

BECOMING AN ALUMNAE CHAPTER OR ASSOCIATION

ALUMNAE INTEREST GROUP CHECKLIST

Interested in creating a community of Alpha Sigma Tau alumnae? Follow this checklist to establish an alumnae chapter or association!

PHASE ONE: RECRUITMENT

- Develop an Organizing Committee.**
An Organizing Committee is a committee of 3-5 alumnae who can take the lead on planning social events and spreading the word to local Alpha Sigma Taus.
- Plan an Interest Event.**
Plan an Interest Event at least six weeks in advance.
- Share your event date/time/location and any other details with Alpha Sigma Tau Headquarters Staff.**
Alpha Sigma Tau will help you rally interest by marketing your event through email, social media, and direct mail.
- Create a public Facebook page for your interest group.**
Also, create a Facebook event for the Interest Event!
- Spread the word to alumnae in the area.**
Tell alumnae that you are connected to, and reach out to alumnae that you don't yet know through social media or other contact information you find in AΣT Connect. At the Interest Event - collect the names and contact information of all attendees.
- Plan the Second and Third Social Events.**
Plan another social event for about a month later, and the next one a month after that. Encourage the alumnae who attended the interest event to invite other alumnae. Continue to spread the word through direct messaging and social media. Take attendance at the events by collecting names and contact information.
- Check in with Alpha Sigma Tau Headquarters Staff.**
Let's check in on how well your events have been attended and what the best next steps are.

PHASE TWO: OPERATIONS

- Plan a meeting.**
Select a date/time/location for a meeting.
- At the meeting: Elect Officers.**
Refer to the Guide to Elections in the Alpha Sigma Tau Learning Lounge for instructions.
- At the meeting: Decide between a chapter and association.**
Review the differences in the Alpha Sigma Tau Standing Rules.
- At the meeting: Develop local bylaws using the bylaws template (if desired).**
- At the meeting: Discuss the social calendar for the next six months**
Use the Sample Annual Calendar for inspiration
- Turn in the *Officer Reporting Form***
- Turn in the *Roster Report***

PHASE THREE: PETITION TO NATIONAL COUNCIL

- Complete and submit the *Alumnae Group Petition*.**
The National Council will then review the petition and vote upon the group's status.