VILLANOVA UNIVERSITY
Alumni Association

VUAA CHARTERED
ORGANIZATIONS GUIDEBOOK

FALL 2016 EDITION
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Founded in 1875, the Villanova University Alumni Association (VUAA) builds a lifelong relationship between the University and its alumni, parents, students and friends. As an integral part of the Villanova community, VUAA supports the University’s mission of excellence and the Augustinian principles of *Veritas, Unitas, Caritas*—Truth, Unity, and Love.
MISSION

The Villanova University Alumni Association ignites change by engaging alumni, parents, students and friends in fulfilling the University mission. Alumni Association volunteers and programs build community and inspire generosity to secure Villanova’s future.

OFFICE OF ALUMNI RELATIONS

As part of University Advancement, the Office of Alumni Relations (AR) manages VUAA organizations, programs, services and special events for more than 119,000 alumni worldwide. In addition to managing volunteer organizations, the Office of Alumni Relations coordinates Reunion, Homecoming, Volunteer Leaders Conference, Leadership Summit, student engagement activities, alumni travel programs, professional development opportunities, and much more. Complete details can be found on our website, alumni.villanova.edu.

VUAA BOARD OF DIRECTORS

The VUAA Board of Directors establishes VUAA’s strategic direction and creates policies that govern the activity of VUAA and its chartered organizations. The VUAA Board is comprised of 15–20 alumni members elected to a three-year term, and may serve a second consecutive three-year term.

VUAA CHARTERED ORGANIZATIONS

VUAA chartered organizations (including regional clubs and professional/interest-based affinity groups) operate under VUAA and are eligible to participate in its programs and use its registered trademarks. The purpose of such organizations is to:

• Promote the mission of the University in a positive and accurate manner;
• Strive to engage alumni, parents, students and friends in the mission of the University;
• Create opportunities for diverse Villanovans to participate in organization activities;
• Maintain a high degree of visibility for Villanova in their respective communities.

NOVA PLATFORM

All activity conducted by the Alumni Association is based on the principles laid out by the NOVA Platform, which was developed by the VUAA Board of Directors in partnership with the Office of Alumni Relations. This platform offers strategic direction for the VUAA under the NOVA acronym:

• Network—Connecting Villanovans professionally and personally
• One Villanova—Create the shared connection
• Value of Villanova—Cultivate time, talent and treasure
• Always a Wildcat—Connect through passion points

“The degree to which you are concerned for the common good rather than for your own, is the criterion by which you can judge how much progress you have made.”

— St. Augustine
VILLANOVA UNIVERSITY
Alumni Association

VUAA CHARTERED ORGANIZATIONS
GETTING STARTED

Interested groups may apply for chartered organization status upon the completion of the following steps:

• Submit Chartered Organization Application Form (see Appendix).
• Conduct an introductory conversation with the appropriate AR staff liaison to determine organization status and support based on population size.
  • For Regional Organizations, we require having at least 200 alumni, parents and friends in your region.
  • For Affinity Groups, we require at least 200 alumni, parents and friends associated with your affiliated organization/program.
  • Interested groups with a population of less than 200 alumni, parents and friends will be able to receive limited support from the Office of Alumni Relations, but will not be able to obtain chartered organization status.
• Identify a minimum of four (4) Leadership Council members and their roles in the organization.
• Agree to abide by the VUAA’s Purpose and Principles of Practice (see Appendix).
• Review and sign a Confidentiality Agreement for Volunteers (see Appendix) This is necessary before we release contact information of Villanova alumni, parents and friends in your region/affinity group.
• Create a 12–18 month plan of events to engage alumni, parents, and friends of Villanova.

ALUMNI RELATIONS SUPPORT

Upon completion of the review and approval process, Chartered Organizations are formally recognized to operate endorsed Alumni Association programs. Each organization is assigned an AR staff liaison and will receive the following assistance from the Office of Alumni Relations:

• Strategic planning, providing ideas for best practices and event calendar planning.
• Marketing on our website, alumni.villanova.edu, and communication channels including broadcast emails, Regional e-News, and social media posts.
• Website and social media account creation and support.
• Online event registration, collection of registration fees, and maintenance of attendee lists.
• Use of official Villanova University logos and branding.
• Villanova branded business cards with general organization contact information and relevant links.
• Lists of alumni and current parents in your area (available upon request with at least two weeks’ notice and can be tailored according to specific criteria).
• Villanova branded supplies – nametags, napkins, table décor, and other Villanova branded items (available upon request).

In return, we ask that your organization:

• Work with the staff liaison, who will serve as a single point of contact for your organization with the University (especially important when planning events with the University).
• Engage alumni, parents, students, and friends through a variety of activities.
• Follow event planning and approval guidelines, especially in regard to event contracts, venues, caterers, alcohol, transportation, etc. (in compliance with the University Office of Insurance & Risk Management).
• Use our online tool for event registration and the collection of any associated fees and costs (dues-paying organizations are prohibited).
• Use our email tool and communication channels to share messages with targeted audience.
• Use only Villanova approved logos and branding.
• Promote Villanova University by conducting all related business in line with Augustinian values.
• Support Villanova University by philanthropically investing in its future (It is especially important for organization leaders to set an example in this area).
• Conduct an Annual Review including a leadership inventory, financial review, and the creation of a 12–18 month calendar of events to be shared with our office (see Appendix).

FINANCES

It is important to note that each VUAA chartered organization has an obligation to remain financially self-sustaining. Events and activities of the organization should be self-supporting with no cost to the University.

• **University-Issued Account**—The Office of Alumni Relations will manage finances for the organization through a university-issued and administered account. This account can be used for scholarship and/or operational funds. Money awarded/donated to the organization each year will be deposited to this fund and will roll-over each fiscal year (ending May 31).

• **Liability for Debts**—Villanova University, Villanova University Alumni Association, nor the Board of Directors, jointly or individually, shall be responsible for any liabilities or debts incurred by any organization.

• **Indemnification**—Every volunteer working under the auspices of Villanova University and the Villanova University Alumni Association is covered by the University’s general liability insurance, provided that their actions are coordinated with and approved by the Office of Alumni Relations.

• **Sales Tax Exemption**—Villanova University has sales tax exemption only in certain states. If applicable, VUAA will provide this information to any vendor when requested to do so by an organization.

ANNUAL REVIEW

At the end of each fiscal year, all organizations are required to complete an Annual Review, which summarizes activities for the past year, including leadership transition, attendance figures and a financial summary (see Appendix). The Annual Review is due to the Office of Alumni Relations by June 30 each year.

Based on the annual review, the Office of Alumni Relations will determine the success of each chartered organization and whether it should remain in operation. We will use the following criteria:

1) Did the organization conduct events/activity for their respective audience?
   a. For Regional Clubs, conduct six or more events with a combination of community service, networking and social events (no more than half of the events can be game watches).
   b. For Affinity Groups, conduct at least three programs to engage constituents.
2) Did the organization abide by the VUAA Purpose and Principles of Practice?
3) Did the organization leadership have consistent communications with its staff liaison in the Office of Alumni Relations?
4) Did the organization utilize its website and social media outlets appropriately?
5) Did the organization create a 12-18 month calendar of events for the upcoming year?
Each VUAA chartered organization is asked to develop and maintain a Leadership Council comprised of Villanova alumni, parents and friends. This group of four or more volunteers will plan and manage the activity of the organization.

All volunteer leaders are expected to meet the following minimum criteria:

- Be a graduate, parent or friend of Villanova University
- Demonstrate commitment to the University and Alumni Association mission
- Exhibit strong leadership qualities
- Dedicate sufficient time and resources to manage activities successfully
- Generously support the Annual Fund each year
- Be registered members of the VUAA Online Community

LEADERSHIP POSITIONS

Leadership Council positions that should always be filled are the roles of President/Co-President, Vice President/President-Elect and Marketing Chair. The remaining position to fulfill the minimum number of Leadership Council members should be selected based upon the organization’s needs and priorities, whether they be event-based (Game Watch Chair, Day of Service Chair, Scholarship Event Chair, etc.) or initiative-based (Social Media Coordinator, Campaign Communication Ambassador, Alumni Recruitment Network Coordinator, etc.).

Depending upon the size of the organization and number of volunteers involved, the organization may decide to develop a larger Leadership Council with sub-committees. Your AR staff liaison will work with your organization to determine the appropriate leadership structure. Suggested positions descriptions are found in the Appendix.

LEADERSHIP RESOURCES

The Office of Alumni Relations offers various resources for organizations to help share knowledge with other volunteer leaders, board members and staff within the Alumni Association. We encourage organization leaders to take advantage of these resources throughout the year:

Annual Planning Meeting

An opportunity to meet annually with your AR staff liaison outside of VLC to discuss organizational successes, challenges and opportunities. Meetings are typically held during the summer.

SMART Cats

The Subject Matter Alumni Resource Team (SMART Cats) is comprised of valued volunteers who have demonstrated great skill, ability and expertise in a particular program, area or volunteer group. These volunteers are expected to be the primary consultants for all national VUAA organizations who need assistance in creating or building an organizational area under the Alumni Relations purview. See Appendix for full details.

Volunteer Interest Form

Online form for alumni, parents and friends who are interested in getting involved with the Alumni Association. If volunteer interests align with your organization, your AR staff liaison will provide contact information and connect you with potential volunteers.

Volunteer Leaders Conference (VLC)

Hosted during Homecoming weekend each year, VLC is an invitation only opportunity for VUAA leaders (Affinity, Board, Regional and Reunion) to engage with University and volunteer leadership in strategic and meaningful ways through a day of planning, learning and collaboration.
Volunteer Resource Center

Located under the “Volunteer Groups” section of the VUAA website, the Volunteer Resource Center is your one-stop shop for all current and new resources, helpful links and tools developed by the Office of Alumni Relations.

Volunteer Webinar Series

Provides an extension of the learning opportunities available at VLC, focused on best practices pertaining to specific types of events and initiatives run by VUAA organizations. Volunteer leaders are asked to present and share their best practices.

VUAA Volunteer Leaders Facebook Group

Online community reserved for current volunteer leaders and staff as a gathering place for information sharing and learning.

LEADERSHIP TRANSITION

In order to cultivate new leadership and relationships, the Alumni Association recommends all chartered organizations transition volunteer leadership on a regular basis. It is recommended that organizations set term limits for leadership positions of three (3) years, and that leadership transitions occur the first weekend in May, in alignment with the Villanova University Alumni Association (VUAA) Board. Presidential election will be a collaborative process between the organization, VUAA Board, regional volunteers, and the Advancement Office.

The Leadership Council, with the exception of President/President Elect, is chosen by members of the organization. As for President/President-Elect, organizations may engage in one of two leadership transition models depending on size:

Advisory Committee Model

A traditional Presidential Election cycle occurs every three (3) years. The election is for the President-Elect, who will assume the role of President after the current President’s term concludes. The cycle will produce a continual loop of Presidents-Elect who will work closely with the current President in preparation for their own term. To buttress leadership transition and continuity, the President Emeritus will serve as an advisor to the organization for one (1) year following their term.

Selection Process: The President/President Elect is elected by an Advisory Committee consisting of: Chair (VUAA Board of Directors member), Vice Chair (Outgoing President, unless running for a new term), Secretary (President-appointed representative), Advisor (Prominent volunteer from VUAA, such as a SMART Cat), University Advancement Representative (Alumni Relations or Regional Office staff member). This committee will:

1. Conduct an introductory conference call to discuss the goals of the selection process, and discuss their candidates for President-Elect
2. Contact candidates and ask them to submit a formal application
3. Meet to review applications and select finalists
4. Interview finalists
5. Gather to select the next President-Elect

Open-Elections Model

For organizations that do not have a large pool of volunteers and formalized structure, open elections may be the better option. Unlike the Advisory Committee Model, there is no standard progression in the leadership track. It is suggested that when a volunteer leader completes her/his term, that the leader remain on the board as an advisor. This provides an additional voice of experience, while allowing new volunteers a leadership opportunity.
VUAA Organizations are asked to develop an annual calendar of events to help both volunteers and University staff better understand the activity going on within a given year. Since the number of Alumni Relations staff members and University resources is limited, the creation of these annual calendars is crucial to assuring the University’s full support of programs and activities for all organizations.

When planning an event off campus, there are many things to keep in mind. The Off Campus Event Checklist is provided as a guide to help in the planning of a successful event (see Appendix).

**REGISTRATION YOUR EVENT WITH VUAA**

All VUAA organization events must be approved by the University before any marketing for the event begins. The first step to getting event approval is for the organization to submit an Event Proposal Form (EPF), an electronic form that can be accessed via the Volunteer Resources page of the VUAA website.

When registering an event, you will be asked the following details:
- Organization name
- Event type
- Event name
- Event date
- Start and end times
- Location, location telephone number, location website (if available)
- Directions (if available)
- Parking information (if any)
- Event details
- Price to attend?
- If yes, pricing
- Expected attendance, Maximum attendance
- RSVP by date
- Supplies needed (if any)
- Event coordinator name, class year, email, telephone number
- Contact information to list on website

In order to assure proper time for event marketing, preparation, and support from the University, EPFs must be submitted:
- At least 8 months in advance for: scholarship fundraising events and large-scale networking events
- At least 12 weeks in advance for: all other events—service, social, sporting, etc.
- EPFs do NOT need to be submitted for VU Athletics game watches (football, basketball, etc.)—just submit these details directly to your AR staff liaison.

**EVENT APPROVAL**

Please allow 7–10 business days for the event to be reviewed by University Advancement leadership. Your AR staff liaison will contact you should there be any questions or concerns about your event details prior to approval. Once approved, your liaison will reach out with next steps for event preparation and marketing. Any contracts associated with event vendors (venue, caterers, alcohol, transportation, etc.) must be reviewed and signed off by the university before moving forward with the event. If you plan to charge guests a fee to attend this event, please make sure to prepare a Budget Worksheet (see Appendix).
Reasons why an event may not be supported by VUAA:

- Event is not submitted by the necessary deadline.
- Date conflicts with another event on the University/VUAA calendar.
- Event does not coincide with University/VUAA mission.
- Associated event contracts are not submitted with sufficient time for review, edits and approval.

APPROVED EVENTS—NEXT STEPS CHECKLIST

**Before the Event**

- Event contract/s reviewed, edited, approved and signed by University (if applicable).
- AR staff liaison helps secure high-profile guest speakers (University/Alumni/Parent etc.) (if applicable).
- AR staff liaison pays event deposit (if applicable).
- Online registration page created by the Office of Alumni Relations.
- VUAA sends email invitation to targeted alumni, parents and friends and schedules follow-up email reminders, as needed.
- Volunteer coordinator schedules social media post and reminders through organization channels.
- AR staff liaison provides timely RSVP reports to the volunteer coordinator, as needed.
- Volunteer coordinator communicates event supplies needs to AR staff liaison.
- Volunteer coordinator determines on-site volunteer needs and recruits volunteers for event support.

**During the Event**

- Volunteer coordinator and assigned volunteers arrive early to venue for setup.
- Volunteer coordinator keeps accurate attendance, including any walk-ups or no-shows.
- Volunteer coordinator and assigned volunteers stay late for necessary cleanup.

**After the Event**

- Volunteer coordinator provides final attendee list to AR staff liaison for tracking and gift credit.
- If any on-site registration money collected, send to AR staff liaison to deposit into account.
- Volunteer coordinator works with AR staff liaison to reconcile event budget—income, expenses, revenue.
- AR staff liaison transfers proceeds from the event to organization account (if applicable).
- Volunteer coordinator submits Reimbursement Request/Gift In Kind forms along with itemized receipts to AR staff liaison, if applicable (note: reimbursement checks may take 4–6 weeks to process once proper documentation is submitted).

**CONTRACTS**

When planning your off-campus event, there are typically contracts that are provided by the venue, caterer, entertainer, etc. All contracts for your registered event need to be sent to VUAA as soon as they are received for review prior to being signed. A contract can be in the form of an agreement, invoice, menu, etc. that lists terms and conditions.

Please note that the requirements listed below are not required for events such as sports games where the group purchases ticket blocks or discount tickets (e.g. Villanova Night at the Stadium: Giants vs. Dodgers) or networking events with a cash bar (e.g. Charlotte Club Alumni Panel Discussion and Networking Event).
**Venues**

Depending on your event, the venue may or may not provide a contract. If the venue provides a contract, Villanova’s Risk Management in partnership with University Advancement will review and add Villanova’s requirements, including insurance requirements.

If your venue will be serving food and/or alcohol and did not provide a contract or any documentation that lists terms and conditions, the Villanova University Insurance and Indemnification Statement for Caterers- Off Campus (see Appendix) needs to be secured from the venue. If your venue did not provide a contract and will not be serving food and/or alcohol, nothing additional is required from the venue.

**Caterers**

Caterers will typically send a contract or other document listing terms and conditions. When VUAA receives the contract from you, it will be reviewed to add Villanova’s requirements, including insurance requirements.

If your caterer did not provide a contract or any documentation that lists terms and conditions, the Villanova University Insurance and Indemnification Statement for Caterers- Off Campus needs to be secured from the caterer.

**Alcohol**

Although state liquor laws vary greatly, all events involving the sale of alcohol are required to have a liquor license or permit. The sale of alcohol includes, but is not limited to, the group/attendees paying for alcohol consumed at the event, charging attendees a price to attend the event, asking attendees for monetary donations (for Villanova or any third party) to attend the event even if the donation is not required to attend. The liquor license/permit will be held by the entity serving alcohol, either the venue or caterer.

You must notify VUAA if you are having a Bring Your Own (BYO) event or an event where an individual not affiliated with the venue or caterer is providing/serving alcohol when you register your event as there are additional considerations for these events.

**Transportation**

If you will be providing transportation through a privately owned car, bus, or motor coach company for your event, the name of the transportation company and its US DOT number (which can be provided by the transportation company) needs to be provided to VUAA. Villanova will need to research the company’s safety rating in order to determine if the company meets Villanova’s Transportation Requirements (see Appendix). Once the review is complete and the company meets Villanova’s requirements, the company will need to provide a signed Transportation Rider (see Appendix) and an insurance certificate evidencing the requirements on the Rider. In addition, attendees may be required to sign a waiver.
HIGH-PROFILE UNIVERSITY SPEAKERS FOR EVENTS

Oftentimes VUAA organizations request the University President or other high-profile University staff, faculty, alumni or parents to attend events as special guests. In regards to the University President, due to his demanding travel schedule, we are unable to guarantee his attendance at events; however we will work with you to find an alternative University representative to attend as a guest.

Organizations must work with the Office of Alumni Relations to secure all University guests. Volunteers should not contact the Office of the President directly for his availability.

REQUESTING VU SUPPLIES—GIVEAWAYS & DECOR

VUAA is able to provide an established set of VU-branded giveaways and décor for events. Specific giveaway/décor items may be requested by the organization on the EPF, however the items may be out of stock at the time the request is submitted. If this is the case, the AR staff liaison will work with the organization to secure the appropriate items.

Printed VUAA-branded name badges will be provided by the AR office for all formal networking and scholarship events. All other events, we will provide stick-on nametags and sharpies.

VU/VUAA PARTNER EVENTS

While certain initiatives housed under VUAA are primarily organized by the Office of Alumni Relations, we will often ask VUAA Organizations to partner with us to assist with marketing and outreach efforts for the event if based in their region or planned for their affinity group in mind.

Examples of these types of events are:

• **New Student Sendoffs**—partnership between the Alumni Association, University Advancement and regional clubs/volunteers. Hosts are selected and communicated with by the Office of Alumni Relations in consultation with volunteer leaders and university partners. Clubs are strongly encouraged, but not required, to assist with event promotion and attendance.

• **Football/Basketball Pre-Game Meetups and Events**—organized by the Office of Alumni Relations and Villanova Athletic Fund in consultation with volunteer leaders; Club is encouraged to assist with event promotion and attendance.

• **Regional Office Events (Campaign Launch, Navigating the Admission Process, etc.)**—organized by University Advancement Regional Office; Clubs are encouraged to assist with event promotion and attendance.

SCHOLARSHIP FUNDRAISING EVENTS

VUAA Organizations partaking in the scholarship program are tasked with hosting an annual fundraising event that raises significant dollars for their designated Scholarship Fund, which is established and managed through the Office of Alumni Relations. The goal of these events is to raise significant scholarship funds, provide a unique Villanova Experience, and strengthen the network of alumni, parents and friends.
In order to receive University support, participating organizations must read through and abide by the guidelines outlined in our separate Scholarship Fundraising Event Guidebook (located on the Volunteer Resources page of the VUAA website). Scholarship fundraising events are a large investment of time and resources from both the organization and University, and these guidelines help to clarify and streamline the process for all. Should you have any questions or want to discuss the opportunity of scholarship events, please contact your AR staff liaison.

**Sample Planning Calendar: June 1-May 31**

**Activity Schedule**

- June: Leadership Council Annual Planning Meeting
- June-July: Baseball outing
- Mid-July–Early August: New Student Sendoff (in partnership with University Advancement)
- September: St. Thomas of Villanova Day of Service event
- October-November: Fall networking event
- November-March: Basketball game watches (weekends are best)
- December: Christmas social
- January: MLK Day of Service event
- April-May: Spring networking event

**Scheduling Conflicts to Avoid**

Be aware of important university and community events, as well as national/religious holidays when planning your calendar of events (university event dates available on the Academic Calendar):

- New Student Orientation—late August
- Parents Weekend—mid/late September
- Homecoming—late October/early November
- Thanksgiving Week
- Christmas Break—mid-December thru New Year’s Eve
- Easter Week
- Commencement—mid-May
- Reunion—early June
EVENT COMMUNICATION PLANS

Once an event is approved, University Communication will develop a communication plan for the event to effectively promote the event across multiple channels and to support your efforts to drive attendance. Please note this activity is based on the type of event, when it was submitted (time between initiation and event date), and the University/VUAA’s current email/print schedules.

The plan will include approximate send dates for:

- **Email communication**—save the date, stand-alone invitation, reminder(s), Regional e-newsletter, calendar link from NovaNotes, post-event follow-up (if applicable)
- **VUAA social media**—while we do not promote individual events on our social media sites, we will group similar events for marketing (i.e. game watches, scholarship events, Christmas parties, etc.)
- **Print communication**—reserved for scholarship events, unless the organization wishes to pay for the cost of print and mailing.

WEBSITES

VUAA chartered organizations may opt-in to have their own webpage housed on the VUAA web portal to list upcoming events. Leadership Council member information, social media links, photos, etc. A branded image with the organization name will be displayed at the top of the page and a unique URL will be created for easy navigation (see alumni.villanova.edu/houston for example). The webpage content is managed by VUAA staff and student interns. Volunteer leaders should contact their AR staff liaison with any updates they would like to make to the site.

SOCIAL MEDIA ACCOUNTS

The Alumni Association recognizes the need for a strong social media presence based upon the growing use of social media by Villanova University constituents on platforms such as Facebook, Twitter, LinkedIn and Instagram. As such, we encourage VUAA organizations to create social media accounts and build enriching relationships with individuals who have a connection to the organization.

The Office of University Communication has devised a social media strategy for Villanova, which we extend to our affiliated VUAA chartered organizations. Working in concert, the strategy and policy will ensure that communications on behalf of the University occurring on official Villanova social media accounts represent the institution’s best interests, serve to heighten public awareness and engender goodwill.

See Appendix for Social Media Guidelines & Best Practices. Contact your AR staff liaison if your organization is interested in launching a new social media platform.

CONTACT LISTS

VUAA organizations may request a list of contact information for alumni, parents and friends within their geographic/affinity parameters. Volunteers must sign a Confidentiality Agreement before receiving any information and contact lists should never be used or shared for personal projects. Files will be sent by your AR staff liaison using a secure file-sharing website and should never be sent as an email attachment, in order to maintain confidentiality of personal information. If a volunteer wishes to share the list with another Leadership Council member, please contact your AR staff liaison to obtain a link to download.
The contact list will include:

- Name
- Class Year
- Type (Alumni, Parent or Friend)
- College/School (excluding Law)
- Exclusions (Do Not Call, Mail, Email or Contact)
- Preferred Email
- Primary Phone Number
- Address, City, State & Zip
- Employer & Position

Note that the data we provide is only as good as the information alumni, parents and friends want to provide Villanova University. Please send any email bounce-backs, bad phone numbers or address changes to your AR staff liaison for correction.

**STUDENT OUTREACH**

VUAA organizations may request to have their events promoted to current students from their marketplace for events that take place during University-approved breaks (Fall, Christmas, Spring, and Summer). Events that provide alcohol are not encouraged and prohibited when current students under the age of 21 are present. Student contact information must remain confidential, therefore emails will be sent through the VUAA email tool. Please contact your AR staff liaison to coordinate communication.
PHILANTHROPY
Our goal is that all VUAA chartered organizations and their leaders support the University philanthropically each year. Through the VUAA Scholarship Program and other fundraising initiatives, VUAA organizations have the opportunity to play a significant role in encouraging philanthropic support from alumni, parents and friends and helping Villanova University achieve its alumni participation goal each year.

**VUAA Scholarship Program**

The VUAA Scholarship Program has been in existence for over 20 years. Since its inception, the program has awarded more than $500,000 to Villanova students from across the country. This program provides chartered organizations of the Alumni Association with a means to award scholarships to current students at Villanova University. The funds used for scholarship are raised through organization-sponsored scholarship events and managed by the Office of Alumni Relations. Complete details can be found in the Appendix under Scholarship Program Policies & Best Practices.

The establishment of a scholarship and the creation of any type of scholarship event must be approved by the Office of Alumni Relations. Contact your AR staff liaison for details.

**WHY GIVE TO VILLANOVA?**

Making an investment in your University will ensure that Villanova continues to graduate young adults capable of igniting change wherever life takes them. Gifts to Villanova:

- Support University faculty and administrators who share a commitment to students’ potential for learning, growth, and development at Villanova and beyond.
- Enhance student life activities that focus on engaging students in the life of the community and forging strong social connections among students, faculty, and staff.
- Provide financial assistance and offer opportunities for more students to experience a challenging and transformational education.

Investing in Villanova at this critical point in its history will guarantee that future generations of young people will know what it means to live, learn and grow at a university ever mindful of its commitment to building on the traditions it cherishes most—faith, learning, and community.
WAYS TO GIVE

Gifts of cash are the easiest and most direct way to give to Villanova University and are fully tax deductible to the extent allowed by law. This is the manner in which most alumni, parents and friends invest in Villanova’s future. Please consider giving a gift to the University’s Annual Fund through one of the following:

Online
Make a gift now through the University’s secure online gift form, villanova.edu/makeagift.

By Phone
Call 1-800-486-5244 to make a gift using your credit card. Office hours are Monday through Friday, 9 a.m. to 5 p.m. EST.

By Mail
Click to print a gift form. After completing the form, please mail to:
Development
Villanova University
800 Lancaster Avenue
Villanova, PA 19085

Phonathon
Throughout the year, dedicated Villanova students call alumni and parents to secure their support to the University. Pledges made through the phonathon program can be designated to any area of the University. For more information on how to receive a call from a student, please contact the Annual Fund at theannualfund@villanova.edu or 1-800-486-5244.

Other
• Make a gift of stock (for more details call 1-800-486-5244).
• Check with your company to see if they will match your gift.
• Contact the Annual Fund Office regarding multi-year commitments (theannualfund@villanova.edu).
• Contact the Planned Giving Office regarding planned gifts and estate planning (plannedgiving@villanova.edu)
VILLANOVA UNIVERSITY
Alumni Association

VOLUNTEER RECOGNITION
Each year, the Alumni Association celebrates the valuable contributions that volunteers make to VUAA and the University community. This includes alumni, parents, students and friends who have made exceptional efforts for a specific organization or initiative, as well as those who have made volunteering for Villanova a central part of their lives. Their commitment sets a standard for service and provides inspiration to other volunteer leaders.

**VUAA VOLUNTEER AWARDS**

The Alumni Association’s volunteer awards recognize outstanding accomplishment and service to the Alumni Association and Villanova University. All VUAA chartered organizations and volunteer leaders are eligible for awards, which are presented at the annual Volunteer Leaders Conference.

If you would like to nominate your organization and/or volunteers for an award, please fill out the VUAA Volunteer Awards Nomination Form (see Appendix)—one nomination per form.

**Creative Achievement Award**

Presented to a VUAA chartered organization in recognition of creative program development that advances the mission of the Alumni Association and the University.

**Distinguished Service Award**

Presented to a volunteer leader who has diligently and faithfully served the Villanova University Alumni Association over an extended period of time.

**Goodwill Ambassador Award**

Presented to a volunteer leader in recognition of significant achievement in the recruitment of future Villanova students and involvement of alumni, parents, current students and friends.

**Leadership Award**

Presented to a volunteer leader in recognition of exemplary leadership and support of the Alumni Association and Villanova University.

**Outstanding Advancement Ambassador Award**

Presented to a student member of the Advancement Ambassador Program in recognition of exemplary leadership and support of University Advancement.

**Reunion Volunteer Service Award**

Presented to a Reunion Class Committee member in recognition of exemplary leadership and encouragement of classmates to “Come Back and Give Back” for Reunion.

**Rev. Ray Jackson Community Service Award**

Presented to a chartered organization which has exhibited a decisive initiative in service to the poor or disenfranchised.
ADDITIONAL RECOGNITION OPPORTUNITIES

We can’t emphasize enough the importance of thanking your volunteers in a timely and appropriate manner. A sincere, public thank you at an organization event is important to those who worked behind the scenes to put the event together. Not only does it recognize people for a job well done, it also gives potential planners an incentive to volunteer to organize an event the next time around.

You may choose to hold a thank you reception or outing for all volunteers at the end of the year (at the organization’s expense). A Villanova memento can serve as a special thank you for a larger effort, and the Alumni Association can provide certificates of appreciation for your use.

Additional recognition opportunities provided through VUAA:

• **Alumni Association Awards**—St. Thomas of Villanova Medal, Young Alumni Medal, and Athletics Loyalty Award. For details on these and college-based alumni awards, visit our “Alumni Awards & Recognition” webpage.

• **Volunteer Spotlight in Regional e-Newsletter**—Organization leadership tasked with obtaining volunteer photos and bios.

The Alumni Association is continually looking for new ways to recognize our volunteers. Please submit your ideas and suggestions to your AR staff liaison.
Appendix Documents

A. Chartered Organization Application Form
B. VUAA Purpose and Principles of Practice
C. Confidentiality Agreement
D. Annual Review
E. Sample Position Descriptions
F. SMART Cats
G. Off Campus Event Checklist
H. Budget Worksheet
I. Insurance and Indemnification Statement for Caterers-Off Campus
J. Transportation Requirements
K. Transportation Rider
L. Social Media Guidelines & Best Practices
M. VUAA Scholarship Program Policies & Best Practices
N. Volunteer Awards Nomination Form
O. 2015-2016 VUAA Board of Directors
P. Contact List – Office of Alumni Relations
Q. Contact List – Regional Offices
R. Contact List – Campus & Hotel Partners
Chartered Organization Application Form

Proposed Organization Name: ________________________________

Primary Contact Name: ____________________________ VU Class Year: _______

Email: ________________________________ Phone Number: ______________________

Organizations Type

☐ Identity-Based – Greek Life, Black Alumni Society, etc.
☐ Professional – EMBA, Public Policy Society, etc.
☐ Regional – Villanova Club of Manhattan, Villanova Club of Houston, etc.
☐ Student Experience – Singers Legacy, Track Alumni, etc.

Purpose

How does the proposed organization’s efforts align with the VUAA Mission and NOVA Platform?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Audience

Who is your target audience (all alumni, parents and friends in a defined region; only alumni from a certain college/industry; etc.) and how will the proposed organization serve this community?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**Leadership**

Identify a minimum of four (4) Leadership Council members, their roles in the organization, and what connections they currently have to the targeted community. Include Name and VU Class Year (if applicable).

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

**Year One Plan**

The Year One Plan serves as your business proposal to the Office of Alumni Relations staff and acts as the framework for how your organization will operate within the first year to achieve your goals and fulfill the responsibilities of maintaining a chartered organization. Brainstorm and a tentative calendar of events/programs for your organization.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

**Comments**

Please write any additional comments or follow-up questions you have regarding your organization.

________________________________________________________

________________________________________________________

________________________________________________________

Submit your completed application form to matthew.gwin@villanova.edu to initiate an introductory conversation with the Office of Alumni Relations. Thank you for your interest!
VUAA Chartered Organizations
Purpose & Principles of Practice

VUAA Chartered Organizations (including regional clubs and professional/interest-based affinity groups) operate under the Villanova University Alumni Association and are eligible to participate in its programs and use its registered trademarks.

The purpose of such organizations is to:
- Promote the mission of the University in a positive and accurate manner.
- Strive to engage alumni, parents, students and friends in the mission of the University.
- Create opportunities for diverse Villanovans to participate in organization activities.
- Maintain a high degree of visibility for Villanova in their respective communities.

Chartered Organizations conduct their activities in accordance with these principles of practice:
- Coordinate event planning and approval with the Office of Alumni Relations.
- Utilize the Office of Alumni Relations electronic communication capability.
- Use University-approved marks and images in correspondence and at events.
- Use the University database for communication with alumni, parents and friends.
- Encourage alumni, students, parents and friends to utilize the Online Community to update their information.
- Report contact information updates to the Office of Alumni Relations.
- Complete the Chartered Organization Annual Review.
- Produce a 12-18 month calendar as part of the overall University calendar of events.
- Support Villanova University by philanthropically investing in its future.
  - Institute term limits and succession planning for the organization’s Leadership Council.

Appendix B
CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

In consideration of our volunteers’ engagement with Villanova University to provide support to the Office of University Advancement (hereinafter "Office") and intending to be bound hereby, the named party agrees to the following:

1. The named party acknowledges that in the course of his/her association with the Office he/she will be responsible for handling privileged and confidential information, and will have access to documents, data or other information, some or all of which may be confidential and/or privileged from disclosure, whether or not labeled or identified as "confidential" or "privileged."

2. Except as approved by authorized persons in the Office as part of his/her responsibilities, the named party shall never, either during or after the association with the Office, directly or indirectly disclose to any other person or entity any information relating to prospects or donors or the Office's business methods, or any other privileged or confidential information acquired in the course of performing services.

3. We greatly appreciate your support and agree to treat our interactions, and information provided by these, as confidential.

Name and Volunteer Role (please print)

______________________________________________   _______________________
Signature                                           Date

Appendix C
Annual Review

The Annual Review provides the Villanova University Alumni Association with an overall snapshot of your organization and its activities that occurred during the past fiscal year (June 1 – May 31). All organizations are required to complete an annual review to maintain active charter status. The form will be accessible online starting mid-April and must be completed by June 30.

Specific fields within the Annual Review may vary, but questions will address the primary sections of the VUAA Chartered Organizations Guidebook:

- Organizational Leadership – Leadership Council member information, transition/succession planning, meeting dates, financial information, etc.
- Event Planning – Review events/programs held the past fiscal year (June 1 – May 31) and plan 12-18 month calendar of events/programs for the upcoming fiscal year.
- Communication & Marketing – Review active social media accounts and communication channels.
- Philanthropy – Scholarship Programs and other fundraising initiatives (if applicable).
- Volunteer Recognition – Call for nominations of organizations/volunteer leaders for annual VUAA Volunteer Awards.
Sample Position Descriptions

A Leadership Council should be comprised of at least four (4) members, each with distinct volunteer roles and responsibilities. Positions that should always be filled are the roles of President/Co-President (elected in conjunction with the Office of Alumni Relations), Vice President/President-Elect and Communication/Marketing Chair. The remaining position to fulfill the minimum requirement should be selected based upon the organization’s needs and priorities, whether they be event-based (Game Watch Chair, Day of Service Chair, Scholarship Event Chair, etc.) or initiative-based (Social Media Coordinator, Campaign Communication Ambassador, Alumni Recruitment Network Coordinator, etc.).

The following sample position descriptions may be tailored to fit your organizational needs.

President/Co-President
The President holds overall responsibility for the VUAA chartered organization and is the primary contact for the Office of Alumni Relations. Specific responsibilities include:

- Serve recommended 3-year term as President and assist with elections for President-Elect.
- Represent Villanova University and the chartered organization as the primary contact for interested alumni, parents and friends.
- Maintain regular communication with your assigned AR staff liaison.
- Conduct at least one planning meeting each year for the Leadership Council to develop the 12-18 month calendar of events for the coming fiscal year.
- Ensure all events are submitted to the University at least 12 weeks prior to the event date and abide by the Off Campus Events Checklist policies.
- Actively collaborate with other VUAA chartered organizations, volunteer programs and the University to cross-market and support comprehensive Villanova programming.
- Support fundraising initiatives.
- Provide minimum of six months’ notice to Alumni Relations staff before vacating position.
- Plan for and manage the transition of leadership to successor in partnership with the Office of Alumni Relations, Leadership Council and Advisory Committee, if applicable (see Elections and Leadership Transition).
- Serve as President Emeritus on the Leadership Council after the conclusion of term.

Vice President/President-Elect
The Vice President/President-Elect will work with the President to oversee the mission and goals of the chartered organization. Specific responsibilities include:

- May succeed the presidency at the end of a one- or two- term of office.
- Communicate to the Villanova community the purposes of the chartered organization.
- Learn the chartered organization’s operations and facilitate the achievement of goals and mission of VUAA.
- Assists leadership council at organizations functions in order to become familiar with and promote all operations.

Communication/Marketing Chair
The Communication/Marketing Chair assists the Leadership Council with all marketing and communication needs.

- Represent Villanova University and their chartered organization.
- Utilize email tool provided by the Office of Alumni Relations to share chartered organization news and information.
- Promote activities and coordinate activity on organization website and social media channels.
- Take photos at events.
- Develop guidelines for event coordinators and assist promoting events.
- Proofread all print and e-mail communications.

**Other Suggested Organization Leadership Positions**

**Volunteer Engagement Chair**
The Volunteer Engagement Chair will work with the Leadership Council to recruit, reenergize and recognize their volunteers.

- Organizes events to help raise volunteer engagement within the organization’s area annually (ex. Welcome to the City).
- Articulates the importance of volunteer’s to the VUAA at events and within the region/affinity area.
- Incorporate perks of volunteering, such as insider information and planning of game watches, networking events or service.
- Encourage Leadership Council members to recruit new volunteers yearly by personal phone calls and/or attending events.

**Treasurer**
The Treasurer oversees and ensures adherence to the organization’s expenses.

- Work with the AR staff liaison to ensure the efficient spending of event funds.
- Provide an estimate of expenses for each chartered organization event.
- Track and coordinate chartered organization expenditures with the AR staff liaison.
- Provide regular budget updates to the President/Co-Presidents.
- Work with volunteer event coordinator on budget, pricing, vendors, logistics, etc. for the assigned event.
- Collect event fees (if any) and forward monies to the AR staff liaison.

**Scholarship Chair**
The Scholarship Chair manages all aspects of the signature scholarship fundraising events.

- Act as liaison between the committee and AR staff liaison, reporting activity and feedback.
- Work with the AR staff liaison to guide committee members through scholarship event guidelines, ensuring all volunteers understand their goals and responsibilities.
- Assign outreach strategies to committee members to increase event participation.
- Maintain permanent record of all financial matters that pertain to event.
- Oversee attendee solicitation process and track progress and status.
- Plan event day program and manage coordination with the AR staff liaison and committee.
- Recruit and coordinate on-site volunteer activity during the day of the event.
- Manage and ensure the timely completion of all auction and sponsorship deliverables.
- Work with committee and AR staff liaison to review and manage communication timeline.

**Social Events Chair**
The Social Events Chair assists the Leadership Council plan various social events.

- Generates new event ideas to engage alumni, parents and friends.
- Brings these ideas to the Leadership Council along with an implementation plan, venue information, contact person, estimated cost, etc.
- Works with the venue and other members of the leadership council to coordinate and host the event.
Game Watch Chair
The Game Watch Chair assists the Leadership Council with preparation and planning of Villanova Athletics game watches.

- Develop programs and events that revolve around a televised athletic event(s).
- Serve as point of contact for the venue and guests.
- Secure location and maintain relationship with the management of the establishment.
- Coordinate supplies needs with AR staff liaison.
- Attend events (or identify an alternate if unable to attend), set up decorations, greet guests and troubleshoot any issues with the venue.

Young Alumni Chair
The Young Alumni Chair manages all aspects of Young Alumni-focused events.

- Graduated within the past 10 years.
- Serve as the main link between the organization and young alumni in the area.
- Develop programs and events to attract young alumni to the organization.

Community Service Chair
The Community Service Chair manages all aspects of Community Service events.

- Coordinate activities involving volunteerism and community service.
- Sees out community-based projects in the area and presents ideas to the Leadership Council.
- Delegate responsibilities both before the event and during the event to other committee members, as needed.
- Attend events (or identify an alternate if unable to attend) to track attendance, take photos, and troubleshoot any issues with the venue.

Networking Chair
The Networking Chair manages all aspects of networking/professional development events.

- Maintain close contact with the President and Leadership council throughout the planning process of networking and career-related events for Villanova alumni, parents and friends.
- Coordinate with committees and makes decisions on all event-related issues.
- Work with Treasurer on budget, pricing, vendors, logistics, etc. for the assigned event, if necessary.
- Delegate responsibilities both before the event and during the event to other committee members, as needed.
- Attend events (or identify an alternate if unable to attend) to track attendance, take photos, and troubleshoot any issues with the venue.
SMART Cats

The Alumni Association introduced a new volunteer resource at the 2015 Volunteer Leaders Conference called the Subject Matter Alumni Resource Team (aka SMART Cats). SMART Cat positions are reserved for valued volunteers who have demonstrated great skill, ability and expertise in a particular program, area or volunteer group.

In this role, SMART Cats are expected to be the primary consultant for all VUAA chartered organization in which a volunteer/group needs assistance in creating or building an organizational area under the Alumni Relations purview. This position reports directly to the Volunteer Engagement Committee (VEC) of the VUAA Board of Directors.

SMART Cats are tasked with:

- **Leading** introductory conversations regarding their particular area of expertise.
- **Assessing** requests for the creation of new programs or initiatives in partnership with the VEC and Office of Alumni Relations.
- **Mastering** the procedures and policies required to begin or build a program or initiative with a keen understanding of University priorities and resources.
- **Reporting** all requests, progressions and trouble spots with potential or new programs or initiatives to the VEC and Office of Alumni Relations.
- **Serving** as a consultant to all groups to ensure long lasting, impactful and sustainable programming.
- **Mediating** any conflicts between volunteers or volunteers and the University as needed.
- **Activating** high level volunteers into the service of these constituency groups.

Sample SMART Cat Positions

Contact information for our SMART Cats will be listed on the VUAA Volunteer Resources webpage under “Volunteer Groups.”

- Club Development/Revitalization
- New Student Sendoffs
- Scholarship Golf Outings
- Scholarship Live/Silent Auctions
- Social Media Content/Marketing
- Speaker Series Events
- More to come...
Alumni off Campus Event Checklist

When planning an Alumni event off campus, there are many things to keep in mind. The Alumni off Campus Event Checklist is provided as a guide to help in the planning of a successful event.

Registering your Event with VUAA

At least 12 weeks in advance, register your event through Villanova University Alumni Association (VUAA) Event Proposal Form. Please allow 7-10 business days for the event to be reviewed by University Advancement leadership. Your Alumni Relations liaison will contact you should there be any questions or concerns about your event details prior to approval. Once approved, a VUAA staff member will reach out with next steps for event preparation and marketing. If you plan to charge guests a fee to attend this event, please make sure to prepare a Budget Worksheet.

*If your event is not registered at least 12 weeks prior to the event date, the event may not be supported by VUAA.

When you register your event, you will be asked the below details.

- Club/group name
- Event type
- Event name
- Event date
- Start and end times
- Location, location telephone number, location website (if available)
- Directions (if available)
- Parking information (if any)
- Event details
- Price to attend?
- If yes, pricing
- Expected attendance, Maximum attendance
- RSVP by date
- Supplies needed (if any)
- Event coordinator name, class year, email, telephone number
- Contact information to list on website

Contracts

When planning your off campus Alumni event, there are typically contracts that are provided by the venue, caterer, entertainer, etc. All contracts for your registered event need to be sent to VUAA as soon as they are received for review prior to being signed. A contract can be in the form of an agreement, invoice, menu, etc. that lists terms and conditions.
Please note that the below are not required for Alumni events such as sports games where the group purchases ticket blocks or discount tickets (e.g. Villanova Night at the Stadium: Giants vs. Dodgers) or networking events with a cash bar (e.g. Charlotte Club Alumni Panel Discussion and Networking Event).

**Venues**

Depending on your event, the venue may or may not provide a contract. If the venue provides a contract, Villanova’s Risk Management in partnership with University Advancement will review and add Villanova’s requirements, including insurance requirements.

If your venue will be serving food and/or alcohol and did not provide a contract or any documentation that lists terms and conditions, the [Villanova University Insurance and Indemnification Statement for Caterers - Off Campus](Statement) needs to be secured from the venue. If your venue did not provide a contract and will not be serving food and/or alcohol, nothing additional is required from the venue.

- Sent venue contract to VUAA for review.
  - Date: __________
- Provided the venue contract with Villanova’s terms and conditions to caterer OR in the absence of a contract and if the venue will be providing food and/or alcohol, provided the Statement to the venue. *Communicated to the venue that an insurance certificate needs to be provided with the signed contract or Statement.*
  - Date: __________
- Received the contract or Statement signed by the venue.
  - Date: __________
- Received the insurance certificate from the venue.
  - Date: __________
- Sent the contract or the Statement signed by the venue and insurance certificate to VUAA.
  - Date: __________
- If necessary, requested revised insurance certificate from the venue.
  - Date: __________
- Received confirmation from VUAA that the contract or Statement signed by the venue and insurance certificate are approved.
  - Date: __________

**Caterers**

Caterers will typically send a contract or other document listing terms and conditions. When VUAA receives the contract from you, it will be reviewed to add Villanova’s requirements, including insurance requirements.

If your caterer did not provide a contract or any documentation that lists terms and conditions, the [Villanova University Insurance and Indemnification Statement for Caterers - Off Campus](Statement) needs to be secured from the caterer.

- Sent caterer contract to VUAA for review.
  - Date: __________
- Provided the caterer contract with Villanova’s terms and conditions to caterer OR in the absence of a contract, provided the Statement to the caterer. *Communicated to the caterer that an insurance certificate needs to be provided with the signed contract or Statement.*
  - Date: __________
Received the contract or Statement signed by the caterer.
Date: ________

Received the insurance certificate from the caterer.
Date: ________

Sent the contract or the Statement signed by the caterer and insurance certificate to VUAA.
Date: ________

If necessary, requested revised insurance certificate from the caterer.
Date: ________

Received confirmation from VUAA that the contract or Statement signed by the caterer and insurance certificate are approved.
Date: ________

Alcohol
Although state liquor laws vary greatly, all events involving the sale of alcohol are required to have a liquor license or permit. The sale of alcohol includes, but is not limited to, the group/attendees paying for alcohol consumed at the event, charging attendees a price to attend the event, asking attendees for monetary donations (for Villanova or any third party) to attend the event even if the donation is not required to attend. The liquor license/permit will be held by the entity serving alcohol, either the venue or caterer.

- Requested a copy of the liquor license from the appropriate party.
  Date: ________

- Provided the copy of the liquor license to VUAA.
  Date: ________

*You must notify VUAA if you are having a Bring Your Own (BYO) event or an event where an individual not affiliated with the venue or caterer is providing/serving alcohol when you register your event as there are additional considerations for these events.

Transportation
If you will be providing transportation through a privately owned car, bus, or motor coach company for your event, the name of the transportation company and its US DOT number (which can be provided by the transportation company) needs to be provided to VUAA. Villanova will need to research the company’s safety rating in order to determine if the company meets Villanova’s Transportation Requirements. Once the review is complete and the company meets Villanova’s requirements, the company will need to provide a signed Transportation Rider and an insurance certificate evidencing the requirements on the Rider. In addition, attendees may be required to sign a waiver.
## BUDGET WORKSHEET TO DETERMINE FAIR MARKET VALUE OF EVENT

**Event Name:** Sample Club Baseball Outing  
**Event Date:** 1-Jul-15  
**Event Coordinator:** Jane Doe  
**Estimated # of Attendees:** 50

### Direct Costs (for items/services of value received by the event attendee)

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>$1,000.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Tickets</td>
<td>$2,500.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Food and Beverage</td>
<td>$500.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Other</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Other</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$4,000.00</strong></td>
<td><strong>$80.00</strong></td>
</tr>
<tr>
<td><strong>Direct Costs per Est. # of Attendee</strong></td>
<td><strong>$80.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Indirect Costs

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Per Person</th>
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<tbody>
<tr>
<td>Labor</td>
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<tr>
<td>Other</td>
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<td>$-</td>
</tr>
<tr>
<td>Other</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total Indirect Costs</strong></td>
<td><strong>$500.00</strong></td>
<td><strong>$10.00</strong></td>
</tr>
<tr>
<td><strong>Indirect Costs per est. attendee</strong></td>
<td><strong>$10.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Grand Total Costs for Event

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total Costs for Event</strong></td>
<td><strong>$4,500.00</strong></td>
<td><strong>$90.00</strong></td>
</tr>
<tr>
<td><strong>Grand Total Costs per Est. # of Attendees</strong></td>
<td><strong>$90.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Fair Market Value Considerations

**Definition:** FMV is what someone would be willing to pay for a "like" event at a "like" venue and should include and benefits received by the donor included benefits not paid for by Villanova.

<table>
<thead>
<tr>
<th>Requested Fee Per Person</th>
<th>FMV</th>
<th>Deductible Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>$50.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

Appendix H
INSURANCE REQUIREMENTS:
A Certificate of Insurance evidencing Organization’s insurance coverage must be received by Villanova University’s Insurance and Risk Management Department prior to the commencement of any work or service to Villanova University. Please note the certificate must include Villanova University as an “additional insured” under the Comprehensive General Liability, Automobile Liability (if applicable), and Excess Liability (if applicable) policies, and must provide the minimum limits set forth below. The certificate should also indicate whether the General Liability policy is written on a “claims made” or “occurrence” basis. In addition, the certificate must indicate that it is the responsibility of the insurance carrier to provide Villanova University with 30 days’ notice prior to cancellation or expiration of the insured’s policy. Insurance requirements follow:

- Comprehensive General Liability: $1,000,000 each occurrence*
- Automobile Liability: $1,000,000 each occurrence* (If Organization’s vehicles will be used in conjunction with providing services to Villanova University)
- Workers Compensation: Statutory (Required by Law)**
- Employers Liability: $100,000/500,000/100,000**
- Liquor Liability: $1,000,000 each occurrence* (Only required if Alcohol will be served)

* The General and Automobile Liability limits can be made by means of Umbrella or Excess Liability

**Please note if Liquor Liability coverage exists under the General Liability policy, the coverage and its limit must be noted on the Certificate of Insurance.

Note: The above insurance requirements apply to the Organization providing services or products to Villanova University, as well as all subcontractors hired by the Organization to provide services or products to Villanova University.

If I am a sole proprietor or otherwise not required by law to carry workers compensation/ employers liability I and my Organization certify that in lieu of workers compensation, I have health insurance to cover myself, and anyone I hire to provide services to Villanova University on my or my Organization’s behalf, to meet any and all needs for payment of medical costs for any injuries occurring arising out of the work, services, or products the Organization is providing. I acknowledge Villanova University will not be responsible for any medical expenses incurred as a result of or in conjunction with the work, services, or products the Organization is providing.

Please initial here if Organization is not required to carry workers compensation/ employers liability: _____

INDEMNIFICATION STATEMENT:
In consideration of the Organization providing services to Villanova University, Organization hereby agrees to indemnify and hold harmless Villanova University, its agents, servants, students and employees from and against any and all loss, damage, liability or expense, including attorney’s fees, including but not limited to all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by any person, and all damages to property, caused by or arising out of or claimed to have been caused by or to have arisen out of the work, services or products provided by the Organization.

Organization understands that Villanova University will not be responsible for any physical damage occurring to property owned or used by the Organization.

If Organization will be serving alcohol, Organization must provide a current copy of its liquor license that will be in effect for the time Organization will be providing services. The liquor license must be provided to Villanova University’s Insurance and Risk Management Department prior to the commencement of work or services to Villanova University. If Organization does not have a liquor license, Organization must advise Villanova University prior to performing any work or service to Villanova University.

Organization agrees that all food will be prepared in a licensed and inspected kitchen, in accordance with state and county health rules and regulations. Organization agrees that all employees and agents serving food to Villanova University on Organization’s behalf are Serve-Safe State Certified Food Handlers.

I have the authority to bind the Organization to this Indemnification Statement.

Signature of Authorized Representative of Organization ___________________________ Date __________

Printed Name and Title of Authorized Representative of Organization ___________________________

Printed Legal Name of Organization ___________________________

Rev. Oct. 2015

Appendix I
Transportation Requirements

Safety is our top priority when selecting a transportation company to meet University transportation needs. Some of the criteria the Insurance and Risk Management Department reviews before approving a transportation company for University use include the U.S. Department of Transportation safety rating and related safety metrics, the transportation company's insurance coverage, and previous experience with the company.

The Procurement and Insurance and Risk Management Departments have developed a list of Preferred and Approved Transportation Companies that meet these criteria. This list is updated prior to the Fall Semester and Spring Semester, so it is the responsibility to check the University Preferred and Approved Transportation Companies before booking any transportation. If there is a transportation company you would like to use that is not on the current list of Preferred and Approved Transportation Companies, please contact your AR staff liaison to determine if the company can be used prior to booking any travel, including bus travel outside of the area. The Insurance and Risk Management Department can assist in reviewing the company's safety rating and safety metrics and securing the necessary insurance and other vendor information.

Please note that due to documented safety concerns nationwide, fifteen-passenger vans cannot be rented for University travel under any circumstances.

Safety Rating
The United States Department of Transportation determines safety ratings for transportation companies based on seven specific safety performance categories that measure the safety of the drivers and the carrier. The safety evaluation values range from 0 (best) to 100 (worst). The national average is 25. Only transportation companies with the highest safety rating, satisfactory, are listed as University Preferred and Approved Transportation Companies.

Transportation Rider
The Transportation Rider is a contract that lists Villanova University's requirements of transportation companies. The Transportation Rider includes driver requirements, licenses and permits, insurance requirements, and indemnification. All transportation companies must have a signed Transportation Rider on file before providing services. All University Preferred and Approved Transportation Companies have a signed Transportation Rider on file with the Insurance and Risk Management Department.

Insurance Requirements
All transportation companies are required to provide Villanova with a certificate of insurance evidencing the below and naming Villanova University as additional insured prior to the commencement of services. This certificate of insurance must be approved by the Insurance and Risk Management Department.

Minimum Requirements:
Workers Compensation: Statutory
Employers Liability: $100,000/ 500,000/ 100,000
Comprehensive General Liability: $5,000,000 each occurrence*
Automobile Liability: $5,000,000 each occurrence/ accident*
*General and Automobile Liability limits may be made by means of Umbrella or Excess Liability.
TRANSPORTATION RIDER

This Agreement is entered into as of the ___ day of ________________, 20___, between, Villanova University ("Villanova") and ___________________________________ ("Organization").

1. All drivers are required to have and maintain a valid commercial driver license (“CDL”) in good standing and shall comply with all applicable laws and regulations, including, without limitation, the requirements of the CDL as it pertains to alcohol and controlled substances use and testing. All drivers found to test positive for illegal levels of alcohol or controlled substances must be immediately removed from the Villanova account never to be reassigned. Organization shall remove from the Villanova account any driver at the request of Villanova. All drivers are required to have a Pennsylvania Department of Transportation (PennDOT) driver file, a current PennDOT physical exam, and approved Medical Examiners Card as well as all other driver qualification documentation. Organization must have a system in place to review, not less than annually, Motor Vehicle Department records of drivers to insure validity and good standing of their licenses.

2. If Villanova requires transportation service that does not require a CDL during the term of Organization providing transportation to Villanova, the same requirements of the CDL as they pertain to alcohol and controlled substance use and testing shall apply.

3. Organization shall, at its own expense, procure any and all licenses and permits, which are currently required or may become required by governmental agencies for the term of providing transportation services to Villanova.

4. Insurance Requirements:
   A Certificate of Insurance must be received by Villanova prior to the commencement of any services. The failure of Villanova to secure the required Certificate of Insurance prior to the commencement of services shall not relieve Organization from its responsibility to obtain and maintain the below required insurance coverages. Please note the Certificate of Insurance must include Villanova as additional insured under the Comprehensive General Liability, Automobile Liability, and Umbrella/Excess Liability policies and must evidence the minimum limits set forth below. The Certificate of Insurance should also indicate whether the General Liability policy is written on a claims-made or occurrence basis. In addition, it is the responsibility of the Organization’s insurance carrier to provide Villanova with 30 days notice prior to cancellation or expiration of the Organization’s policy. Organization will maintain insurance coverages in the amounts listed below for the entire period Organization provides transportation services to Villanova.
   
   - Comprehensive General Liability: $5,000,000 each occurrence*
   - Automobile Insurance: $5,000,000 each occurrence*
   - Workers Compensation/Employer’s Liability: Statutory/$500,000
   
   *Please note limits may be reached by means of an Umbrella/Excess Liability policy.

5. Indemnification Statement:
   In consideration of Organization providing services to Villanova, Organization hereby agrees to indemnify and hold harmless Villanova, its agents, servants, employees, and students from and against any and all loss, damage, liability, or expense, including attorney’s fees, including but not limited to all claims for damages on account of or by reason of bodily injury including death, which may be sustained or claimed to have been sustained by any person, and all damages to property, caused by or arising out of or claimed to be caused by or to have arisen out of the services provided by Organization.

I have the authority to bind Organization to this Transportation Rider.

By: _______________________________  Printed Name: _______________________________
   Authorized Representative

Date: _______________________________

Appendix K
Social Media Guidelines & Best Practices
Adapted from the Villanova University Office of University Communication Social Media Handbook

The Alumni Association implements the following guidelines for creating and maintaining official VUAA Chartered Organization social media accounts. These guidelines ensure that communications taking place on official VUAA social media accounts on behalf of the University represent the best interests of the institution.

Official Accounts
Officially recognized accounts (i.e., those with official status) must have an approved Chartered Organization Annual Review on file that:
- Names all account administrators, including at least one AR staff member, assigned to maintain and monitor the account (provide account usernames and passwords);
- Identifies target audience(s) and provides goals and rationale for social media involvement; and
- Names at least one account representative who can serve as point of contact should VUAA or the University request specific information to be pushed out on their social media channels.

Officially recognized accounts receive the following benefits:
- Promotion through the primary Villanova University Alumni Association social media accounts;
- A “Like” by the primary VUAA and Villanova University Facebook accounts.
- Link listing on the Volunteer Groups directory webpage.
- Official social media accounts must conform to the Villanova University Brand/Logo Guidelines to maintain official status.

Unofficial Accounts
Unofficial social media accounts may not in any way represent themselves as sanctioned by VUAA or Villanova University. A new or existing social media account will be denied official status under one or more of the following circumstances:
- The Chartered Organization Annual Review form fails to:
  o Include at least one AR staff member as an account administrator,
  o Indicate an intended target audience(s), or
  o Provide the goals and rationale for social media involvement.
- The account does not conform to proper logo usage or other guidelines set forth in the Villanova University Brand/Logo Guidelines. Unofficial accounts will not be allowed to use Villanova University’s intellectual property (logos, wordmarks, badges, symbols and the like that are protected by trademark or copyright) to identify themselves or in any other way hold themselves out as accounts officially recognized and supported by the University.

Proper Use of the Villanova University Brand
If you intend to create or maintain an official recognized social media site, you should use simple approved graphics that represent the Villanova University brand. The University’s name, in any word form, logos and other registered trademarks are protected by intellectual property laws. No unofficial social media account should ever use a Villanova logo or any other University graphics, symbols or wordmarks, and the University reserves the right to take any steps, including legal action, necessary to
Appendix L

protect its intellectual property interests. Any questions about the proper use of the Villanova name or brand-related iconography (logos, symbols, wordmarks, etc.) should be directed to your AR staff liaison.

**VUAA Social Media Account Setup**

The Office of Alumni Relations will assist with social media account creation for VUAA Chartered Organizations. We recommend organizations utilize only one or two social media channels — think quality over quantity! Recommended social media sites include Facebook, Twitter, LinkedIn, and Instagram.

**- Facebook**

- Page Name: “VUAA [Org Name] for Villanova Alumni, Parents and Friends” (easily searchable and inclusive of “One Villanova”)
- URL: www.facebook.com/vuaaORGNAME
- Profile Image: Organization’s VUAA-branded logo (provided by University Communication)
- Cover Photo: Photo taken at organization event, rotate seasonally
- Page Description: Official account of the [Org Name] of the Villanova University Alumni Association. Villanova alumni, parents, students and friends are welcome and encouraged to follow. Make sure you subscribe to “See First” to see our posts at the top of your news feed!
- Villanova University Facebook Wall Policy (include in your information section):
  *Villanova University encourages active discussion and sharing of information and thought on this social media site. However, content that includes profanity, personal attacks, commercial promotions, election campaign materials or is otherwise deemed inappropriate will be deleted by the page administrators.*
- Follow the Villanova University Alumni Association and Villanova University official Facebook pages and add to your page’s favorites.
- Posts should be reserved for official organization, VUAA and University content, not promotion of personal/ business interests of alumni, parents and friends.

**- Twitter**

- Username (15-character max): @vuaaORGNAME
- Real Name (20-character max): VUAA [Org Name]
- Profile Image: Organization’s VUAA-branded logo
- Cover Photo: Photo taken at organization event, rotate seasonally
- Bio: Official account of the [Org Name] of the Villanova University Alumni Association. Villanova alumni, parents, students and friends are welcome and encouraged to follow!
- Include location (if applicable) and web address alumni.villanova.edu in profile.
- Follow the Villanova University Alumni Association (@Villanova_Alum) and Villanova University (@VillanovaU) Twitter pages.
- Posts should be reserved for official organization, VUAA and University content, not promotion of personal/ business interests of alumni, parents and friends.
- **LinkedIn**
  - Page Name: “VUAA [Org Name] for Villanova Alumni, Parents and Friends” (easily searchable and inclusive of “One Villanova”)
  - Profile Image: Organization’s VUAA-branded logo (provided by University Communication)
  - Group Description: Official account of the [Org Name] of the Villanova University Alumni Association. Villanova alumni, parents, students and friends are welcome and encouraged to follow!
  - Join the “Official Villanova University Network” on LinkedIn.
  - Posts should be reserved for official organization, VUAA and University content, not promotion of personal/ business interests of alumni, parents and friends.

- **Instagram**
  - Username: @vuauorgname
  - Name: VUAA [Org Name]
  - Profile Image: Organization’s VUAA-branded logo
  - Bio: Official account of the [Org Name] of the Villanova University Alumni Association. Villanova alumni, parents, students and friends are welcome and encouraged to follow!
  - Link alumni.villanova.edu website in profile.
  - Follow the Villanova University (@VillanovaU) Instagram account.
  - Posts should be reserved for official organization, VUAA and University content, not promotion of personal/ business interests of alumni, parents and friends.

- **Directory of University Social Media Accounts**

**Social Media Best Practices**

University Communication recommends that Villanovans who are involved in social media understand and employ the following best practices to increase the likelihood of success in building a vibrant online community.

- **Be Strategic**
  Because of the significant commitment required for effective social media activity, the Villanova entity that you represent should have a well-reasoned and clearly defined purpose for wanting to establish and maintain a social media account. What objective does your group desire to achieve using social media; does that objective align with larger University objectives and what strategies will be employed to attain it? Remember, too, that a clearly articulated rationale for engaging in social media is a factor in the decision to grant (or deny) official status to your group’s account.

- **Make Time to Post**
  Don’t start a social media effort unless you intend to dedicate time and resources to post new, interesting content regularly. Good content—both original posts as well as responses to comments and inquiries from followers—is critical to nurturing and maintaining social media
communities. Accounts that are updated infrequently are considered stagnant or dormant, which is grounds for denial or revocation of official status.

- **Conduct Research**
  Tune in to successful social media accounts that you believe are working toward objectives that are similar to yours. Take note of the frequency of new posts and their content. As important, note whether or not the account engenders any response from followers.

- **Be Respectful**
  As a Villanovan, you should understand the University’s commitment to respecting the dignity of others and to embracing civil and thoughtful discussion of opposing viewpoints. Feel free to respectfully disagree with a position. However, don’t be confrontational or acrimonious, and under no circumstances should you resort to a personal attack. Such behavior reflects poorly on both you and the University.

- **Be Positive**
  Being upbeat and cheerful in your social media interactions requires no more effort than projecting acrimony and cynicism. You may attract regular followers simply by being a consistent bright spot in their day.

- **Be Accurate, Give Credit**
  Do not speculate—know the facts before posting. Also, properly attribute content to sources using citations and links whenever possible. Above all, correct your errors quickly and visibly. This is vital to building credibility and earning the respect of others in your online community. The following post to a Twitter account (i.e., a “tweet”) is an example of proper attribution: Sheila Reid named National Women's Track Athlete of the Year http://bit.ly/jmPdRl (via @NovaAthletics).

- **Be a Valued Member**
  If you join a social network or comment on someone’s blog post, contribute valuable insights. Don’t write on a topic unless you are reasonably sure that it will be of interest to other community members. Account managers or discussion leaders in particular should pay attention to their selection of discussion topics. Topics should be timely, relevant and also align with the overarching strategy that is guiding social media involvement.

- **That’s Why it’s Called the Web!**
  A significant part of the utility and appeal of the Internet is the interconnectedness of websites and the content within them. Whenever possible, your social media posts should be briefly informative and redirect followers to relevant, more detailed content within Villanova’s main website or microsites.

- **Stay On Topic**
  Engage in open discussion about Villanova University and local events and activities. Posts and
updates that have little or no relevance to your target audience community are of no strategic value to your overall social media efforts.

- **It’s a Conversation**  
Listen to people and respond with constructive feedback to as many comments as possible. Encourage feedback by asking questions. Examples of conversation starters include “Where’s the best place to study on campus?” or “What’s your favorite menu item in Dougherty?”

- **If it Gives You Pause, Pause**  
If you are about to publish something that makes you even the slightest bit uncomfortable, then take some time to review these guidelines and think about your post. If you still are unsure, voice your concerns to your AR staff liaison.

- **Comments are Great**  
In general, commentary—whether positive or negative—that is thoughtful, respectful and relevant to an ongoing conversation should be approved for publication. Comments of community members add depth to a discussion and provide credibility and gravity to your original posts. Moreover, as social media communities grow, they trend toward engaging in self-corrective behavior.

- **Monitor and Evaluate**  
Social media initiatives yield the most value when time spent posting thoughtful content is counterbalanced by efforts to listen to what others are saying about the group you represent. The feedback you obtain from listening allows you to gauge prevailing attitudes and perceptions that, in turn, allow you to modify your actions and converse more effectively.

Beyond listening to conversations, social media account administrators should become familiar with any built-in analytics functions of their social media platforms and regularly monitor the data captured. No long-term improvement in account metrics that are relevant to the objectives underlying your involvement in social media might be cause to reevaluate that involvement. University Communication recommends thinking about the following questions to determine the efficacy of your social media efforts and whether or not you should proactively downgrade your account to unofficial status.

- Does your Villanova organization or group have a potential audience large enough to need its own account and sustain it over a longer term?
- Are your posts authentic and relevant to your audience?
- Are you posting too often—spamming your audience—or posting too rarely?
- Do your posts conversation starters or are you engaging in a monologue?
- Is anyone commenting?
Overview

This program provides chartered organizations of the Alumni Association with a means to award scholarships to current students at the University. The funds used for scholarship are primarily raised through organization-sponsored special events and managed by the University Office of Alumni Relations. The establishment of a scholarship and the creation of any type of special event must be approved by the Office of Alumni Relations.

Criteria for Selection of Scholarship Recipients

The University Office of Financial Aid will identify students from the organizations’ demographic who have significant unmet financial need and who have a minimum GPA of 3.0. The Office of Financial Aid will select the student with the combined greatest GPA and unmet need unless otherwise discussed with and approved by the Office of Alumni Relations. The minimum scholarship award is $2,000 per student.

Stewardship of Scholarship Funds

Each student selected as a scholarship recipient will receive notification by the volunteer scholarship chair or president once the award is confirmed by the Office of Financial Aid. The scholarship award will also appear on the Financial Assistance letter to students by the University.

All funds raised to support student scholarships will be maintained by the University in a restricted account in the name of the volunteer group. Awarded funds will be drawn from this account. This method provides an appropriate level of financial accountability for all parties. Scholarship funds cannot be awarded directly to students by a volunteer party. Scholarship funds cannot be maintained in a bank account outside of the University. If under extenuating circumstances a student receives funding from a volunteer group that is not through financial aid, the student is required to fill out a W-9 per IRS guidelines.

Volunteer organizations have the opportunity to create Endowed Scholarship Funds once they reach $100,000 in the scholarship account, or demonstrate the ability to raise $20,000 a year over five years. In both instances, signed official documentation is required by both volunteers and the University.
VUAA Volunteer Awards
Nomination Form

I. NOMINEE INFORMATION

First & Last Name: ____________________________  VU Class Year: _______
Organization/Group Name: ____________________________
Role within Organization/Group (if applicable): ____________________________
Email Address: ____________________________  Phone Number: ____________________________

II. NOMINATOR INFORMATION

First & Last Name: ____________________________  VU Class Year: _______
Email Address: ____________________________  Phone Number: ____________________________
Relationship to the Nominee: ____________________________

III. AWARD SELECTION

Please choose which award category you are nominating this person/organization for (only one award selection per form):

Club/Group Awards

☐ Creative Achievement Award – Presented to a VUAA chartered organization in recognition of creative program development that advances the mission of the Alumni Association and the University.
☐ Rev. Ray Jackson Community Service Award – Presented to a chartered organization which has exhibited a decisive initiative in service to the poor or disenfranchised.

Individual Awards

☐ Distinguished Service Award – Presented to a volunteer leader who has diligently and faithfully served the Villanova University Alumni Association over an extended period of time.
☐ Goodwill Ambassador Award – Presented to a volunteer leader in recognition of significant achievement in the recruitment of future Villanova students and involvement of alumni, parents, current students and friends.
☐ Leadership Award – Presented to a volunteer leader in recognition of exemplary leadership and support of the Alumni Association and Villanova University.
☐ Outstanding Advancement Ambassador Award – Presented to a student member of the Advancement Ambassador Program in recognition of exemplary leadership and support of University Advancement.
☐ Reunion Volunteer Service Award – Presented to a Reunion Class Committee member in recognition of exemplary leadership and encouragement of classmates to “Come Back and Give Back” for Reunion.
IV. NOMINATION SUMMARY

In 250 words or less, please explain how the nominee’s efforts and experiences have led them to be qualified for this award. You may provide additional supporting documentation, if applicable (resume, press clippings, correspondence, etc.).

Please return completed form via email to judith.mulrow@villanova.edu.
2016-2017 VUAA Board of Directors

Terence P. Delaney '83 CLAS
President
Elected to the Board 2013

George R. Kolb '84 VSB
Executive Director
Associate Vice President, Alumni Relations

Tracy Setlock Brala '90 VSB
Immediate Past President
Elected to Board 2007

Nancy Cawley Lane '87 CLAS
President Elect
Elected to Board 2003

Lynn Constandy-Albers '85 VSB
Elected to the Board 2015

Rev. Francis Chambers, OSA, '73 CLAS, '77 MA
Chaplain
Elected to the Board 2015

Kerry Cooley Bruggemann '06 COE
Elected to the Board 2014

Patricia Esposito '80 CLAS
Elected to the Board 2011

Fred Folco '73 CLAS
Elected to Board 2013

Greta Kropp Gilbode '02 CLAS
Elected to the Board 2014

Taylor Henderson '05 COE
Elected to the Board 2015

Joseph G. Lamack III '87 COE
Elected to Board 2014

Hezekiah Lewis '99 '02 CLAS
Elected to the Board 2016

Alex Martins '86 VSB
Elected to the Board 2016

Maryalice Morro '83 CON
Elected to the Board 2011

Robert F. Mulhall '80 VSB
Elected to the Board 2013

Stephen Murphy '85 CLAS
Elected to the Board 2011

Jerry Petry '72 VSB
Elected to the Board 2016

John Pund '78 VSB, '03 MBA, '09 LL.M
Elected to the Board 2014

Jerry Quinn '87 VSB
Elected to the Board 2015

Thomas Sanzone '68 COE
Elected to the Board 2011

Darla Wolfe '06 VSB
Elected to the Board 2016
Contact Information – Office of Alumni Relations

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Villanova, PA 19085
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(610) 519-6510

Kate Wechsler
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(610) 519-6511
Contact Information – Regional Offices

Villanova University has successfully opened regional advancement offices to serve the Mid-Atlantic/Southeast, Midwest, New England, New York, and West regions to further engage alumni, parents and friends in different parts of the country. There are passionate and dedicated Villanovans living and working across the globe, and Villanova’s regional advancement strategy will help the University to connect more directly and frequently with its incredible network.

The Villanova University Alumni Association works closely with our regional offices to ensure Villanovans are engaged in the life of the University. The regional offices are tasked with helping Villanovans in their communities achieve their philanthropic goals. Each regional office liaises with a member of the Alumni Relations staff, who is the primary driver of VUAA-focused programming in the region. Volunteer organizations may partner with the Office of Alumni Relations and Regional Offices on special projects, calendar planning, recruiting speakers and other key initiatives.

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Major Gift Officer, New York  
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Kimberlee Labonte  
Director of Development, New England  
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Sherri Weston  
Director of Development, Mid Atlantic and Southeast  
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(571) 293-2520

Laura Wharton  
Director of Development, West Coast  
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(484) 433-2637
Contact Information – Campus & Hotel Partners

General University
610-519-4500
villanova.edu

Athletics Ticket Office
610-519-4100
villanova.com

Campus Ministry
610-519-4080
campusministry.villanova.edu

Career Center
610-519-4060
careers.villanova.edu

Public Safety
610-519-6979
Emergency: 610-519-4444

University Admission
610-519-4001
admission.villanova.edu

Villanova Bookstore
610-519-4160
villanova.bkstr.com

Villanova Theatre
610-519-7474
villanovatheatre.org

Local Hotel Partners

Villanova University Conference Center
601 County Line Road, Radnor, PA 19087
610-523-1776

Hampton Inn Plymouth Meeting
2055 Chemical Road, Plymouth Meeting, PA 19462
610-567-0900

Residence Inn by Marriott Philadelphia Conshohocken
191 Washington Street, Conshohocken, PA 19428
(610) 828-8800

Appendix R