

Dartmouth College
Office of Alumni Relations

Shared Interest Group Overview and Formation Process Guidelines

August 2, 2016

These guidelines provide an overview of the requirements for the creation of a new Shared Interest Group (SIG) and the process by which a SIG is formed. A member of the Office of Alumni Relations Communities team will guide interested alumni through the process.

I. Definition

The Dartmouth Office of Alumni Relations mission is to provide meaningful engagement opportunities for all Dartmouth Alumni to be involved with the institution and connected to each other. An important part of this mission is the existence of SIGs.

Shared Interest Groups are alumni-initiated and self-sustaining organizations of 100 or more Dartmouth alumni members who share common interests, primarily arising from their professional career experience, and a desire to associate with each other.

II. Rationale for Shared Interest Groups

- a. Support the mission of Dartmouth, which is to educate the most promising students and prepare them for a lifetime of learning and of responsible leadership, through a faculty dedicated to teaching and the creation of knowledge.
- b. To strengthen and improve connections between Dartmouth College and alumni with recognized shared interest(s), providing lifelong value to alumni through those connections.
- c. To provide opportunities for alumni with common professional and career interests to connect and network with each other.
- d. To identify and promote alumni leadership.
- e. To increase alumni participation in College sponsored events.
- f. To increase alumni participation in service to Dartmouth College, both within the SIG, as well as within other alumni structures.
- g. To engage the resources SIGs may bring to the Dartmouth community.

III. Requirements for Recognition as a Shared Interest Group

- a. Membership potential shall be large enough to sustain leadership and programs of an (inter)national organization—eligible membership base shall be generally no less than 1000 alumni. From that minimum threshold, the group must generally have 200 alumni indicate active interest via response to a staff-led survey.
- b. Plan and execute several events for the group.
- c. Write a mission statement, bylaws, and governance structure for approval by the Office of Alumni Relations.
- d. Obtain 501(c)3 status through the College, with assistance from the Office of Alumni Relations, and establish an organizational bank account.
- e. Comply with the Office of Alumni Relations [Operating Guidelines and Recommended Best Practices](#) for recognized alumni clubs, affiliated groups, and shared interest groups.

IV. Process for Formation of Shared Interest Group

- a. *Inquiry*
 - Make initial contact with the Communities department to explore SIG formation process and discuss preliminary ideas and interests.
 - Alumni Relations reviews request to determine if interests are best captured via a SIG or other alumni structure.
- b. *Exploratory*
 - Form initial working group of alumni volunteers, who will see group through formation period.
 - Work with Alumni Relations to deploy survey to explore broader alumni interest.
- c. *Formation as a provisional Shared Interest Group (approx. 1-2 years)*
 - Establish interim board to guide the group through offering events, development of membership, and creation of organizational structure.
 - Plan at least 2-4 events.
 - Develop a membership base of at least 100 Dartmouth alumni members.
 - Create mission statement and governance structure in consultation with the Office of Alumni Relations.
- d. *Formal Recognition*
 - Following the successful completion of the provisional period, request formal recognition from the Office of Alumni Relations.
 - Obtain 501c3 status under College umbrella and establish bank account for the group.

V. Initial Alumni Relations Support (of provisional SIG)

- a. Provide guidance, share best practices, and communicate Alumni Relations policy to foster the group's strong launch.
- b. Assist with identifying potential members through creation of a survey and connections with other alumni organizations.
- c. Assist with development of the provisional organization.
- d. Maintain communication with the group's leaders as they work to build a successful and enduring organization.
- e. Provide limited financial assistance, as appropriate, to support organizational efforts.

VI. Ongoing Alumni Relations Support (of formally recognized SIG)

- a. Ongoing advice and guidance for the organization's leadership.
- b. Access to the suite of available iModules tools (e.g. website, email, etc.).
- c. Training of organizational leaders through participation in Club and Group Officer Weekend (CAGOW).
- d. Provide alumni member contact information for group communication purposes.
- e. For on-campus events, offer advice and support on locations, logistics and other needs.
- f. Assist with printing arrangements for newsletters, when the group works with the Dartmouth Printing and Mailing Service.
- g. Event insurance coverage under Dartmouth College policy.

VII. Requirements for Ongoing Recognition

- a. Plan and execute at least one event per year.
- b. Submit Club & Group Annual Report (CGAR) and Financial Report to Alumni Relations.
- c. Comply with the Office of Alumni Relations [Operating Guidelines and Recommended Best Practices](#) for recognized alumni clubs, affiliated groups, and shared interest groups.
- d. Provide Alumni Relations with an annual update of association membership list.