

Alumni Volunteer Engagement Handbook

October 11, 2018

Program Goals and Objectives

The UWAA is committed to connect, engage and involve alumni and friends with University of Wyoming, and one another, in support of the University's mission and goals.

The UWAA focuses on core activities in building relationships between alumni and the entire University of Wyoming community.

How can volunteers help to advance University of Wyoming through Alumni Engagement?

Collaborate on activities, projects, initiatives including:

Prospective Student Recruitment

Network/Chapter Events

Alumni Career Support

Professional and Social Networking events

Serve UW on advisory and leadership boards and committees

Social media support and advocacy

Support UW activities in your area

Identify alumni, and friends who can help advance the University as volunteers.

and much more.....

Table of Contents

[Page 3 Our History](#)

[Page 4 Executive Overview of Alumni Volunteer Engagement](#)

[Page 6 Welcome and Introduction](#)

[Page 7 Champions/Network/Chapter Overview](#)

[Page 11 Network/Chapter Roles and Responsibilities](#)

[Page 13 Brown and Gold Champions and Brown and Gold Council](#)

[Page 15 UWAA Roles and Responsibilities](#)

[Page 16 Event Planning](#)

[Page 17 Communications](#)

[Page 19 Recruiting Opportunities](#)

[Page 20 Expectations of Recruitment Volunteers](#)

[Page 21 HOMECOMING](#)

[Page 22 Alumni Career Support](#)

[Page 24 University of Wyoming at a Glance](#)

[Page 25 Membership and Giving](#)

[Page 26 Photos and Friends](#)

[Page 27 Appendices](#)

Our History

***Launched in 1895** with eight alumni, the UWAA is proud of its long history of keeping alumni connected to the university and offering a wide array of opportunities for service. With a membership over 18,000 people, the alumni association serves as an important connection to the university for more than 130,000 alumni around the world.*

Vision Statement

Be an essential UW partner to lead and inspire alumni and friends to support and promote the university through a lifelong connection with the university

Mission Statement

Build pride, loyalty and future sustainment among the UW Community through communication, involvement, engagement, and celebration.

Our Purpose and Focus

We provide the pathways to share the Legacy, Spirit and Pride of UW worldwide.

Our Identity

The relationship engagement engine and a valued partner with UW.

Cornerstone Values

Engagement Relationships – We go the extra mile

Loyalty – Ride for the Brand

Innovation – Always improving and embracing change

Tradition – UW Pride: Today, Tomorrow & Forever

Ethical Service – Honorable and Accountable

Brown and Gold – We are a point of pride and shared connection among the UW community.

The Alumni Association provides pathways to share the legacy, spirit and pride of UW worldwide. One of the most important pathways is the connections among graduates and members of the Cowboy and Cowgirl communities through our alumni networks led by passionate local area volunteers. The efforts of alumni network and chapter volunteers allowed the UWAA to leverage our outreach to alumni all over the globe and increase our reach through events, alumni career support and student recruitment initiatives.

Executive Overview of Alumni Volunteer Engagement



HOW DOES THE UWAA SUPPORT volunteers?

COWBOY CHAMPIONS:

- Connect with a network/chapter in area
- Involve in alumni support activities in admissions advocacy, support career services and/or community activities

NETWORK & CHAPTER:

- Personalized email address
- Introductory email
- Webpage design
- Banner
- Social media platform development
- Activity promotion
- Volunteer awards



HOW DO I GET involved?

COMPLETE ONLINE INTEREST FORM

uwyo.edu/alumni/networks-and-chapters/interest-form.html

UWAA STAFF IDENTIFY & CONNECT

With a network in the area and/or with a service opportunity

STAY CONNECTED



Website: uwyo.edu/alumni

CHANCE PRICE

Email: cprice6@uwyo.edu

Phone: 307-766-4168

Address: 222 S. 22nd St.
Laramie, WY 82070



ALUMNI ASSOCIATION

INSPIRING CONNECTIONS

Community • Career • Scholarships

ALUMNI VOLUNTEER ENGAGEMENT guide



Welcome and Introduction

The Office of Alumni Relations and the University of Alumni Association Board are pleased to learn that you are considering joining our growing alumni network/chapter program or that you have recently chartered a new alumni and friends network/chapter. We recognize, acknowledge, and embrace our alumni as vital stakeholders in the advancement of the University and we continually strive to develop new programs that meet the needs of an ever-evolving alumni body. It is our goal that the alumni network/chapter system will continue to strengthen the bond between the University and its alumni by increasing participation, involvement, and communication with fellow Cowboys and Cowgirls worldwide. Maintaining positive relationships and enhancing services is a primary focus of the Office of Alumni Relations and an integral piece of our overarching alumni engagement efforts. It will require a tremendous team effort to reach our goals and we hope to enlist your assistance and lifelong support.

The students who attend the University of Wyoming also depend on the dedication of alumni and friends. Without our participation in student career support, recruitment, and scholarship initiatives, the students and University cannot thrive. We encourage you to re-establish your commitment to our students and to the University of Wyoming through continued involvement in alumni programming such as the alumni network/chapter system or by simply serving as an ambassador of the University in your everyday life. Your voice as an alumna or alumnus is impactful and we appreciate your advocacy around the world. The Office of Alumni Relations and its UWAA Board are committed to serving all of our wonderful alumni and friends. We hope that you feel more connected to the University as we continue to grow and strengthen our outreach. Thank you for your support and enthusiasm through the years, and together we look forward to the future successes of University of Wyoming and its tradition.

We have three structures within which volunteers can participate:

1. Champions – An individual supporting the UWAA in at least one priority area of work.
2. Networks – A collection of volunteers organized around geographic, affinity, academic or corporate connection to support UW. (2 leaders and a roster of 6)
3. Chapters – A more formal network with 3-5 leaders and a roster of 25 with a minimum of 15 being paid and active UWAA members.

Champions/Network/Chapter Overview

Champion: A champion volunteers his or her time and talent to assist with activities, programs, and events designed and authorized by the UWAA and the University of Wyoming Alumni Association's board of directors. Volunteers are dedicated alumni, parents, and friends who help make it possible for the UWAA to complete its mission to provide the best service possible for the University of Wyoming alumni community.

Opportunities for Champion Support

- Prospective Student Recruitment
- Network/Chapter Events
- Alumni Career Support
- Professional and Social Networking events
- Serve UW on advisory and leadership boards and committees
- Social media support and advocacy
- Support UW activities in your area
- Identify alumni, and friends who can help advance the University as volunteers.

Current volunteers as of the date of adoption of this policy will be grandfathered into the volunteer system. Alumni volunteers in the future will be directed to complete a volunteer interest form online at (<http://www.uwyo.edu/alumni/networks-and-chapters/interest-form.html>) **Appendix A**

Why should you volunteer, what are the benefits?

There are many benefits of volunteering. You will have the opportunity to:

- Develop lasting friendships with other alumni, friends, and parents.
- Gain or enhance your leadership, communication, and team-building skills.
- Open doors to other university volunteer opportunities.
- Connect with other volunteers and senior leaders and gain from the experience, perspective, and contacts they bring to the table.
- Achieve satisfaction from giving back and making real difference.
- Contribute to great cause about which you feel passionate.

Alumni Networks/Chapters:

1. A network shall consist of members of the alumni body within a geographic area, an affinity group, common academic program interest or corporate connection.
2. Networks are not voting members of the UWAA Alumni Board of Directors.
3. Networks are intended to further engage alumni and friends of the University within one of the groups in 1. above.
4. Networks will facilitate two-way communication with alumni about events, initiatives, and achievements happening on campus.

5. Networks, in partnership with University offices (UWAA, Advising Career and Exploratory Studies “ACES”, academic colleges, etc.), can provide an array of social, educational and career-oriented programs.

6. Networks and its members are encouraged to support University engagement efforts in their local and geographical areas (e.g. telephone communications, event promotion via direct mail, email, and social media, alumni career support, volunteering, student recruitment, etc.)

Four types of Alumni Networks/Chapters:

1. Geographic Chapters: Alumni and friends of UW in specific regions (e.g. WY county, state, US region, etc).

2. Affinity Chapters: Alumni and friends with a shared common attribute or activity (e.g., law, energy, etc.).

3. Academic Chapters: Alumni who graduated from a specific academic discipline (e.g., MBA, nursing, music, biology, education, business).

4. Corporate Chapters: Alumni and friends that share present or former ties to a specific professional organization (e.g., Microsoft, Boeing, Amazon, Micron, T Rowe Price, etc). (Emerging priority)

Alumni Network/Chapter Guidelines:

The UWAA Board implemented an alumni network/chapter program to enhance the engagement of alumni and friends of the University worldwide. The Office of Alumni Relations in partnership with the UWAA Board established guidelines to determine if a new network/chapter should form and how best to sustain these groups. Once launched as an Alumni Network/Chapter, they must adhere to the following guidelines and policies:

1. Networks/Chapters are largely volunteer-driven. Although support and resources will be available from the Office of Alumni Relations, the driving force for any network/chapter is a group of passionate alumni volunteers. If volunteer leaders are not promoting regular activity, support from the Office of Alumni Relations and the UWAA Board may be withdrawn.

2. Network/Chapter dues are not permitted. Networks/Chapters are not permitted to maintain financial accounts external to the University.

3. Networks/Chapters may not create and maintain their own websites. They may, however, create their own Facebook pages and/or LinkedIn groups. The Coordinator of Memberships, Networks and Student Programs will review these pages and serve as a page administrator upon approval.

4. All social networking websites that are used by alumni to advocate a network/chapter or event shall maintain an acceptable level of professionalism.

5. All network/chapter communications and promotional materials (e.g., event invitations, announcements, e-news, clothing, etc) must meet UW social media and UW branding standards and shall be subject to approval by the Office of Alumni Relations.
6. The University of Wyoming recognizes that alumni have a right to express their opinions in media communications. However, personal opinions should not give the impression that they reflect or represent the views or position of the University of Wyoming, the Office of Alumni Relations, or the UWAA Board.
7. Alumni may not speak on behalf of the UWAA Board without the consent of the Office of Alumni Relations.
8. The University of Wyoming Foundation maintains and updates the alumni database and on behalf of the University and the UWAA. Any alumni information provided to a network/chapter is the property of the University of Wyoming and may not be sold or used for any purpose other than official University business. General solicitation mailings to alumni are not permitted.
9. Neither University funds nor information may be used or distributed to support or endorse political activities.
10. Any event or initiative with an associated cost must be approved by the Office of Alumni Relations. In some cases, the network/chapter may receive funding assistance from the Office of Alumni Relations.
11. Only Alumni Relations staff are authorized to sign contracts for network/chapter events.
12. Any ventures to raise funds for a specific purpose must be approved by the Office of Alumni Relations.

Starting and Organizing an Alumni Network/Chapter:

Concentrations of alumni exist across the United States and around the world. In some cases, the Office of Alumni Relations may identify groups of alumni in certain areas that would benefit from an organized alumni chapter. In other situations, alumni may approach the Office of Alumni Relations with the intent to establish a chapter. The following steps must be taken to formalize an alumni network/chapter.

Alumni networks shall have a Network Chair and Assistant Chair to serve as their representatives to the Office of Alumni Relations and the UWAA Board. In addition, the Network must have an active roster of six alumni volunteers. The Network Chair and Assistant Chair will be responsible for planning and executing events within their prospective region and/or affinity group.

1. For geographic based alumni networks, the first step is to define the region's boundaries. For affinity, academic, and corporate chapters, the uniting interest must be identified.

2. The second step is to publish an appeal to alumni in the defined region or affinity group to serve on the network committee. Diversity in this core group ensures event participation from a broader-based alumni body.

3. The third step is to identify a Chair, most likely a member that responded to the appeal to serve in the network, and Assistant Chair. The Network Chair and Assistant of a newly formed network shall complete and submit a **Network/Chapter Chair and Assistant Chair Profile** ([Appendix B](#)) **Network/Chapter Chair and Assistant Chair Acknowledgement of Responsibilities** ([Appendix C](#)) to the UWAA Executive Director.

4. Next, a petition for Network/Chapter charter form ([See appendix D](#)), with no fewer than 6 member names), and the Network Chair and Assistant Chair's Volunteer Job Description is submitted by the network committee to the Coordinator of Networks, Memberships and Student Programs in the Office of Alumni Relations.

5. The forms will be submitted to the UWAA board for approval at a regularly scheduled board meeting. Upon approval, network recognition will be granted.

6. Once chartered, the network committee, under the leadership of the Network and Assistant Chairs, should set network goals. Each network/chapter shall plan their goals with the assistance of the Coordinator of Networks, Memberships and Student Programs.

7. To maintain the status of a network, all guidelines within this handbook must be acknowledged and followed or the network may be dissolved by the UWAA Board.

Transition to a Chapter:

All of the above guidelines will be required for a chapter. A network may move to chapter status when the network has a Chair, Assistant Chair and one other leader position and a roster of 25 members with at least 15 of them being paid and active members of the UWAA. The roster must be supported with names of the minimum of 25 roster members with membership status confirmed by the Coordinator of Networks, Memberships and Student Programs.

Funding:

Networks: Up to \$250 for events and activities annually

Chapters: Up to \$500 for events and activities annually

Additional funding levels may be provided and will be proportional to the commitment of the leaders, activities and membership development.

Network/Chapter Roles and Activities

The University of Wyoming Alumni Association will assist in promoting and achieving a values-based relationship with University of Wyoming in the following key areas – not all inclusive:

1. Network leaders will be an alumnus or alumna and act as positive ambassadors of the university and in its interests.
2. Welcoming all members of the university community to participate in chapters, events and opportunities.
3. Fostering the communication and understanding of the university's priorities and initiatives.
4. Encouraging members by helping to advance the mission of the university and the UWAA.
5. Encourage other alumni to return to campus to celebrate and support the University of Wyoming.
6. Recommending qualified student candidates for admission and encouraging enrollment of said candidates to the university.
7. Assisting in establishing and identifying internships and employment opportunities for graduates.
7. Sign up for Cowboy2Cowboy informational interview mentorship
8. Supporting a commitment to life-long learning.
9. Promoting continued philanthropic support of the university.
10. Include the UWAA in your communications.
11. Promoting alumni-led events by posting them on the UWAA's web calendar, and utilizing third-party social media sites and personal outreach consistent with UW brand standards.

12. Submitting attendance lists to the UWAA. If online registration is used, submitting event totals, including walk-in and no-show lists.
13. Helps us help you! Respond promptly to inquiries from the UWAA.
14. Provide assistance and advice for planning events and recruiting local volunteers.
15. Plan, market, and execute University-led programming.
16. Promoting continued philanthropic support of the university.
17. Help promote events: mailings, send broadcast e-mails to all alumni, parents, and friends living in the region and post University-sponsored events on UWAA's Web calendar.
18. Participate in Network leadership calls to share information.
19. Identifying ways to encourage alumni to offer their intellectual, business, networking, and activity to support and strengthen the university.

Brown and Gold Champions and Brown and Gold Council

Our alumni volunteers expand the capacity of the University of Wyoming Alumni Association work to engage alumni worldwide. With the growth in the number of alumni volunteers who are supporting the University of Wyoming through activities initiated by the Alumni Association, we desire to recognize the collective effort of these volunteers and tap into their experience to inform the board of the experience in their spheres of influence. We will recognize these collective volunteers in two structures.

Brown and Gold Champions

This group is composed of all individual Champions who volunteer their time and talent to assist with activities, programs, and events designed and authorized by the UWAA and the University of Wyoming Alumni Association's board of directors.

Brown & Gold Council

Description and Duties The Association shall create a Brown & Gold Council that will consist of Network/Chapter leaders and champions who support the Association and its programs in matters including, but not limited to, student recruitment, alumni outreach, alumni career support, social gatherings, and community outreach. The Brown & Gold Council are envisioned as the volunteer leaders most closely connected to their individual communities, providing a strong personal relationship with UW's friends and alumni worldwide.

The goal is to have robust statewide, nationwide and worldwide representation and participation on the Brown & Gold Council. The Council will include leaders and Champions who have distinguished themselves in their support of the University. We will make every effort to ensure thriving networks/chapters are in place in each Wyoming county, Colorado, Utah, Montana, South Dakota, North Dakota, Nebraska and each United States quadrants: Northwest, Southwest, Northeast, and Southeast.

Selection and Appointment In advance of a regularly scheduled board meeting, the Executive Director will submit, to the Vice President of the Board, a nomination form and supporting documentation for leaders and Champions to be appointed to the Brown and Gold Council. [Appendix E](#)

The candidates must be willing to continue to be ambassadors for the Association and must be a voting members of the Association. The board will consider the nominations at a regular scheduled board meeting. Those candidates receiving a

majority of the votes of the board members will become members of the Brown and Gold Council.

Terms

Members shall serve one-two (2) year term with the opportunity to be considered for subsequent terms as long as he/she is willing to be an ambassador for the University, is a voting member of the Association and is meeting expectations. The board will consider nominations for re-appoint of qualified members at a regularly scheduled board meeting.

Meetings Members of the Brown & Gold Council will be invited to the spring and fall board meetings with time set aside for both networking with the board and sharing their individual experiences, ideas and concerns. It is anticipated that the Council will have its first meeting with the BOD in April or September 2019 at the Spring UWAA meeting.

UWAA Roles and Responsibilities

Coordinator of Networks, Memberships, and Student Programs-Chance

Price: (307-766-4168) cprice6@uwyo.edu

Responsibilities:

1. Communicate with alumni volunteers interested in participating and/or leading a network/Chapter and guide them through the process to become an approved volunteer.
2. Coordinate Network/Chapter participation and activities
3. Manage membership program, all marketing materials, new appeal materials, and front and back end Advance database data collection. Manage UWAA mobile application and data.
4. Oversee student programs and UWAA RSO Wyo-Gold Student alumni association or other student programming activities.
5. Research, identify, and involve all interested alumni within, and outside a network and communicate the UWAA's mission, projects, and objectives.
6. Pull all necessary lists to identify alumni in potential network areas.

Jon Wiebe – Engagement Associate (307)766-4167 jwiebe1@uwyo.edu

1. Respond to all new area network interest forms, make introduction, and communicate the mission of the UWAA and next steps for network development in the area. Coordinate Network/Chapter participation and activities
2. Assist in UWAA projects throughout the year such as admitted students, and manage the Cowboy2Cowboy mentorship program.
3. Communicate with and support Champions and Networks and Chapters.

Event Planning

Events enhance the connection among alumni, parents, friends, and University of Wyoming. They can be sponsored by the university or by a specific network/chapter. While they may be geared toward, or intentionally serve the needs of, one segment of the community, they typically are open to all alumni, parents, and friends, and are advertised to the wider regional community through the UWAA's email, postal mail, and/or in official university publications. They may also be promoted through third-party sites like Facebook and LinkedIn.

Local network committee meetings and programming meetings are considered events, but are not open or advertised to the entire chapter. However, the UWAA should be made aware of these types of meetings so that they can count toward alumni/chapter engagement. [See Appendices F, G, H, I, J.](#)

Suggested Events for Your Network/Chapter

Cultural events

- Book discussions groups
- Career/networking events
- Cinema groups
- Community service projects
- Concerts
- Art exhibitions
- Guided tours of local landmarks or museums
- Theater productions

Social events

- Athletic events-Watch Party Form (Appendix N)
- Group meals at restaurants
- Picnics or potlucks
- Walking tours
- Wine tasting/ professional networking
- Young alumni happy hours
- Golf tours or other sporting events
- Bowling
- Cocktail receptions or dinners with UW's president
- Distinguished speaker or lecture with UW alumni, faculty, or administrator
- Panel discussions
- Black-tie dinners
- Garden parties
- Musical events
- Plays at the Theatre on campus
- Volunteering at a local charity
- Admission receptions
- Student welcome back for new graduates

Communications

The UWAA will work with you to communicate your event or message to alumni, parents, friends or whoever else needs to receive the message. Most our communications are done by email, and from time to time we will do a mailing or a save the date post card. For those without email addresses, we will attempt to communicate with them by mail and the event postings that are found in the UWYO Magazine.

Facebook and other social media

An increasing number of groups are using social media such as Facebook in order to publicize their activities. UWAA has its own Facebook page at <https://www.facebook.com/UWalumniassociation>

If you are new to Facebook, to view groups you need to sign up to Facebook, by filling in some basic personal details at www.facebook.com, after which you can browse the UWAA Facebook page.

All University of Wyoming Network have their own Facebook Fan Page rather than a group. Although they look the same, this will allow you and others to post photos and other information to the site.

Twitter

The UWAA also uses Twitter to communicate with Alumni and get messages out about events before, during and after they happen. You can find us at <https://twitter.com/wyomingalumni>

LinkedIn

In partnership with the University of Wyoming Foundation and Office of Advising, Career and Exploratory Studies LinkedIn is used both as a communication tool and a mentoring tool for alumni. We are under University of Wyoming Alumni <https://www.linkedin.com/school/university-of-wyoming/>

Network E-mail address

The UWAA will provide a UWAA network email if conditions are mutually agreed upon.

Network Banner

The UWAA will provide a network banner if conditions are mutually agreed upon.

Prospective Student Recruiting Opportunities

Send a note card to an accepted student

We would ask that you participate in our Admitted Student project during January – April each spring. We ask volunteers to send a note about your experience at UW and how that has made you who you are today. You may want to offer your contact information if the student or parents have any questions. Communicating with prospective students helps us form a personal bond between UW and the student. Congratulating admitted students is a wonderful way for volunteers to share their personal stories, anecdotes, and enthusiasm for UW.

Represent UW at a College Fair

Attending a college fair is an easy, fun way to represent UW. Fairs increase UW's visibility in the local community and provide a unique opportunity for personal interaction between alumni and students. The majority of fairs typically take place during the months of August through November, but they can be held throughout the year. Most college fairs involve representatives staffing a table or booth alongside other colleges, universities, or organizations. They are one of the most effective means to inform students who might not have considered attending UW about what the university can offer. **Subject to coordination with Office of Admissions.**

Participate in regional Admission events

Work with a team of up to 3 alumni and the University's Admissions office to represent UW at special admission events. You may be asked to give a brief presentation or just be available to answer questions from perspective students and their parents. **Subject to coordination with Office of Admissions.**

Participate in Recruiting Events

The Admissions Office hosts a number of recruiting events. We always welcome volunteers to attend these events or, in some cases, to contribute locations and offer planning ideas. **Subject to coordination with Office of Admissions.**

Expectations of Recruitment Volunteers

Keep your contact information up to date

Make sure you submit or update your contact information through our website, <http://www.uwyo.edu/alumni/> . This will ensure we are able to inform you of recruiting opportunities and send you all of the appropriate recruiting materials.

Keep up to date with UW

The Admissions Office will keep you updated about the status of recruiting and admissions, but there are many additional ways to stay on top of current events and news about UW. Friend UW on Facebook and follow us on Twitter.

Contact us if you don't know the answer

We know that our volunteers can't have all the answers, so feel free to refer students to our website or to contact a staff member in our office when you are uncertain about what to tell them.

Let us know about events and opportunities

We receive invitations to many different college fairs around the country, but we also rely on you to bring events to our attention. Additionally, if you would like to have an admissions representative at one of your events, please let us know.

HOMECOMING

The University of Wyoming Alumni Association homecoming celebration encompasses all of campus and robust alumni programming. The week begins with The “Big Event” philanthropy facilitated by the SLCE office to thank the Laramie community for their support. Homecoming also encompasses many student activities throughout the week put forth by the homecoming committee. This is a time to celebrate our alumni, and each year the UWAA invites our alumni who celebrate their 50th reunion. This is the time we also celebrate some extraordinary alumni with the Distinguished Alumni and Medallion Service Awards to those who after graduation greatly exhibited the quality of the academic and student life at the University of Wyoming.

Class Connectors (Emerging Initiative)

We are always seeking class connectors and volunteers to help with Homecoming!

We look for class connectors/ volunteers to do all or some of the following:

- Promote class identity and generate enthusiasm
- Encourage increased gifts of support during your anniversary year
- Encourage attendance at Homecoming
- Network with classmates via telephone, email and letter writing

Some ways that this can be accomplished are:

- Network via both phone and email with your classmates to encourage attendance – the class with the highest attendance will be recognized during Homecoming.
- Recruit a team of classmates to work with—the more people reaching out and connecting the more we can get back to campus
- Notify us of any address changes or alumni updates that you discover and help us find lost alumni

Please contact:

Chance Price or Jonathan Wiebe: 307-766-4166

Alumni Career Support



Handshake

Handshake connects students and alumni with employers through online job and internship postings, on-campus interviews, job fairs and career events, and more. For alumni to utilize this program, you must be a member of the UWAA. Visit Wyoming.joinhandshake.com. For questions, please contact Jon Wiebe at jwiebe1@uwyo.edu.

Cowboy 2 Cowboy is a UWAA program for students and alums who are wanting to grow their professional network through informational interviews! Through our UWAA alumni network, we can help connect you with UW alums in your career field or certain geographic areas for an informational interview. You can learn about the career field or area, the alum's experiences, how to boost your resumé and bolster your experience, and grow your professional network. For alumni to participate in the informational interviews, you must be a member of the UWAA. You do not need to be a member to be a mentor. Email uwalumni@uwyo.edu or call 307-766-4166 for information and to get started. If a student, sign-up at Wyoming.joinhandshake.com. Click on student and follow prompts. If an alum and you want to connect with another alum interviewer (mentor) sign up at Wyoming.joinhandshake.com, click on alumni and follow the prompts. If an alum and want to serve as a Cowboy 2 Cowboy interviewer (mentor), sign-up at Wyoming.joinhandshake.com, click on mentor and follow the prompts to set-up your profile and account details. Email uwalumni@uwyo.edu or call (307) 766-4166 with questions.



Candid Career

Candid Career's belief is that we can all learn from the experiences of others. They are the premier provider of thousands of informational video interviews featuring industry professionals through an easy to use website. Find honest career information, thousands of videos to explore, interview preparation, discover your passion, and much more!



[UW LinkedIn](#)

Connect with fellow UW alums and friends on LinkedIn via our UWAA LinkedIn page. Learn about job opportunities, networking, career/engagement events, and more!



[Wyoming Grown](#)

Wyoming Grown is a free program that connects individuals who have a desire to return to Wyoming with in-demand career opportunities.



[Career Webinars](#)

Join live career events and ask questions, watch recorded presentations in the event library anytime, and update your profile and create a career plan! Click above to get started building your network and skill set!

University of Wyoming at a Glance

- Total UW enrollment: 13,929
- Undergraduates: 10,209
- Graduate and professional degree students: 3,720
- Non-resident enrollment: 26%
- Undergraduates over 25 years old: 22%
- New freshman class size: 1,594
- Average high school GPA (new freshmen): 3.43
- Average ACT (new freshmen): 23.9
- Academic programs: approximately 190 areas of study in colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources
- Average undergraduate class size: 29 students
- Student clubs and organizations: 200+
- Division I-A Athletics, Mountain West Conference
- UW was ranked among the nation's top colleges and universities by US News & World Report, Forbes, and Princeton Review in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- UW students can receive UW credit for courses taken through the National Outdoor Leadership School (NOLS).
- *Outside* magazine has recognized UW as one of the top "adventure colleges."

Historical Facts

The University of Wyoming was founded in 1886, when Wyoming was still a territory. In September 1887, UW opened its doors to 42 students and 5 faculty members-as befitted the university of "The Equality State" both the students and faculty included women from the first day. Built on the outskirts of town in Laramie's city park, Old Main was UW's first building and held classes, the library, and administrative offices during the first years of the University's existence.

UW has since grown into a major teaching and research university with approximately 13,000 students and over 700 faculty members. Throughout its existence, UW has been the only four year university in the state of Wyoming, though it has maintained a close and cordial relationship with the state's community colleges.

Programs such as athletics, agricultural extension, state and federal partnerships-and more recently such initiatives as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center have played important roles in the lives of many Wyoming residents and communities for almost 125 years.

Membership and Giving

Membership

The UWAA aims to lead and inspire alumni to stay connected to UW for life. We foster a culture of pride and loyalty among alumni and friends through involvement, sharing of the university's direction and aspirations, and engaging alumni and friends.

We harness the passion of our alumni through network communities to expand outreach, impact and advocacy for UW by collaborating with UW partners to host multiple events per year, including Homecoming. These activities encourage alumni to become advocates for graduates in their career pursuits and for prospective students to attend UW. Finally, we engage students with relevant and meaningful leadership opportunities, scholarship and career programs that in turn create a loyal bond in the first stage of the Alumni Pathway-equipping them to carry the torch of UW Pride.

Your membership dues directly support programs that foster connections between alumni, provide student scholarships, advance the university, honor former alumni, provide legislative advocacy and help our association.

Scholarship Club

Scholarship Club members make possible the generous awards given to UW students through the UWAA Scholarship Program. This program has many loyal donors, with some contributing for 40 years or more. The scholarships supported by this program are significant; the Association's yearly obligation is over \$150,000.

You can join the Scholarship Club at various levels. You can make a multi-year pledge, or start your contribution as a yearly commitment. Donations are fully tax deductible.

Heritage Alumni Excellence Circle

This giving plan provides new resources to develop high impact alumni engagement programs to advance the University of Wyoming and enrich the lives of UW alumni worldwide and current students. The Circle is comprised of a group of alumni and friends who are making financial gifts above and beyond their UWAA membership.

Event photos

We encourage you to take photos of the events that take place in your Network/Chapter. If a member of the UWAA is not at your event to take photos, please forward them to our office as soon as possible after the event. We will also ask that you identify where the photo was taken, what activity was taking place and who is in the photo and their class year. You may also upload the photos to the chapter Facebook site. [See Appx J.](#)

Friends

Friends play a critical role in the success of UWAA. Please feel free to invite UW friends to join you in your support of UW.

Appendices

[Appendix A – Network Interest Form](#)

[Appendix B- Network/Chapter Chair and Asst. Chair Profile](#)

[Appendix C- Network/Chapter Roles and Responsibilities](#)

[Appendix D- Petition for Charter Networks and Chapters](#)

[Appendix E- Brown and Gold Council Nomination Form](#)

[Appendix F- Event Check List](#)

[Appendix G- Non Disclosure](#)

[Appendix H- Network Event Evaluation](#)

[Appendix I- Attendance Sample](#)

[Appendix J- Timeline](#)

[Appendix K-Current Networks](#)

[Appendix L- Alma Mater, Ragtime Cowboy Joe and Fight Song](#)

[Appendix M-Photo Release](#)

[Appendix N- Watch Party Form](#)

[Appendix O- Campus Contacts](#)

Appx A

ONLINE ALUMNI NETWORK INTEREST FORM

Please fill out the form below:

Preferred Network: *

First Name: *

Last Name: *

Address: *

City: *

State: *

Zip Code: *

Phone Number: *

Email: *

Employer: *

Degree(s)/Year(s) : *

Academic College: *

Area of Interest (Check all that apply): *

Network Leadership

Professional Networking

Career Engagement

Prospective Student Advocacy

Social – UW Pride – Event Notification

UW Academic College Support

Other

If other selected, please note comments here:

Appx B

Network/Chapter Chair and Assistant Chair Profile

Full Name _____

Home Address Street _____

City _____ Zip Code _____

Home Phone _____

Cell Phone _____

Email _____

Name of Company you work for _____

Your Title _____

Work Address _____

City _____ Zip Code _____

Work Phone _____

Work E-mail _____

Preference for communications: Home _____ or Work _____

Phone _____ E-mail _____ Mail _____

What skills do you bring to the University of Wyoming Alumni Association that you are looking forward to putting to use as you serve on the BGC?

Appx C

Network/Chapter Chair and Assistant Chair Acknowledgement of Responsibilities

As a Network/Chapter Chair or Assistant Chair you can count on me to (check those areas of your highest interest):

- * ____ Plan Network/Chapter activities to the UWAA for review each year in conjunction with the Coordinator of Networks, Membership and Student Programs
- * ____ Plan and coordinate at least two network/chapter events/activities per year
- * ____ Participate in the admitted student recruitment initiative
- * ____ Communicate regularly with the roster of volunteers in the Network/Chapter
- * ____ Follow UWAA social media and share with network
- * ____ Be an active and paid member of the UWAA
- * ____ Welcoming UW faculty, staff, coaches, administrators and students when they travel on official UW activities in your area
- * ____ Follow the policies and procedures in this manual
- * ____ Support alumni career support programming, including signing up to be a Cowboy 2 Cowboy Informational Interview mentor.

NOTE: A Network/Chapter Chair and Assistant Chair are not expected to perform all of the volunteer activities listed above, but to assist in delegating certain of these tasks to other roster members. I have read and understand these commitments and am willing to commit to support the University of Wyoming Alumni Association and its goals.

Name	Date
------	------

Addendum to Responsibilities:

Brown and Gold Council Qualification

As a Chair or Assistant Chair of an approved Network or Chapter, you will be considered for participation in the Brown and Gold Council described above on page 14. If selected by the UWAA board to participate on the Brown and Gold Council, you will be invited and nominated to attend one (1) UWAA board meeting to be a participant in a session with the full board to share your network/chapter experience, plans, impact, suggestions, etc., including attending a hosted reception

Appx D

Petition for Network/Chapter Charter Form

Date of Petition: _____

Proposed Name of Network/Chapter: _____

Type (Geographic, Affinity, Affinity, Corporate): _____

Chair Name: _____ **; Assistant Chair Name:** _____

(a Profile and Acknowledgement of Responsibilities is attached)

Roster:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____ **(for a Network)**

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18._____

19._____

20._____

21._____

22._____

23._____

24._____

25._____ **(for a chapter)**

Appx E

**Brown and Gold Council
Nomination Form
Full Name**

Home Address Street

City _____ **Zip Code** _____

Cell Phone _____

Email _____

Name of Company you work for

Your Title _____

Work Address _____

City _____ **Zip Code** _____

Work Phone _____

Work E-mail _____

Preference for communications: Home _____ **or Work** _____

Phone _____ **E-mail** _____ **Mail** _____

Summary of Accomplishments in Support of the UWAA:

Additional Comments:

Name of Nominator _____

Position _____

Signature _____

Date _____

Appx F

Check list

Event: _____

Date: _____

Please use this form to assist with event planning.

Ten weeks before:

- Network/Chapter leader to recruit/appoint event volunteer(s)
- Event volunteer(s) to recruit team of committee volunteers
 - Distribute confidentiality agreement to be completed and returned to UWAA
 - Report name(s) of committee volunteers to alumni office
- Assist UWAA team in finalizing event details (i.e. location, prices, menu)
- Eight weeks before:
 - Event volunteer(s) to provide UWAA with all finalized details for publication of event
- Four weeks before:
 - UWAA to provide contact information from invite list for committee volunteers
 - Committee volunteers to make contact by phone calls and/or e-mails to encourage attendance
- Two weeks before:
 - Network/Chapter event volunteer to contact UWAA
 - Finalize and/or confirm event volunteers to work event (check in and nametags)
 - Network leader to coordinate meeting time around event with alumni representative to review chapter activities/issues

Promoting Your Event

Online calendar

- All network events will be posted on the UWAA's online events calendar. Please give the office 1 weeks' notice to post an event online.

Broadcast e-mails

- The UWAA will send emails as necessary. Please give the office at least 14 days' notice to send a broadcast e-mail.

Appx G

UNIVERSITY OF WYOMING ALUMNI ASSOCIATION CONFIDENTIALITY AGREEMENT FORM CONTACT INFORMATION

The privacy of University of Wyoming alumni and friends is of utmost importance to the University of Wyoming Alumni Association (UWAA). The UWAA may decide, in its sole discretion, to give UWAA Board Members, Network or Chapter Leaders, and/or volunteers (Receiving Party) access to personal information related to UW alumni and friends. Mailing addresses, email addresses, phone numbers, and the like (Confidential Information) are confidential and must be respected as private. In order for a Receiving Party to access the information described above, the Receiving Party must agree to the below terms and conditions.

I, _____, ("Receiving Party" or "I") agree to the following terms and conditions: (INSERT NAME)

- ☐ *I understand that all Confidential Information I receive is strictly confidential and I agree to only use the Confidential Information for historical, statistical and fundraising purposes in furtherance of the mission of UWAA.*
- ☐ *I agree to not use any of the Confidential Information for personal or commercial purposes.*
- ☐ *I agree to not copy, reproduce, post, or transmit the Confidential Information.*
 - ☐ *I understand that the disclosure of Confidential Information may cause irreparable harm to the UWAA and hereby agree to defend, indemnify and hold harmless UW and its public employees from any and all claims arising from any breach of my obligations under this Agreement.*
- ☐ *I accept and agree that these obligations of confidentiality will continue until termination of this Agreement by the UWAA as outlined herein.*
 - ☐ *I understand that the UWAA has the right to terminate this Agreement at any time, without cause. Upon termination of this Agreement, I agree to immediately destroy any Confidential Information in my position.*

The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. Any actions or claims against UWAA under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended. By signing below, I certify that I have read, understood, and agreed to the terms and conditions of this Agreement as set forth herein.

Name (Please print)

Class Year (If applicable)

Signature

Date

Thank you for honorably serving University of Wyoming!

Appx H

Network Participant Event Evaluation

Name of

Network/Chapter: _____

____ Date of Program: _____

Program/Event Title:

Your Name:

For the events featuring presentation, please answer the following:

The length of the presentation was: _____ Too long _____ Too short _____ Just
right

Was there enough time to socialize before or after the presentation?

How effective was the presenter?

_____ Please add any other comments you would like to make regarding this event or other
network/chapter programming.

Please send completed form and attendance list to the UWAA

Appx I**Event attendance sample**

Event Name:

Date:

 Time:

Location:

Name	Class Year	E-mail Address

Appx J

Timeline for Planning Events

This outline that can be used when beginning to plan chapter events and while working with the UWAA. Planning should start 10 weeks before your event.

Selecting a Site

Location and Schedule

Downtown or suburban?

Weekday or weekend?

The Facility

Is there a rental charge?

Is a deposit required to reserve the facility?

Is convenient and adequate parking available?

If this is a pre-game activity, is the site within walking distance of the game?

Is there an acceptable billing arrangement?

Room Specifics

Room Size/Tables

How many tables are needed? Round or rectangular?

Is a head table needed?

Will you need a registration table, nametags and/or sign-in sheets?

Will the guests be seated? If so, how many chairs are needed?

Is a podium necessary?

Will you need a table for displays or take-home information?

Do you need to provide table décor?

Sound System

Is a public-address system necessary?

If music is piped in, can it be turned off?

Extras

Should pads and pens be available?

Food/Refreshments

Is there a cocktail hour?

Will it be an open (hosted) or cash bar?

Should hors d'oeuvres be served?

Is there a bartender fee?

Should selected liquors or a full bar be offered?

Menu

What is the firm price per meal, including tax and gratuity?

Is there a minimum number/price guarantee?

When does the facility need the final count?

Does the caterer prepare any additional meals (overage, typically 5-10% over the guaranteed number)?

Linens - try to get brown and gold colors.

Hospitality

Welcoming Guests

Is there host to welcome guests (like the chapter leader, for example)?

Nametags

Are they pre-printed?

Maiden name?

Class year?

Appx K

Current Active Networks and Leadership

National

Billings, MT- Emily Brown, Shelly Games, Carson Cornwall, Brian & Emily Brown

Boise, ID- Thomas Grant, Walt Cook, Cheryl Finley

Chicago, IL- Mike Huyler, Jack Kelly, Carrie Kelly, John Kreller

Colorado Springs, CO- Kurt Berry, Michael & Hanna McNamee

Denver- Tim Wilson, Alex Obrecht, Joe Evers, Charlie Brown

Fort Collins- Christian Lasher, Chris Donegan

Houston- Mike Healy, Aaron Bieber

Las Vegas/Reno- LeAnn Morris

Western Nebraska- Doug Mader, Darrell Eskam

NYC- Myron Gnall, Kali Hill

PHX, Sun City, AZ- Brenden Turelli, Mark Warren, Dianne Frankenfield

Salt Lake City, UT- Stacy Deru, Casey Adams

Seattle, WA- Bill Valdez, John Rhodes

California Central Valley- Lori Eastman

Tucson, AZ- Jake Eitzen, Mike Eitzen, Zach Eitzen

Washington DC- Jeff Fry, Tim Graham, Todd Cheney

WYOMING COUNTIES

Albany- Gustave Anderson, Mark Mader, Harrison Welshimer

Campbell- Brent Daly, Josh Peirce, Sonya Merryman, Derek Hensley

Carbon- Sherrod France, Kris Thorvaldsen

Converse- Terry Moss, Dominique Media

Crook- Perry Livingston

Fremont- Lance Goede

Goshen- Brian & Tonya Lee

Johnson- Dustin Hill, Brett McCoy

Laramie- Jane France, Scott VanHorn, Kathleen McKinley, Amy Allen

Natrona- Stephen Briggs, Dori Nelson, John Lee

Park- Theresa Gunn, Whitney Smith, Deb Simpson

Platte- Keith Geis, Jennifer Nevins

Sheridan- Oaklee Anderson, James & Christin Wilkerson, Jim Shellenberger

Sweetwater- Sean Valentine, Tom Allen

Uinta- Wendy Schuler, Phil Petersen, Dan Wheeler

Washakie- Kermit Sweeny, Abby O'Donnell

Weston- Travis Cochran

Hot Springs- Barb Vietti

Academic Affiliation

Nursing Chapter – Dani Johnson

MBA – Sean Valentine and Chris Donegan

Multicultural – Dominique Martinez and Christian Valtierra

Denver Law – Melissa Lyon

Energy – Aaron Bieber, Joe Evers, Gustave Anderson

Alma Mater & Fight Song

"Alma Mater"

Where the western lights' long shadows
Over the boundless prairies fling
And the mountain winds are vocal
With thy dear name, Wyoming.
There it is brown and yellow
Floats in loving loyalty,
And the College throws its portals
Open wide to all men free.

Refrain:

And so our songs we bring.
Our Alma Mater sing,
To her our hearts shall cling,
Shall cling forever more.

Yonder we can see it standing,
Circled by purple hills,
While the flaming fire of sunset
Every Western window fills;
'Tis the College! Ah, we know it!
Shrine of many joys and tears,
And the rays that light upon it
Are prophetic of its years.

"Ragtime Cowboy Joe"

He always sings raggy music to the cattle as he swings back and forward in the saddle, on a horse - a pretty good horse! He's got a syncopated gaiter, and you ought to hear the meter to the roar of his repeater; how they run - yes run! - when they hear that he's 'a-comin', cause the western folks all know, he's a high-falootin', rootin', tootin', son of a gun from ol' Wyoming, Ragtime Cowboy, Talk about your Cowboy, Ragtime Cowboy Joe.

"Fight, Wyoming, Fight"

Come on, Cowboys, gold and brown!
Show them how, boys, hold them down!
Start right now, boys, don't' delay,
Break away, win today.
Take that ball, and one, two, three!
Carry on triumphantly -- Come on and fight!
Fight! Fight, you Cowboys, fight!
Come on and fight to victory!

Appx M

Model Release

University of Wyoming Alumni Association
Marian H. Rochelle Gateway Center · 222 S. 22nd St., Laramie, WY 82070
(307) 766-4166 · fax (307) 766-6824 · email: uwalumni@uwyo.edu ·
uwyo.edu/alumni

Date: June 28, 2018

Name of Event: Sheridan Network Social – Sheridan, WY

Photo Release

As a participant of the event listed above, I (or, in the event I am under 18 years of age, my parent/legal guardian) do hereby authorize the University of Wyoming, its agents, successors, and assigns, to use and reproduce photograph(s), audio, or video in which I appear in official UW publications, and I waive any right that I may have to inspect and approve said photograph (or any copy that may be used in connection therewith) or to receive compensation for the use of said photograph, audio or video.

I understand the University of Wyoming does not waive its sovereign immunity or its governmental immunity and fully retains all immunities and defenses provided by law.

By signing below, I am certifying I am over 18 years of age or, if I am under 18 years of age, my parent or legal guardian is signing below to authorize my participation and agreeing to the language above.

Print Full Name	Sign Full Name	Parent/Guardian	City	State

Appx N

Watch Party Form and Required Information

UW ALUMNI ASSOCIATION
WATCH PARTY EVENT FORM
Please fill out the form below:

First Name: *

Last Name: *

Address: *

City: *

State: *

Zip Code: *

Country: *

Email: *

Phone Number: *

Area Representing: *

Questions/Comments:

UW Game: *

Date of Event: *

Time of Event: *

Name of Venue: *

Address of Venue: *

Any special venue requirements, please list here:

Appx O

Campus Information and Contacts

UWAA

Telephone: 307-766-4166

Email: uwalumni@uwyo.edu

Web: uwyo.edu/alumni

Location: Marian H. Rochelle Gateway Center

Office of Admission

Telephone: 307-766-5160

Email: admissions@uwyo.edu

Web: uwyo.edu/admissions

Location: Knight Hall 150

Office of Financial Aid

Telephone: 307-766-2116

Email: finaid@uwyo.edu

Web: uwyo.edu/sfa

Location: Knight Hall 174

Advising, Career and Exploratory Studies

Telephone: 307-766-2398

Email: aces@uwyo.edu

Location: uwyo.edu/aces