

CHAPTER ANNUAL PLAN

For Fiscal Year Ending June 30

Report must be submitted no later than June 30, in order to remain in good standing and to be eligible for the following fiscal year funding from the UNM Alumni Association.

Submit your report to your liaison by E-MAIL ONLY: Special Interest or Geographic Chapters - by 5:00 p.m. MST on June 30. Please copy all Chapter Board Members on the email when submitting the Annual Plan to UNMAA.

I. CHAPTER INFORMATION

Chapter Name:

President/Primary Chapter Contact Name:

E-mail:

Report Submitted By (if different from above):

E-mail:

II. GOOD STANDING REQUIREMENTS

Expectations for Chapters to be in Good Standing	Yes/No	Notes (if needed)
Did the chapter submit an Annual Plan to UNMAA for FY__ by the end of June?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the chapter hold at least 3 board meetings in FY__?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the chapter host at least 2 events in FY__?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the chapter have at least four positions filled on the leadership team?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the chapter have a designated Communications Coordinator?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the chapter submit meeting minutes to UNMAA within <u>2 weeks</u> of board meetings in FY__?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the chapter submit an Event Report within <u>30 days</u> of each event that utilized chapter funds in FY__?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the chapter have representation at the 20__ Chapter Leader Meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the chapter support the mission and goals of the UNM Alumni Association and comply with all policies of UNMAA & UNM during FY__?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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III. FY__: END OF YEAR RECAP (JULY 1 TO JUNE 30)

Executed Programs	Date	Location	Program Description and Value in Enhancing Alumni Experience	Attendance (Est. if needed)

IV. HIGHLIGHTS

List a sample of program highlights for your chapter this year. Why were these effective engagement opportunities?

V. CHALLENGES

Discuss any difficulties the chapter encountered this year that were a factor in accomplishing chapter goals.

VI. AREAS FOR IMPROVEMENT

Describe strategies to increase chapter engagement for the following fiscal year.

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VII. CHAPTER LEADERSHIP INFORMATION

FY__ Chapter Leadership Team

Term-Renewal or Elections to be held annually in April.

Name	Office/Position	Phone Number	E-mail	UNM Grad Year
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

FY 20__ Board Meetings

** To remain in good standing, Chapter must submit board minutes within two (2) weeks after each meeting.*

Date	Time	Location
1.		
2.		
3.		
4.		

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VIII. PLANNED PROGRAMS

Program Name**	Date	Location	Program Description & Attendance Goal	Describe Intended Use of Funds & Estimated Expenses

***Include additional pages if necessary*

IX. SIGNATURE PROGRAM

Program Name	Date	Location	Program Description & Attendance Goal	Describe Intended Use of Funds & Estimated Expenses

Program History: New/First Time Event Existing/Annual Event - Years in Existence: _____

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X. SCHOLARSHIP PROGRAM

Scholarship program	Yes/No	Notes (if needed)
Does the Chapter have a scholarship program for UNM students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, does the Chapter have a plan to develop a scholarship program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes, please describe and discuss the intent of the program and how funds will be raised:
