

UC Irvine Alumni

ACADEMIC/INDUSTRY Chapter Funding Checklist

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.

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 (1) UCI Alumni Association engagement events throughout the year:	
<input type="checkbox"/>	<input type="checkbox"/> UCI Homecoming	<input type="checkbox"/> Giving Day
<input type="checkbox"/>	<input type="checkbox"/> Dinner with Anteaters	<input type="checkbox"/> Anteaters in Service Day
<input type="checkbox"/>	<input type="checkbox"/> Annual Meeting	<input type="checkbox"/> Other: _____
<input type="checkbox"/>	Collaborate on at least (1) key event from your respective school/academic unit	
<input type="checkbox"/>	<input type="checkbox"/> UCI Homecoming	<input type="checkbox"/> Giving Day
<input type="checkbox"/>	<input type="checkbox"/> Other: _____	
<input type="checkbox"/>	Host (1) signature event targeted to your industry	
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 your academic school/unit on an Alumni-Focused networking/social event:	
<input type="checkbox"/>	Event date: _____ Name: _____	
<input type="checkbox"/>	Collaborate with a student organization to host a career-type of workshop for students:	
<input type="checkbox"/>	Event date: _____ Name: _____	
Tier 3 - All items in this tier are to be completed in addition to Tier 1 and Tier 2 requirements, to receive a \$2000 stipend at the start of the next fiscal year.		
<input type="checkbox"/>	Leverage Giving Day to support your school/academic unit with their scholarship program, or award a chapter scholarship (min \$500).	
<input type="checkbox"/>	Host (1) recruitment type of event (company tour, career fair, small business panel, etc) for alumni & students	
<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.