July 2017 Chapter Chat

New Fiscal Year Updates
As we start the new fiscal year, please make note of these updates for Chapter & Club finances:

- Chapters will now have only one type of allocated funds: Basic Operating.
- You must publicize your event in order to utilize allocated funds for expenses.
- Requests for Board-related expenses, such as food at meetings, shirts for leadership, recognition items, etc., may only utilize Holding Funds.
- Allocated funds may not be used to purchase gift cards.

The Alumni Association is proud to be able to provide financial support for Chapter & Club activity. Please consider this the University’s money and therefore, expenses should be handled appropriately. Always best to ASK BEFORE PURCHASING, just to be safe. THANK YOU!

Check the Online Toolkit
All frequently used forms and procedural documents for Chapters & Clubs can be found in the Online Toolkit. Be sure to use the updated Check Request form for FY18. Email and Event Registration request forms are in there too.

Save the Date - August CAC Call
Monday, August 21, 5:15 p.m. AZ Time
All Geographic and Special Interest groups should have a representative participate on the call. The call-in number and agenda will be distributed one week before the call.

Transition to New Logos
The University has a new logo format, you will begin to see it on all marketing and communication pieces. We have updated logos for all Geographic and Special Interest Chapters and Clubs. Please contact Keriann or Trish to request the updated logo for your group. The logo is left-aligned, so please make note when incorporating it in your communications.

Sun Devil Rewards App
Sun Devil Rewards has been under construction for two weeks. The app will be up and running in a few days. You can expect a new look, new functionality, new rewards, new ways to earn Pitchforks and a bonus for updating to the new app!

When the app is back, try these two codes, which have been created exclusively for ASU Alumni Chapters & Clubs. Share them at your July events with alumni and fans. Use them as a way to thank attendees and encourage them to come back again to receive another code.

- HotTempsCoolDevils17AA
- ASULUV4USA17AA

Alumni Career Services - Upcoming Events

Weekly Webinars
Various Topics
Register for your choice

Maroon & Gold Mixer
Wednesday, Aug. 23, 5:30 p.m.
Z'Tejas on 6th Street in Tempe
RSVP today

Stay Connected
Join the Facebook page for ASU Alumni - Constituent Group Leaders to share questions, ideas and Sun Devil pride.
Under the Umbrella

All Geographic and Special Interest Chapters and Clubs are an extension of the ASU Alumni Association and Arizona State University. We’re grateful for our alumni who have stepped-up to lead our Chapters & Clubs and who give countless hours in developing fun and engaging programming for alumni year-round.

To ensure all Chapter & Club activity aligns with proper policies and procedures, please keep in contact with your staff liaison and share plans for upcoming events and outreach.

Here’s a few things you can do to help us to help you:

- **Send Meeting Minutes** - chapters should have 4 meetings per year, clubs should have 2.
- **Discuss plans for fundraising** - we work with the ASU Foundation to manage all contributions to the University. There’s a lot of paperwork and review that goes along with it, so please come to us first before collecting funds for scholarships. That includes plans for silent auctions and raffles.
- **Get your designs approved** - all University entities must adhere to the Brand Guide and design standards, as well as use approved vendors for production. If you want to create something, reach out to Trish or Keriann first.

This email was sent to: trish.thiele-keating@asu.edu

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