



ALUMNI CLUB PLANNING GUIDE

This guide is meant to assist your club in planning your alumni activities through the year. It is flexible and not considered to be a complete list of all possible activities, but can be used as a reference to help ensure that club events are spread throughout the calendar year.

Mid-July to Mid-August*	Host Freshman Sendoff Event for incoming freshmen in your region. Admissions department will oversee communication of sendoff event and provide designated reimbursement amount for expenses incurred.
September-November	Organize Panther football game watches. Football schedule can be reviewed at http://www.pittsburghpanthers.com/calendar/events/
October	Organize National 'Pitt Day of Caring' community service activity. Exact event date will be communicated by PAA.
December-March	Organize Panther basketball game watches. Basketball schedule can be reviewed at http://www.pittsburghpanthers.com/calendar/events/
February	Receive scholarship-eligible student lists from PAA and manage scholarship selection process. (Scholarship Club)
February-March	Participate in 'Pitt Day in Harrisburg' (PA Clubs) – information on event will be posted on www.alumni.pitt.edu/pittadvocates
April	Deadline to submit scholarship selections. Exact date will be communicated by PAA (Scholarship Clubs)

May	Host National 'Pitt Networking Day' Event. Exact event date will be communicated by PAA.
June	Organize club meeting to discuss possible activities for upcoming year.
Anytime	Organize an alumni social gathering – Happy Hour, Community Service activity, Alumni Brunch/ Picnic, Pro Sports group outing, Golf/ Bowling Outing, Wine/ Beer Tasting, Cultural/ Arts event, Recreational League activity, etc.
Anytime	Support student recruitment through the Pitt Alumni Recruitment Team (PART) program - http://www.part.pitt.edu/
Anytime	Support alumni/ student networking through the Pitt Career Network (PCN) - http://www.alumni.pitt.edu/networking/
Anytime	Coordinate an annual PAA Membership solicitation appeal – contact Mara Kudrick at kmara@pitt.edu to learn more
Anytime	Host scholarship fundraising event (Scholarship Club)
Ongoing	Maintain/ update club social media pages and email distribution list
Ongoing	Participate in the Alumni Leadership Team web portal

*The Alumni Association's reporting year begins in July.