

UCI Alumni

Chapter Funding Checklist for _____

Each chapter will be allocated a \$1,000 stipend annually (Tier 1) with the understanding that all items in Tier 1 will be completed within the fiscal year end. Chapters can qualify for funding levels Tier 2 or 3 for the next fiscal year based on previous year's performance. Completed checklists must be submitted to your Chapter Liaison by May 31st (include projected events for June). Note: Newly chartered chapters will begin with Tier 1 funding.

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| Tier 1 - All items in this tier are to be completed yearly in order to maintain an active chapter status and receive UCIAA administrative support and \$1,000 stipend. | | |
| <input type="checkbox"/> | For new board members, submit Contact Forms, Security and Use Statements (Officers & Committee), and signed Leadership Board Expectations Documents | |
| <input type="checkbox"/> | Submit Annual Event Plan by September 1st | |
| <input type="checkbox"/> | Implement quarterly leadership meetings (Chapter Liaison Invitation Required). Dates of meetings: _____, _____, _____, _____ | |
| <input type="checkbox"/> | Maintain active online community by creating and publishing at least (1) post per month online and increasing followers/likes/members/connections | |
| <input type="checkbox"/> | Chapter Board participation at the Annual Chapter Leadership Summit & bi-monthly Chapter Calls | |
| <input type="checkbox"/> | Support at least (2) UCI Alumni Association engagement events throughout the year: | |
| | <input type="checkbox"/> UCI Homecoming | <input type="checkbox"/> Giving Day |
| | <input type="checkbox"/> Dinner with Anteaters | <input type="checkbox"/> Annual Meeting |
| | <input type="checkbox"/> Anteaters in Service Day | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> | Host (1) signature event/program for your chapter constituents | |
| Tier 2 - All items in this tier are to be completed in addition to Tier 1 requirements, to receive a \$1500 stipend at the start of the next fiscal year. | | |
| <input type="checkbox"/> | Collaborate with another chapter or campus unit on an Alumni-Focused event: | |
| | <input type="checkbox"/> Event date: _____ Name: _____ | |
| <input type="checkbox"/> | Host (1) Chapter event that focuses on one of the following: student support, school collaboration, community-building: | |
| | <input type="checkbox"/> Event date: _____ Name: _____ | |
| <input type="checkbox"/> | Connect with recent UCI graduates (i.e. letter, event, mentorship) – <i>CC your chapter liaison on the communication</i> | |
| Tier 3 - All items in this tier are to be completed in addition to Tier 1 <u>and</u> Tier 2 requirements, to receive a \$2000 stipend at the start of the next fiscal year. | | |
| <input type="checkbox"/> | Establish/maintain scholarship program for students (min. \$500 annual scholarship) and 3 readers | |
| <input type="checkbox"/> | Host (1) Chapter event that focuses on one of the following: career and/or professional development, networking | |
| | <input type="checkbox"/> Event date: _____ Name: _____ | |
| <input type="checkbox"/> | Submit an annual report of your chapter's activities | |

Chapter Representative: _____
Printed Name
Signature
Date

Hiatus Mode – If a chapter is unable to complete Tier 1 requirements, then they must go through the following process for the following fiscal year:

1. Strategy meeting(s) with Chapter Liaison & active board members
2. Submit an annual plan after strategy meeting for review and approval
3. Once annual plan is approved, Chapter Event Approval Request should be submitted in order to receive access to stipend funds.