

Dartmouth College Student Group Interaction with Alumni Clubs

For many years, student groups such as a cappella groups and the Gospel Choir have gone "on tour" to various alumni clubs around the world. This is a wonderful tradition, which both the undergraduates and the alumni appreciate very much. To preserve and enhance this tradition, these helpful guidelines and suggestions have been established.

CONNECTING WITH ALUMNI CLUBS

The best way to determine if a city or region has an active alumni club is to refer to the Alumni Relations website for a [list of regional alumni clubs](#). Student groups are allowed and encouraged to contact alumni clubs directly. The contact information for each club is located on the individual club websites, which are found via the aforementioned link.

Students contacting clubs must copy the Alumni Relations Communities Office on the initial communication with a club by using the following email address: alumni.relations.communities@dartmouth.edu.

The key to communicating with alumni clubs is to start as early as possible and remain in touch consistently throughout the planning process and actual event. Unlike events on campus, the events organized by our clubs – especially those that involve student organizations - often take months to plan; particularly as our alumni club volunteers have busy professional and personal lives.

FUNDING REQUESTS

Tours are expensive, especially for trips across the country or abroad. Often, Alumni Relations is approached by COSO-recognized groups and other student organizations for funding. This section clarifies where student groups may find funding sources.

- Students and student groups are NOT allowed to solicit funding from individual alumni directly. If the organization has a pre-existing "Friends" group, solicitations can be made through those groups but only by following protocol established for "Friends" groups.
- Alumni Relations does not have funding for student groups to support tours, specific projects, or programs. Students and student organizations seeking financial support will be redirected to their supervising/recognizing department (e.g. Collis/COSO, Hopkins Center/Ensembles) and most follow their processes. COSO-recognized groups, for example, should apply to COSO directly through the [COSO funding process](#). COSO-recognized groups may also find [COSO fundraising guidelines](#) beneficial.

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- Some individual alumni clubs have resources that may be offered, but club support should not be assumed. Financial resources and alumni club priorities vary greatly.

ACTUAL INTERFACE WITH ALUMNI CLUBS

Over the years, situations and problems have arisen when student groups have been on tour. These situations could have been prevented with preparation, effective communication with alumni organizations, common sense, and respect for alumni. Student organizations, their advisors and sponsoring departments should follow the suggestions below to ensure that their experience, and the alumni experience, are as pleasant and as hassle-free as possible. Remember, your group is representing Dartmouth and your members also represent your organization. How your group interacts with alumni organizations today impacts future tours for all organizations and possible funding.

- **Start the planning EARLY.** Alumni Relations encourages clubs to start planning events no less than 12 weeks in advance. Student organizations should begin planning events involving alumni clubs no less than two terms ahead. For example, winter break tour planning should start no at the beginning of the preceding summer term and spring break tour planning should start at the beginning of the preceding fall term. This means, decide six months in advance where and when you are going and what clubs you hope to include on your itinerary.
- **Constant and clear communications is vital!**
 - a. Establish one person in the student group to be the contact with the club(s).
 - b. Find out from the clubs who their contact will be for your visit and exchange contact emails and cell phone numbers. Not all alumni communicate via text. Identify how each contact prefers to be communicated with; some alumni prefer phone, others email, and others text. Because of the diversity of our alumni body, the preferred method of communication can vary widely.
 - c. Be in touch often with your alumni contact. If you're going to be late due to car trouble, traffic, etc., let them know.
 - d. Several days before your organization leaves campus, confirm all critical details in writing with the sponsoring alumni club: date, time, payments, housing arrangements, etc.
- **Be professional.** If the concert has been scheduled to start at 7 pm, that's the time it should start. The alumni have advertised the concert/visit for the prearranged time and it is extremely difficult to change the time, especially if a non-residential venue is being used. The alumni have very busy family lives and careers and are unable to shift plans as easily as students on break.

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- **Housing Requests.** Often clubs will arrange for students to stay at the homes of alumni when on tour to reduce expenses. If that is a need for your organization, please inform your club contact of that as soon as possible with an accurate number of students to be housed. If it is a coed organization, a breakdown by gender would also be helpful. Changes in lodging needs should be communicated to the club contact as soon as known.
- **Respect your hosts.** If you are staying at the homes of alumni, remember that the alumni have spent time and effort in preparing for your visit. Common sense would dictate not to stay out late or find another place to stay at the last minute, not to return intoxicated and to be appreciative. It is a privilege to be hosted by an alumnus/a, not a right.
- **Post-Tour.** Send the club contact and all lodging hosts thank you emails or hand-written cards. It will be much appreciated and not forgotten.

QUESTIONS

Questions regarding the etiquette and logistics of contacting alumni clubs should be directed to the associate director for regional communities in the Office of Alumni Relations, at 603-646-3497.

Questions regarding COSO guidelines and fundraising should be directed to the director of student activities, at 603-646-3399.