



Help with activities and events for alumni chapters

Ideas for Local Events

The events planned should reflect the goals of your group, but some of the following suggestions may prove especially successful.

1. Host pre-departure meetings for new University of Leicester students and their families.
2. Support recently returned alumni in re-entry to their country and networking for work.
3. Organise a presentation/talk by an alumnus when faculty or staff are visiting.
4. Welcome newly arrived or relocated alumni to the region.
5. Obtain discounts to local events (music, theatre, dancing, talks etc.) and plan a social gathering before or after.
6. Sponsor local seminars and conferences on professional issues.
7. Plan professional networking events to allow members to meet for job networking as well as business exchange and development.
8. Organise fundraising events for the University.
9. Plan social events suitable to local population: dinners, dances, wine tastings, receptions, trips, local culture evenings etc.
10. Celebrate UK holidays, e.g., Guy Fawkes Day (5 November) with an event.

Planning your First Event, including a Local reunion

When organising the first events of your local alumni group or a reunion, it is important to keep in mind three items:

- The ease of setting up the event;
- The need to gather as many alumni at the event as possible;
- The importance of a successful event no matter how many or few attend.

The best initial events to organise are those planned in a venue that is “stylish” and that local alumni would appreciate and be pleased to visit. A simple gathering for drinks in a location that allows an alumni event of any number – large or small – to be there without any reservation or need for a deposit will work well. Organising dinners, cultural events, and other such prepaid and pre-booked events are usually most successful once alumni feel that there is a local group established, so that the organisers can be reassured that enough alumni will attend to make the efforts worthwhile. This level of commitment and engagement may take a year or more to establish, after you have delivered a regular programme of simple and effective networking events.

Your planning checklist:

1. Decide with the local group the ideas and plan day, date, time and location.
1. Contact the University of Leicester Alumni Relations Office to discuss the idea and get feedback on your plans.
2. Design your marketing and promotional materials – don’t forget to use our Guidelines for Using the University of Leicester Brand
3. Contact the venue to make sure there is insurance in place and any risks have been addressed.

4. Confirm details with DARO so that they send out an invitation to local alumni. We can do this by sending out an E-shot on your behalf.
5. Track who attends the event and report back to Leicester DARO.
6. Take a good selection of photos and send the best ones to DARO for publishing in our newsletter and alumni magazine.

Good photos of clear resolution can be used on the DARO web site to tell other alumni about successful reunion events. Identify all the people in each photo and obtain permission to use their image.

8. E-mail a brief report about the event to DARO (ideally within a week of the event).

Organisation and Operations

We recommend that all events be self-financing and all costs including postage, room hire, publicity, photography, tips, etc. must be covered by the participants' payments. ***The University cannot offer financial support for events, however, where a high profile event is jointly planned the Development Officer may be able to offer some financial assistance.***

Any resulting profit could be used to finance free events in the future or be donated to the University of Leicester Annual Fund.

When planning an event specifically to raise funds for the University, you must liaise with DARO over the nature, purpose and timing of the event.

With enough notification (at least 6 weeks), the Alumni Relations Office can publicise events to encourage other alumni to participate if business or personal needs take them to where an event is planned.

The Alumni Relations staff are available to support and advise alumni as appropriate in order to develop local groups, alumni events, and alumni networking worldwide.

UK Data Protection Act

The UK Data Protection Act 1998 legislates the sharing of data with alumni groups and includes the following:

- Data Protection statements must be written on forms requesting information from alumni and must describe the purposes for which alumni details are kept.
- Alumni must be given the opportunity to request non-disclosure of all or some of their data for the specified purposes.
- Confidentiality agreements must be in place whereby those receiving data guarantee not to disclose it to third parties.

All alumni Chairs of local groups must understand and adhere to the permitted uses of the alumni data as proscribed by the UK Data Protection Act 1998 & 2000.

The University of Leicester Development and Alumni Office is restricted in its ability to provide personal data on alumni to local alumni groups. Only alumni working in a local group for the purpose of organising events and contacting alumni to promote these events will be eligible to receive the contact information for alumni in the local area. After signing the Disclaimer Form and returning it the

Leicester Alumni Relations Office, the contact information will be e-mailed to the signatory on the form.

This information may not be shared with others. In the case of transferring information to international agencies and groups, the law specifies that those agencies/groups must use the data in keeping with the UK law, not the local law. All alumni groups that use data that the University has sent them must abide by the spirit of the UK Data Protection Act. It is suggested therefore, that only address, phone and e-mail details are retained locally in databases. All information that local alumni collect about their members, is to be shared with the Leicester DARO.