/students/>

UNTAA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025



- Career Center - Alumni
<https://careercenter.unt.edu/channels/alumni/>
- Support the UNTAA Scholarship Program
<https://untalumni.com/support/scholarships/>
- UNTAA Board of Directors
<https://untalumni.com/about/board/>
- UNTAA Scholarships
<https://untalumni.com/students/scholarships/>
- Become a Day of Giving Ambassador
<https://givingday.unt.edu/giving-day/83998/signup>
- Alumni Awards Nominations
<https://untalumni.com/nominate>
- Student Life
<https://studentaffairs.unt.edu/programs-and-services/student-life.html>
- Summer Send-Off Parties
<https://studentaffairs.unt.edu/orientation-and-transition-programs/programs/parent-programs/summer-sendoff-parties.html>
- Admissions at UNT
<https://www.unt.edu/admissions/index.html>
- UNT Live!
<https://www.unt.edu/admissions/unt-live.html>
- Class Gift Campaign
<https://untalumni.com/class-gift/>

UNTA ALUMNI NETWORK CHAPTER LEADER GUIDE

2024-2025

UNT ALUMNI ASSOCIATION STAFF



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Special Events



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Director of Alumni Finance
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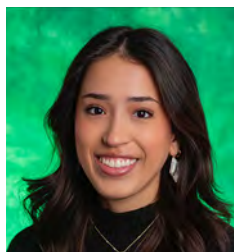
Chris Watson

Director of Constituent Relations
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Coordinator



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