

## **GLOBAL ALUMNI NETWORK PARTNERS WITH PENN 2008-2009**

Dear Penn Club President,

The GAN Advisory Board and the GAN team are pleased to present the Partners with Penn form for the 2008 – 2009 academic year.

The Partners with Penn form gives you the opportunity to share with us the nuances of running your alumni volunteer club, from organizational/structure to membership to activities. The information that you submit will be analyzed and reported back not only to you, but also to the senior administration within Development and Alumni Relations. The GAN team and the Alumni Relations staff are aware of your commitment to Penn and the incredible amount of work and passion you pour into your club to ensure a Penn presence worldwide – and we want to share your successes.

The attached form will be the only item you need to turn in. You will not need to submit print-outs of newsletters, event notices, websites, etc., that was asked for in the past. Rather, the form was re-designed to be more targeted, and to elicit information that will help the GAN team and the Alumni Relations office better serve you.

As we continue to grow along with our clubs, both in number and in quality of programs, we ask for your assistance in keeping to the following deadlines:

- **June 3rd, 2009 – deadline for Partners with Penn 2008 – 2009 form AND to be eligible for consideration for the Regional Program Award of Merit.**
- **June 30th, 2009 – deadline for Partners with Penn 2008 – 2009 form AND to be eligible for one of the four rewards listed below.**

Partners with Penn forms sent in *after* June 30<sup>th</sup> will be gladly accepted but will not be eligible for any of the rewards listed below. Please keep in mind that a current Partners with Penn form must be on file in order to be eligible for a faculty speaker request. Faculty speaker requests must also be made at least three (3) months prior to potential event date.

**The completed Partner with Penn forms can be returned via fax at (215) 898-5383 to Denise Bowden, or mail to:**

Denise Bowden  
E. Craig Sweeten Alumni House  
3533 Locust Walk  
Philadelphia, PA 19104-6226

Each alumni club that completes a Partners with Penn form and submits it by June 30, 2008 will be eligible to choose one item from the four rewards below. Please indicate your preference.

**1. Check for \$200**

We can make a check payable to the club only if your club has a tax ID number. Please provide your club's tax ID number. \_\_\_\_\_

Don't have a tax ID number for your club? We can make the check payable to the club president, but we are required to report it to the IRS as taxable income. Please provide the club president's social security number.  
\_\_\_\_\_

**2. Gift Certificate for \$200 to [Club Colors](#), the on-line store for Penn Merchandise**

**3. Penn Alumni Banner (approximate size is 5 feet wide by 3 feet tall)**

**4. \* Penn Alumni Stationery – card stock (approximately 4” x 6”) with Penn Alumni logo that can be used for invitations or thank you cards**

*\* This is a new reward item that replaces the digital camera.*

If you have any questions, please do not hesitate to contact your GAN liaison or Fanny. We look forward to another wonderful year with you as a Partner with Penn!

Yours in Penn,  
Fanny Chu Fong, C’91  
Director, Global Alumni Network

Sam Heffner, W’65  
Chair, GAN Advisory Board

**Official Club Name** \_\_\_\_\_

**Club URL (if applicable)** \_\_\_\_\_

**Name, School/Year** \_\_\_\_\_

**Title** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

# GOVERNANCE & ORGANIZATION

## 1. Does your club have a Board of Directors?

- Yes       No

If yes, how often does the board convene (via conference calls or in person)? \_\_\_\_\_

### Please fill in the name, if any, of the following Officers on the board.

Vice President _____	Community Service _____
Treasurer _____	Communications _____
Secretary _____	Fundraising _____
Membership _____	Technology _____
Events _____	Other (please specify) _____

## 2. Are any of the following affinity groups represented on your board? If so, please state the name of the representative.

- Black Alumni Society \_\_\_\_\_
- Association of Latino Alumni \_\_\_\_\_
- University of Pennsylvania Asian Alumni Network \_\_\_\_\_
- PennGALA (University of Pennsylvania Lesbian Gay Bisexual Transgender Alumni Association) \_\_\_\_\_
- James Brister Society \_\_\_\_\_
- Secondary School Committee \_\_\_\_\_
- Wharton Club representative \_\_\_\_\_
- Other \_\_\_\_\_

## 3. Does your club have written by-laws?

- Yes       No

## 4. What is your club's legal form of organization?

- Non-profit corporation       None       Other

## 5. Does your club have a tax ID number?

- Yes – please provide number \_\_\_\_\_       No

# MEMBERSHIP

## 6. Does your club collect membership dues?

- Yes       No

If yes, please describe the dues structure. \_\_\_\_\_

## 7. How many dues paying members do you have? \_\_\_\_\_

## 8. Do you have an on-line or published membership directory?

- Yes       No

## 9. Do you maintain an independent alumni club database?

- Yes       No

**10. Do you invite non-alumni to join your club or attend your events?**

Yes       No

If yes, please specify which:  Penn Parents       Current Students       Spouses  
 Ivy colleagues       Other

**11. How do you attract new members?**

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**CLUB ACTIVITIES/EVENTS**

**12. Please check all that apply:**

<b>EVENTS</b>	<b>Actively organized by club</b>	<b>Organized by other group and promoted by Penn Club</b>
First September event for new graduates	<input type="checkbox"/>	<input type="checkbox"/>
Ben's Birthday Bash	<input type="checkbox"/>	<input type="checkbox"/>
PENNCares project(s)	<input type="checkbox"/>	<input type="checkbox"/>
Penn athletics event, via satellite or live	<input type="checkbox"/>	<input type="checkbox"/>
Book club	<input type="checkbox"/>	<input type="checkbox"/>
Summer Send-Off for new students	<input type="checkbox"/>	<input type="checkbox"/>
Family-friendly event	<input type="checkbox"/>	<input type="checkbox"/>
Cultural event(s) – How many?	_____	_____
Social event(s) – How many?	_____	_____
Event with speaker(s) Please provide speaker name(s)	_____ _____	_____ _____

**13. Does your club receive outside financial sponsorships for any events?**

Yes       No

If yes, please indicate the event, corresponding sponsor(s), and level of sponsorship.

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**14. Describe for us your most unique or creative event.**

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# CLUB COMMUNICATIONS

**15. Please check all that apply. Do you:**

- Submit club events to your Global Alumni Network staff liaison for Gazette calendar.
- Include your Global Alumni Network staff liaison in all your mailings, e-mails and listservs.
- If your club hosts a website, do you offer a job board or postings board, ie. classifieds?

**16. Please estimate how frequently your club communicates with its constituents using any of the following methods. (Check one per line)**

	Never	Annually	Quarterly	Monthly	2/3 per month	4+ per month
Email event/activity notices						
Mail event/activity notices						
If your club has a website, how often is it updated?						
Publish newsletter						

## TELL US ....

**17. What was your club's biggest challenge this past academic year?**

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**18. What was your club's biggest accomplishment this past academic year?**

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**19. What two things can Alumni Relations do to better serve your club?**

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