**Dartmouth College**

**Alumni Relations Communities**

**Club and Group Activity Report (CGAR)**

**FY17 Open-Ended Questions for Volunteer Leaders**

**Due: Wednesday, December 20, 2017**

This resource is intended to assist volunteers as they complete the new FY2017 Club and Group Activity Report or CGAR. It is provided in Microsoft Word format for those club and group leaders who prefer to first write their long-form answers in a Word document and then paste the information into the appropriate field within the CGAR. This resource does not include all questions and does not take the place of completing the CGAR online.

**Within each section are two types of questions: Required and Important.** We require response to only a few questions (mostly around data and leadership names) to know that the organization is active. Responses to ‘important’ questions are greatly appreciated and encouraged as we share the information with other alumni organizations as best practices and it helps us be of greater assistance to our leaders. In most sections the required questions appear first and are followed by additional questions where you can share more information about your respective organization. Those long-form questions are included below.

**Please limit your comments to under 3,000 characters** (including spaces, symbols, and punctuation). Responses over 3,000 characters will be truncated beyond 3,000 characters. **New this year,** each text box within the CGAR will identify how many characters you have remaining, before you reach 3,000. *NOTE – we have identified those questions for which we will not share your response with other organizations – for privacy reasons.*

Thank you for completing this year’s CGAR. Please contact Dartmouth’s Alumni Relations office at [alumni.relations.communities@dartmouth.edu](mailto:alumni.relations.communities@dartmouth.edu) with questions. And remember to submit your CGAR online!

**Leadership and Governance**

1. What strategies does your organization use to involve more alumni as volunteers and leaders?
2. What strategies does your organization use to recognize your volunteer leaders?
3. What strategies does your organization use to make the board more effective (retreats, event planning, meetings, minutes, forms, etc.)
4. If your organization presents an award (or awards) to undergraduates (not including book awards), alumni, or community members, please list and describe the criteria for the award.
5. Alumni Relations occasionally makes presentations (at CAGOW, at regional workshops, via webinars, etc.) that feature alumni leaders as co-presenters on a topic with which they have much experience and insight. Who are one or two people on your board who would excel at presenting on a topic and what topic?

**Strategy**

1. If you surveyed your members this year, please describe the focus and key takeaways. *(NOTE – we do not share your response to this question with other organizations.)*
2. Which initiatives worked well this year? Why?
3. Which initiatives did not work well this year? Why?
4. What were the greatest challenges your organization faced?
5. How does your organization define 'success'?
6. Did you make progress toward any of your organization’s goals from last year? *(NOTE – we do not share your response to this question with other organizations.)*
7. What are your organization's primary goals for the coming year? *(NOTE – we do not share your response to this question with other organizations.)*
8. How, if at all, did your organization use the resources of Alumni Relations (staff, web resources, webinars, officer visits, finances, etc.) *(NOTE – we do not share your response to this question with other organizations.)*
9. How can Alumni Relations, and the Communities Team in particular, better assist your organization? *(NOTE – we do not share your response to this question with other organizations.)*

**Finances**

1. What methods have been effective in encouraging alumni to pay dues, and what were the outcomes (we raised $2,000 in dues compared to $1,200 last year; a 15% increase over last year; etc.)
2. Did your organization have success with any other type of fundraising? If so, please describe.
3. General comments about Finances and/or Dues.

**Communications**

1. If your organization has a Communications Plan or Strategy, please briefly describe it. (*NOTE –* you can also forward a copy to [alumni.relations.communities@dartmouth.edu](mailto:alumni.relations.communities@dartmouth.edu).)
2. General comments about communications.
3. If your organization has a website, what is effective about the website?
4. If your organization has used social media, how has your organization effectively used the different Social Media sites? Please provide a brief description for each Social Media platform used.
5. What is most effective about the print newsletter(s)?
6. What is most effective about the electronic newsletter(s)?
7. Comments about email communications.

**Admissions and Student Support**

1. In general, what successes and challenges did your organization experience related to supporting the admissions process? *(NOTE – we do not share your response to this question with other organizations.)*
2. If your organization hosted an interview day, please briefly describe.
3. If your organization hosted an April admitted student event, please briefly describe.
4. If your organization hosted a summer send off, please briefly describe.
5. If your organization raises scholarship funds:
   1. What methods were used to raise scholarship funds?
   2. How does your organization connect with scholarship students throughout the year?
6. Did your organization support students (or prospective students) in any other way? If 'yes' please describe.

**Programming**

**General Overview**

1. For organizations that have an events chair or events committee (or both): Briefly describe how the events chair and/or events committee function.
2. What are the primary challenges that your organization faces in planning events and programs?
3. What suggestions does your organization have regarding effective event/program planning and implementation?

**Note – this year, we’ve made substantial changes to the Events section of the CGAR.**

1. *Instead of one section in which an organization enters information for ALL of their events, there are six sub-sections (Admissions-related events are in the ‘Admissions and Student Support’ section):*
   1. **Dartmouth Athletics Support** (Dartmouth football viewing parties, cheering on visiting sports teams, etc.)
   2. **Community Service** (Dartmouth Day of Service, ongoing service projects, one-time service events, etc.)
   3. **Educational** (local alumnus/a speaker or alumni panel, faculty speaker, book clubs, alumni TED talks, etc.)
   4. **Professional Development** (networking, resume writing, job searching, applying to graduate school, etc.)
   5. **Social/Recreational** (hikes, bicycle rides, boat cruises, happy hours, etc.)
   6. **Traditional/College Sponsored** (holiday party, annual meetings, Alumni Relations/Dartmouth sponsored event like DOL/President visit, visiting student organization/a cappella group, etc.)
2. *Within each section, we ask you to identify the best event that your organization produced, in that genre. We then ask:*
   1. Please share general thoughts about what made this event your ‘organization’s best \_\_\_\_\_\_\_\_\_\_\_\_\_ program?’ Does the organization plan to offer it again? Would anything be done differently? Was it worth the time/finance/resource investment?
   2. Below are the six subsections, if you prefer to write out the answer for each subsection:
      1. Dartmouth Athletics Support
      2. Community Service
      3. Educational
      4. Professional Development
      5. Social/Recreational
      6. Traditional/College Sponsored
3. *Knowing that some organizations may want to share additional events, we also provide space for a few other events:*
   1. Feel free to briefly describe your organization’s other \_\_\_\_\_\_\_\_\_\_\_\_ programs that stand out.
   2. Below are the six subsections, if you prefer to write out the answer for each subsection:
      1. Dartmouth Athletics Support
      2. Community Service
      3. Educational
      4. Professional Development
      5. Social/Recreational
      6. Traditional/College Sponsored