



## Application Form to set up an Alumni Chapter

Please complete all sections of this form and expand the answer boxes as required. Once the Alumni Relations team at the University of Leicester receives your form, we will aim to contact you within two weeks to discuss next steps.

### The Proposed Alumni Chapter

Proposed Alumni Chapter Name (this will typically be a city or region):

What community of alumni does this chapter want to serve (e.g. geographical area, academic discipline, career interests)?

If other alumni are working with you to set up the chapter, please list names, degree, and year of graduation (if known)

What type of chapter do you intend to establish initially? (i.e. informal group / constituted group).

What current connections do you and other alumni interested in setting up the chapter currently have to the Leicester community of alumni? For example, are you already in touch with other alumni? Please offer details.

Please outline your immediate plans for the chapter and the activities you will undertake in the first six months after establishment.

What challenges do you foresee in the chapter's first year? How do you plan to overcome these challenges?

**Information about You**

First Name:

Last Name:

Graduation Year(s):

Degree/s achieved:

Full postal address including relevant country details:

Phone Number:

Email Address:

**Your Background Experience**

Please tell us about any relevant experience you have which will help you run a chapter. For example, do you have any volunteer management, event planning (or “running events”) and social media/websites/email communication tools experience?

**Data Protection Statement**

We will update your alumni record. Your information will be held securely by the University of Leicester. Data will not be disclosed to external organisations or individuals, other than those acting as agents for the University. When the chapter is established the main contact details will be published, but we will ask you to confirm this. For further information on how we look after your personal information, including your alumni record, please see our full privacy statement on our website: <http://www2.le.ac.uk/legal/privacy-policy>

**Submission details**

When completed, please email this form to [alumni.relations@le.ac.uk](mailto:alumni.relations@le.ac.uk)