University Mission Statement
The mission of Brigham Young University–Hawaii is to integrate both spiritual and secular learning, and to prepare students with character and integrity who can provide leadership in their families, their communities, their chosen fields, and in building the kingdom of God.

Department Mission Statement
The Alumni & Career Services department helps students prepare for, transition into, and succeed in their lives after graduation, with particular regard to their chosen professions, by providing the following programs and services:

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<th>Prepare</th>
<th>Transition</th>
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<td>MentorConnect</td>
<td>CareerConnect</td>
<td>Networking &amp; Professional Development</td>
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<td>(Alumni Chapters &amp; Management Society)</td>
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<td>Personal Career</td>
<td>Internship Funding Support</td>
<td>Disseminations of Campus Information</td>
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<td>Advisors</td>
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<td>(eNewsletter, Social Media, website)</td>
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<td>CR DEV 102</td>
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<td>(Events, MentorConnect &amp; Chapter Positions)</td>
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<td>Return-to-Home</td>
<td>On-Campus Fairs &amp; Employer Info Session</td>
<td>Life Long Learning</td>
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<td>Preparation</td>
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<td>(Webinar series and online class offerings)</td>
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Alumni Objectives of Alumni & Career Services Department
- Encourage alumni-alumni engagement
- Encourage student-alumni engagement
- Facilitate University-alumni communication
- Strengthen the global network

Purpose of Alumni Chapters
- Build a network in their local communities, with special focus on providing placement
- Encourage continued development of leaders & volunteers
- Support life-long learning and growth

Chapter Organization/Structure
Each chapter should find a structure that works best for their specific needs and volunteer involvement. Because of the diverse needs of our global alumni, no one chapter needs to be formed exactly like another chapter. The organization of a chapter may change based on location, membership and volunteer availability. It is recommended a minimum of three people serve on a board including a Chapter President, President Elect and an Events/Networking Manager. Additional board members may be added and volunteer committees may be formed as needed.

What type of person best fits serving on an Alumni Board?
- Are they passionate about BYU-Hawaii?
- Do they want support the mission of the University and Alumni & Career Service Department?
- Are they connected with the alumni in the local area? Are they willing to get to know them?
- Do they enjoy serving?
- Will they help fulfill the purpose of Alumni Chapters?
Board Member Roles

Chapter President
- Promotes the mission of BYU-Hawaii
- Leads Alumni Chapter, chooses alumni to serve on the Chapter Board as Managers
- (Where applicable) Serves on local BYU Management Society Chapter Board as BYU-Hawaii Liaison
- Coordinates efforts with Recruiting, Networking/Placement and Events Managers
- Serves as point of contact for BYUH Alumni Association
- Suggests Alumni Spotlight/Genuine Gold Awardees
- Updates BYUH Alumni Services of any change in leadership

President Elect
- Promotes the mission of BYU-Hawaii
- Supports Chapter President and Managers
- Will serve at the end of the President’s term

Promotes mission of BYU-Hawaii in the area, serves as main contact with Alumni & Career Services, coordinates Chapter activity, suggests alumni spotlights. Where applicable, represents BYUH on Management Society Board.
Secretary
- Promotes the mission of BYU-Hawaii
- Coordinates with BYU-Hawaii Alumni office to maintain accurate alumni contact information (including email, addresses, phone, employment, marriages, deaths, etc.)
- Reports Chapter events
- Assists in advertising Chapter events

Admissions Recruiting Manager
- Promotes the mission of BYU-Hawaii
- Serves as area point of contact for newly admitted students
- Coordinates recruiting efforts with BYUH Admissions
- Helps enroll newly admitted students into mentorship program prior to students’ departure
- Encourages alumni to mentor newly admitted students

Networking/Placement Manager
- Promotes the mission of BYU-Hawaii
- Coordinates network and placement with Career Service Manager
- Coordinates efforts with local Self Reliance Center
- Serves as area contact for CareerConnects
- Assists with possible internship/placement efforts by informing BYUH Career Services of job openings that could be advertised to students on campus
- Encourages LDS professionals and Alumni to volunteer as mentors in the mentorship program - MentorConnect (https://byuhmentorconnect.evisors.com)

Events Manager
- Promotes the mission of BYU-Hawaii
- Coordinates Alumni Aloha Events. Events could be centered on the mission of the University. For example, hold a “Learn” workshop, have a “Build/Serve” activity, or conduct a “Lead” networking/social activity
- Serves as area point of contact to help coordinate Admissions or CareerConnect events.
- Coordinates with chapter secretary to advertise events

Membership
Individuals who have completed more than 24 credits are considered Alumni. No membership fee is charged to individuals and an automatic membership into area chapters is assumed based on location. Alumni & Career Services provides chapter lists to Chapter Presidents of individuals living in their specified area. Special effort to outreach graduates and invite them to participate in the chapter is encouraged. Chapters may also consider inviting parents and family of alumni or current students to participate in chapter activities.

Tips for a Successful Chapter

1. Establish a Good Board
A strong and supportive chapter board or committee is essential to the long-term health of the chapter. Members of this board understand the BYU Spirit and have a passion for supporting BYU. They are willing to engage and take lead roles in connecting alumni. They identify other passionate
individuals and get them involved in the chapter. They also find representatives from various locations in the area and various graduation years to ensure representation of the entire chapter.

2. Make a Chapter Plan
How will your chapter build a network, involving local professionals and church leaders? How will your chapter connect alumni to the university and reignite the feeling of the Aloha Spirit? What part will your chapter play in fulfilling BYU’s divine mission? What can your chapter do to support an individual’s lifelong learning and growth?

3. Engage Volunteers
Who are the engaged alumni in your chapter or area? Develop a network of interested people and finding volunteers can be easy as putting out a word-of-mouth request. The Alumni Association can provide lists of alumni in your area. Once a potential volunteer is identified, an invitation is appropriate. Before extending that invitation, resolve the following questions:

- What responsibility will they be given?
- Who is the responsibility going to benefit?
- Why is this important enough to ask them to take this responsibility?

4. Communication
Communication with alumni is critical. Alumni begin to see the chapter as a relevant entity as they receive regular communication from the chapter. This also can lead to finding more people to get involved.

Email communication can be effective. Chapters can send a broadcast email to their chapter whenever they have a relevant message to share. Chapters may choose to open a Facebook or social media account in order to remain in touch with their alumni constituents. The Alumni Association or the BYU campus will not be monitoring that page/profile and will not be responsible for any chapter content.

Chapters are encouraged to increase the coverage of email addresses in their area by contacting the individuals without email addresses on their alumni lists and sharing this information with BYU Alumni Services.

Keeping current records is essential to creating links and continuing links between alumni and the university. Send regular reports of changes in contact information of alumni to Alumni & Career Services in order to maintain an updated university database.

Chapters should consider information of chapter lists as confidential. This list should not be shared with any other organization or third-party. Chapters should not share any contact information unless permission has been specifically given by the individual. Chapter lists should not be used for personal or business use but solely for communication regarding BYU related information.

5. LDS Church Recognition
Alumni chapter recognition from the LDS Church leaders must be earned by each chapter in their own area. Each chapter should endeavor to discover the concerns and desires of the local church leaders and provide a way to meet those concerns.
6. **Good Boards Hold Regular Meetings**

A regular set of scheduled meetings is important for a well-functioning chapter. Regular meetings serve to solidify the board and allow the brainstorming of new ideas. Formal, working meetings are the norm, but informal or virtual (google hangouts, skype, etc) boards meetings are encouraged in order to maintain a unified effort.

7. **Dynamic Leadership**

Chapter leaders should work closely with successors. Chapter boards are strengthened as former chapter leaders continue to serve in the chapter but in more supporting positions. Prior experience help them serve well while allowing the new leaders to focus on their current responsibilities.

8. **Events**

Events can be assigned themes and a hosting couple. All BYU alumni should be invited from the geographical area the chapter serves. Friends to BYU can also be invited. Here are a few ideas of event themes:

- BYU memories night
- “How we met at BYU” potluck dinners
- Gatherings for a game, cultural night or campus event watch party
- Service activities
- Share inspirational BYU videos
- CareerConnect/University visits
- Sports tournament/Fitness workshop
- Guest Speakers
- Freshman send off

9. **Maintain Regular Communication with BYU Alumni & Career Services**

Alumni & Career Services wants to be a support in all of your alumni outreach and this can be done by maintaining regular communication with them. Do not hesitate to send questions, comments, suggestions, and recommendations to alumni@byuh.edu

**Volunteers**

**Why people volunteer**

- Most people volunteer when they are asked to volunteer
- To feel involved and gain a sense of fulfillment
- To see children, neighbors or relatives benefit
- Religions reasons or a passion for the cause
- To gain experience that might help in a job search
- To meet new people and get networking opportunities

**Recruiting Volunteers**

- Do not assume that people are too busy. Sometimes busy people like to be busy
- Be a friend and make sure they are welcome
- Do not belittle the job or make it sound too easy
- Give the job a name, define a time frame, provide guidance and relay expectations
- Make sure the task is achievable and the goal is obtainable. Do not add to the responsibilities during the job
- Tell people what they will do, how long they are expected to do it, and who will benefit
- People work for people, not things. Always recruit volunteers on the basis of the service to people, not the needs of the chapter
- Remember that you are not trying to force them into volunteering, so never use guilt

**Sub Chapters**

Sub-chapters can be formed when distance is a significant factor and where a large group of alumni exist. Sub-chapters can function independently but should report and get support from the main Alumni Chapter President as the Chapter President will be the point of contact for Alumni & Career Services, not the Sub-Chapter President.

**Chapter Leadership Transition**

The Alumni Chapter Leaders are the backbone of BYU Alumni & Career Services in their area. Their leadership and involvement are essential to the success of the chapter. When the time comes for a leadership change, communicate and coordinate the change with the Alumni and Career Services.

**Duration of Assignment**

- Leaders serve a term of 2-3 years. This term can be extended or shortened depending on the circumstances of individuals and chapters.
Selection of New Leader

- The President-Elect will step up to serve as Chapter President at the end of their term.
- A new President-Elect should be nominated by chapter members and/or chapter board.
- A recommendation is given to BYU-Hawaii Alumni and Career Services staff.
- After receiving approval, the new President-Elect will serve on their current area Alumni Board in order to receive training.

Turning Over the Reins

- The announcement of the new Chapter President should be made public and communicated to alumni chapter members.
- The new Chapter President will invite individuals to serve on the Chapter Board.
- New Board members should be sure to recognize the service of the previous leaders.
- The former chapter leaders should remain involved in a capacity that will ease transition and encourage continual engagement.

Expectations of a Chapter

Maintain a chapter organization

- Each chapter has a minimum of three volunteers to be chapter leaders.
- There is no limit to the number of volunteers who serve.
- The alumni chapter leadership is to meet regularly.
- Train new chapter leaders.
- Make certain the chapter is financially self-sufficient and stable.

Encourage Engagement

- Plan and sponsor alumni events regularly
- Coordinate with Alumni & Career Services to keep current alumni contact and employment information.
- Promote a professional network facilitating placement.
- Communicate regularly with chapter members.

Report Chapter Activity

- Submit roster of chapter leadership.
- Report chapter events.
- Suggest individuals for Alumni Spotlight/Genuine Gold Awardees.
- Report leadership callings or professional/civic promotions of chapter members.

Events

Standards of Conduct
While participating in BYU Alumni activities, individuals shall abide by the generally accepted standards of the Church of Jesus Christ of Latter-day Saints as determined by BYU in its sole discretion. This includes abiding by high standards of moral character, chastity, modesty, honesty, respect for personal and property rights, obeying the laws of the land, and abstaining from alcohol, tobacco, tea, coffee, and inappropriate use of drugs. *(This statement should appear on advertising, tickets, programs, promotional materials, website, email, etc. related to the activity.)*
Guidelines for Activities
BYU Alumni & Career Services encourages activities that strengthen an alumnus' or alumna's ties with BYU and fellow alumni, promote supportive relationships with current students, provide opportunities to go forth to serve in local communities, and help BYU accomplish its objectives. Acceptable alumni-sponsored activities should support the mission of the university "to integrate both spiritual and secular learning, and to prepare [individuals] with character and integrity who can provide leadership in their families, their communities, their chosen fields, and in building the kingdom of God”.

Activities should have a clear BYU purpose, help promote the BYU spirit, and connect alumni for good. Activities should be as inclusive so all alumni can participate, and family, friends, and neighbors where appropriate. Activities such as the following are suggested:

- Reunions
- Service projects (community, church, or BYU-oriented)
- Career networking
- Job fairs
- Mentoring interns and recent graduates
- Recent-grad transition efforts
- New-student send-off parties
- Lectures, workshops, seminars
- Hosting BYU performing arts groups or athletic teams
- Socials

Seek to sponsor activities that do not exclude participants due to expense, marital status, age, physical ability, etc.

Political Neutrality
BYU Alumni are welcome and encouraged to engage in the political process as individuals. However, consistent with BYU’s Political Neutrality Policy, BYU Alumni Chapters, BYU Alumni leaders, affinity groups, and other BYU entities should not participate or intervene in the political campaign of any political candidate or use any of the resources of BYU Alumni & Career Services, including the name of the university or any mailing lists or member contact information, to support any candidate or position.

This prohibition on participation and intervention extends to fundraising, campaign contributions, endorsements, invitations to speak, official communications (like emails or newsletters), and any other activities that favor or oppose a candidate or position. Alumni and affinity groups should seek approval from BYU Alumni & Career Services before engaging in any what-can-be-seen as a political activity.

High Risk Events and Liabilities
When planning or organizing an event that may be considered “high risk” such as; 5K's, 10K's, obstacle courses, rock climbing, climbing walls, river rafting, fitness activities, bounce houses, etc., please do the following:
• Consider using/contracting with a third party vendor to provide/promote and/or operate your event
• If using a third party vendor, insure that they have adequate liability insurance and that the will name your Chapter, BYU Alumni & Career Services and BYU as co-insured parties
• If you have any questions regarding these issues, please call BYU Risk Management for clarification or assistance
• Inform BYU Alumni & Career Services of up-coming activity

Ideas for Chapter Activities

Education
• Provide volunteers for a local literacy program
• “Adopt a School”—work with the principal and parent-teacher organization to help provide needed materials, repairs, or volunteers
• Offer tutoring services to secondary schools or workshops to a local after-school youth program
• Have young alumni who are home for the summer plan a back-to-school activity/freshman sendoff
• Local tour or expedition
• Sponsor a youth program fair to inform and encourage academic preparation among pre-high school youth and their parents

Sports Events
• Organize local participation to an athletic event
• Fitness workshops

Fund-Raisers (coordinate with LDS Philanthropies)
• Sponsor a performance featuring a BYU performing group
• Annual BYU dinner dances
• Party or picnic for alumni and their families
• Sponsor a golf tournament
• 5K or 10K run

Service
• “Go Forth to Serve” according to community needs; provide service to effect positive changes
• Collaborate with a local housing project
• Take the members of a local home for the handicapped or elderly on a picnic
• Participate in planning or running local “Special Olympics”
• Volunteer at a local telethon phone bank
• Prepare and deliver a meal to several needy families
• As an entrance fee to a major chapter event, have everyone bring a food item to be donated to a local food bank
Firesides/Education Lectures and Seminars
- Events driven by a specific topic
- Events driven by a specific personality
- Speaks’ Bureau/traveling faculty

Employment
- Job Fair – invite recruiters and representatives from local businesses to set up booths and discuss job opportunities
- Coordinate efforts with local employment agencies
- Employment workshops – local recruiters, HR professional and BYU career search professional can teach interested alumni job searching and interviewing strategies
- CareerConnect meet-ups

Miscellaneous
- Back-to-school dance
- Pioneer Day picnic
- BBQs

Chapter Finances
All financial operations of chapters in the United States are governed by the 501 (c) (3) IRS status granted to Brigham Young University. This allows the operations of educational activities to go without assessment of corporate federal income taxes and also grants exemption from payment of sales tax in Utah and Hawaii.

Each chapter is to be self-supporting and operate on a break-even basis. BYUH Alumni & Career Services does not provide any direct financial support to its chapters. Where chapters deal with finances, the chapter board should review the status at each meeting. Chapters may also consider a position for Treasure to serve on the Chapter Board.

Chapter Financial Responsibilities
Chapters are expected to pay for:
1. All event-related expenses
   a. Cost of reserving a facility
   b. Food and beverage costs
   c. Taxes and gratuity
   d. Costs associated with a guest speaker, performer or group including travel, lodging, event admissions, etc.
   e. Advertising
2. Postage costs for fliers or newsletters
3. Ongoing and miscellaneous needs of the chapter
   a. Stamps, envelopes, stationary, gifts, decorations, etc.
4. Chapter leaders should NOT receive payment for services rendered as a member of the board or volunteer.
Establishing a Local Chapter Bank Account
Chapter funds should never be placed in a personal account. If a chapter finds it useful and necessary a bank account may be opened at a local bank, without any coordination from BYUH Alumni & Career Services. Chapters are encouraged to study and follow best financial practices for similar groups in their area. Provisions need to be in place in order to transition rights of the account to future leadership.

Fund-Raising to Support Alumni Chapters
1. Event Fees – Ticket prices for any activity involving food, recreation, or entertainment should cover all expenses for the activity and allow for a small surplus.
2. Individual Donations – Chapters may ask local alumni for donations to help cover chapter expenses. For chapters located in the United States, these donations may be tax deductible; however, tax laws regarding charitable donations are incredibly complicated, so chapter leaders are encouraged to consult with Alumni & Career Services staff and LDS Philanthropies before soliciting donations.
   a. Donors receive no good or service in exchange for the donations.
   b. The chapter is to keep detailed records of such donations: name of donor, date of donation, address, phone, amount donated, check # (a copy of the check is strongly recommended).
   c. All of this information must be submitted to LDS Philanthropies.
   d. These funds are to be kept in a chapter account and accounted for in a year-end financial report (will be provided)

BYU Management Society
Alumni & Career Services encourage the partnership of Alumni Chapters and Management Society Chapters in their area. Where BYU Management Society chapters exist, Alumni Chapter Presidents are encouraged to serve on the Management Society Board as a representative of the local Alumni Chapter. Mutual support may come from this partnership by encouraging alumni to attend professional events, growing a larger network and tapping into additional volunteers and opportunities to volunteer.
### ROSTER OF CHAPTER LEADERSHIP

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<th>Position</th>
<th>Name</th>
<th>Home Town</th>
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<td>President</td>
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### Additional Chapter Positions (including Sub-Chapter Presidents)

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### ANNUAL CHAPTER ACTIVITY REPORT

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# ANNUAL CHAPTER PLAN

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## Next Years’ Chapter Events Plan

**Chapter Mission:**

**Year’s major focus:**

**Top 3 goals:**

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