Network Development at a Glance

Being part of something bigger than yourself is a fulfilling journey and builds the future. We at the UW Alumni Association are thankful that you are excited to help lead the Cowboy Alumni Network in your community and help grow the UW family!

Role and purpose of networks
The purpose of alumni networks is to bring UW to communities beyond Laramie. This is accomplished through a variety of activities and communication with alumni and friends in your community. Each of these activities has one central theme — Wyoming Pride — and will cover a wide range of interests shared by Cowboys and Cowgirls in your area.

UW networks foster a sense of connection, spirit and loyalty to UW. Networks across the nation support the Alumni Associations goals while strengthening ties between alumni, the community, and the university.

• Alumni Networks are established both in- and out-of-state in areas with more than 100 alumni living within a 50-mile radius. They bring UW alumni and friends together for social outings, to promote UW and keep alumni connected to their alma mater. For in-state alumni clubs, many events include volunteering together or student recruitment activities. Out-of-state clubs host community events for Pokes to participate in and have fun together.

Network leader’s role
The most effective networks establish a Planning Committee structure with two to four volunteers. This helps off set the workload and provides different and creative event ideas. A successful network is usually a direct result of an active Planning Committee. Other roles a network leader can expect are:

• Organizing, planning and working events.
• Communicating events and news with the Pokes in your area.
• Updating and maintaining communication and contact information with local alumni.
• Serving as a representative for UW and the Alumni Association in your area.

Network leader requirements
Because network leaders are representatives for the Alumni Association and the University, they must be active members of the UW Alumni Association.

Alumni Association support
The UW Alumni Association has a variety of support we can offer to help clubs with their activities, ranging from flier production to personalized club space on our Web site. Full-time Alumni Association staff support, mailings, calendar events on our Web site, Leadership Conferences, e-mails and alumni lists are all examples of how the UW Alumni Association can help clubs.
How Networks Help UW

- Scholarships: The number one goal of our networks is to create a scholarship for a student in your area to attend UW. Networks are encouraged to create their own scholarships to award to local students. Networks participate in scholarships by either raising money to award scholarships annually at events or raising funds to establish an endowed scholarship for the network. Network leaders work with the Alumni Association network contact in all matters with scholarships.
- UW Alumni networks help the university in many ways, including:
  - Providing a friendly Cowboy or Cowgirl in your community and a meaningful link to UW.
  - Supporting UW when students, athletics or faculty travel to new areas for a variety of events.
  - Providing a network of fellow Pokes for new graduates and community members.
  - Serving as the channel of communication between individuals and the university by informing local club members of progress and challenges at UW.
  - Extending UW physically, intellectually and socially beyond the boundaries of the campus.

Start a Network

There are six steps that will guide you as you make plans to start a UW network in your area. If you have any questions, contact Chase McNamee, Senior Membership, Networks, & Student Programs Coordinator, UW Alumni Association (contact information at end of document).

STEP 1: Check for a club in your area
Please email cmcnamee@uwyo.edu if you have not already contacted Chase McNamee, our Senior Membership, Networks, & Student Programs Coordinator to check for a network in your area.

STEP 2: Join and register
The UW Alumni Association requires that network leaders be members of the Alumni Association for a variety of reasons, including a subscription to the UWyo Magazine, UWAA E-flash, and various discounts/special for UWAA members. Network leaders serve to represent UW and the Association in their community; therefore, Association membership is a vital part of leading an Alumni Network and helps the UWAA continue to expand network development.

If you are not already a current Association member, you can click here or visit uwyo.edu/alumni to join now.

STEP 3: Complete the online club application
Email cmcnamee@uwyo.edu to find the club application. This will allow the Association to identify the number of alumni in your area and help determine which type of network would be best to establish. Please email the completed form to cmcnamee@uwyo.edu.

Once the application is received, the Association will contact you with information to help you proceed with the development of your network.
STEP 4: Establish a planning committee
Your responsibility will be to identify three to five other volunteers to form an event planning committee. The committee can consist of friends and family who have indicated an interest in helping out. If you know no one else in the area, we can send an email to alums in your region asking for volunteers. Once you have notified the Association of the members on your committee, we will post your club information on our Web site.

The Association does not have a formal organizational chart with network officers, positions or elections, but we have found the greatest amount of success and enjoyment for volunteers comes with the formation of a planning committee to help share ideas and responsibilities.

STEP 5: Prepare your communication
Communication to alumni in your area is vital to the success of the club. As mentioned earlier, the Association will be able to obtain a list of alumni in your area with their contact information. You and our Network Coordinator will work together to find the best way to contact alums in your area. This may include: phone calls, emails, personal letters/postcards, etc… We recommend the UWAA sending out an initial e-mail to the alumni in your area to let them know about the new network, introduce yourself, and to find out if they would be interested in being contacted about future events. The Association staff will help you send this. From there, you will be able to create a contact list with which to communicate.

Social Media
If you are interested in starting a social media page or account for your network, please contact Chase at 307-766-4168 or email cmcnamee@uwyo.edu.

STEP 6: Complete the Event Planning Sheet
Once you've established a planning committee to help organize events, communicated with the alumni in your area and decided the activities you would like to start up, you'll need to complete an Event Planning Sheet. This allows the Association to put your event on our calendar and on your club Web page.

Planning a Network event
Ideas for network events are endless and range from the casual (Watch Parties, volunteering, happy hours and picnics) to the more structured (receptions, wine tastings and banquets). When planning events, be sure to start the planning process well in advance (at least two months out), set a budget to establish what to charge guests (if needed), and organize a registration system to collect contact information of guests. The UWAA will provide more tools and advice as you begin planning and confirming your event.

How to Reach Us
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