

CAGOW 2017

CAGOW Resources: *An Important Change*

January 20, 2017

We have discontinued production of the CAGOW notebook and moved CAGOW resource offerings to the “Resources for Club and Group Volunteers” portion of the Alumni Relations website.

We made this shift because: 1) Volunteers requested electronic access to resources, in part to be more environmentally conscious; 2) Electronically posted resources are easier for leaders to share with their peers who could not attend CAGOW; and 3) Resources in the notebook were instantly static.

After CAGOW 2017, we will post presenter Power Point slides or presentations, notes from group discussions, and other materials. The Communities Department will inform all club and group leaders, including those who did not attend CAGOW, when the page is updated with additional CAGOW resources.

Please share your feedback on this change via the CAGOW 2017 post-event survey.

FIND AT: Alumni.Dartmouth.edu → [Serve](#) → [Volunteer Resources](#) → [Club and Group Volunteers](#)

[CAGOW 2017](#) will be held in Hanover on January 20-22.



CAGOW 2017 Resources

Additional resources such as presenter power points and notes from group discussions will be posted after CAGOW. The Communities Department will inform all club and group volunteers, including those who did not attend CAGOW, when this page is updated with additional CAGOW resources.

- [Club/Group Activity Report \(CGAR\) Summary FY16](#)
- [Friday Classes Open to CAGOW Delegates](#)
- [CAGOW 2017 Speaker Bios](#)
- [Operating Guidelines and Best Practices](#)
- [CGAR Summaries and Best Practices](#)
Updated summary for FY16 will be available following CAGOW 2017
- [Tips for an Effective Board Meeting](#)
- [Succession Planning](#)
- [Maximizing Local Resources in Program](#)

ADDITIONAL RESOURCES

Critical Information

General Information

Communications and Webmaster Tools

Reporting and Financial Information

Event Planning

Archived Webinars

Critical Information

- [2016-2017 Operating Guidelines and Recommended Best Practices](#)
- [Communities Team and Alumni Clubs Infrastructure](#)
- [Club Leadership Structure and Duties of Executive Officers](#)

General Information

- [Managing Club Databases](#)
- [General Club Annual Calendar](#)
- [Club Mailing Services](#)
- [Dartmouth Speakers Services](#)
- [Dartmouth Speaker Request Form](#)
- [Book Award Program](#)
- [Alumni Council Representation](#)
- [Club Endowed Scholarship Fund for Students](#)
- [Ivy Plus Peer Resources](#)
- [How to Form a Shared Interest Group](#)

Communications and Webmaster Tools

- [Club Mailing Services](#)
- [Club Newsletter Subsidies](#)
- [Communication Tips](#)
- [Class Reunion Survey Example](#)
- [Club Members Survey Example](#)
- [Webmaster Resources](#)
- [Volunteer Information Access Policy](#)

Reporting and Financial Information

- [Tax Filing Instructions from Dartmouth - FY16](#)
- [Tax Filing 990-EZ Instructions - FY16](#)
- [Tax Filing 990-EZ Sample - FY16](#)
- [Tax Filing Dartmouth Organization Financial Report Sample - FY16](#)
- [Organization Finance Report - FY16](#)
- [Organization Finance Report Sample - FY16](#)
- [Organization Finance Report Instructions - FY16](#)
- [CGAR FY16 Instructions](#)
- [CGAR Web Form](#) (login required)
- [CGAR Summaries and Best Practices](#)
- [Square - Mobile App Payment Tool](#)
- [Alumni Organizations Liability Insurance Overview](#)
- [Alumni Organizations Insurance Q&A](#)

Event Planning

[Event Planning](#)

[Dartmouth Athletics Away Game Schedule: 2/18/17 – 6/14/17](#)

WITHIN THE “EVENT PLANNING” LINK ARE THESE RESOURCES

-  [Event Planning Toolkit](#)
-  [Career Event Planning Guide](#)
-  [Event Examples](#)
-  [Dartmouth Speakers and Performing Groups](#)

Event Planning Toolkit

- [Event Checklist](#)
- [Event Timeline](#)
- [Event Organizer's Worksheet](#)
- [Event Announcement Suggestions](#)
- [Sample Event Budget Worksheet](#)
- [Venue Selection](#)
- [Catering](#)
- [Registration](#)
- [Supplies](#)
- [Audio / Visual Planning](#)
- [Program Hints](#)
- [Ideas](#)
- [Namebadge Instructions](#)
- [Post-Event Report Form](#)

“EVENT PLANNING” RESOURCES CONTINUED

Career Event Planning Guide

- [Alumni Career Planning Guide](#)
- [Alumni Career Programming Timeline](#)
- [Career Resources for Alumni](#)

Event Examples

- [Club Hike Sample Timeline](#)
- [Sporting Event Sample Timeline](#)
- [Summer Picnic Sample Timeline](#)

Dartmouth Speakers and Performing Groups

- [Dartmouth Speaker Services](#)
- [Dartmouth Speaker Request Form](#)
- [Dartmouth Student Performing Groups](#)
- [Dartmouth Student Organizations and Alumni Clubs](#)



RECORDINGS OF PAST WEBINARS.

Archived Webinars

[Preparing Your Class, Club, or Group Tax Return](#)

[State of Alumni Relations 2015](#)

[Effective Survey Design - Part 1](#)

[Fall 2014 New Leader Orientation](#)

[State of Alumni Relations](#)

[Financial Best Practices](#)

[Putting the Dartmouth Network to Work for You](#)

[Getting the Class or Club Communications Mix Right](#)