



20__ - __ Alumni Chapter Agreement

Sacramento State _____ Alumni Chapter

The mission of the Sacramento State Alumni Association (SSAA) is to connect, engage and celebrate alumni, students and friends of Sacramento State while building lifelong relationships that support the future of our University.

The SSAA _____ Chapter is a group whose purpose is to be a champion for the University, and organize alumni and friends as influential networks that support and engage with each other and the University.

To be designated as an SSAA Alumni Chapter, receive support and services, Chapters must annually submit this agreement, along with the materials listed below to the SSAA Alumni Chapters and Networks Officer at alumni.chapters@csus.edu. This Annual Chapter Agreement replaces all former chapter bylaws in pairing with supporting documents.

THE DEADLINE FOR SUBMITTING THE CHAPTER AGREEMENT AND MATERIALS IS JULY 15.

The Sacramento State Alumni Association (SSAA) Chapter named above hereby agrees to operate in support of the SSAA Alumni mission in the following ways:

- Be aligned with the SSAA mission, purpose and vision, including active promotion of SSAA membership and proper use of official SSAA branding in all communication.
- Adhere to the SSAA chapter agreement and Association bylaws.
- Meet with chapter leadership four times per year and hold a general meeting (open to all members) once per year.
- Provide chapter meeting minutes within 48 hours of chapter meetings to the SSAA.
- Promote SSAA membership through chapter programs, activities, and communications.
- Provide programming for diverse interests and age groups.
- Coordinate all chapter marketing efforts with SSAA to ensure alignment with University marketing standards. This includes fliers, printed swag, chapter logos, etc.
- Coordinate all sponsorship/fundraising efforts with SSAA and University Development prior to promotion or financial request.
- Use SSAA resources for communications with SSAA affiliates and potential affiliates; to encourage alumni to keep their data current by updating their information via the SSAA website, and maintain chapter social media accounts.
- Provide SSAA with all chapter social media login information for continuity of the chapter social media presence.

- Provide event reporting and sign-in sheet documentation within 72 hours of chapter event or activity, and an event recap within two weeks of the event completion.
- Complete the following documents with this Chapter Agreement:
 - List of officers for the current fiscal year (required officers: president, vice-president, treasurer/secretary, and events officer; all agree to the duties and expectations of the associated position descriptions).
 - Complete a yearly strategic planning meeting with the Alumni Chapters and Networks Officer.
 - Complete chapter financial training (only required for elected officers).
 - Submit an End of Year Report to the SSAA by July 15.
- By signing below, the SSAA pledges to assist the Chapter in its efforts to carry out the SSAA mission in ways set forth above.

As an elected officer of this chapter, I agree to the statements above

Printed Name, President: _____

Signature: _____

Printed Name, Vice-President: _____

Signature: _____

Printed Name, Treasurer/Secretary: _____

Signature: _____

Printed Name, Events Officer: _____

Signature: _____

Signed copy will be returned to the Chapter President for chapter records

Chapter Agreement Approved by the SSAA Alumni Chapters and Networks Officer (Date): _____

Signature: _____

Jennifer Barber, Assistant Vice-President, Alumni Relations: _____