



California State University, Chico  
Alumni Association

# Chapter Handbook

Approved September 4, 2002

# Table of Contents

<b>I.</b>	<b>Introduction</b>	<b>Page</b>
a.	Welcome	3
<b>II.</b>	<b>Alumni Chapter Organizational Information</b>	<b>4</b>
a.	Association Mission and Vision Statement	5
b.	Chapter Purpose	6
c.	Chapter Policies and Procedures	7
	<i>i. Chapter Recognition Requirements and Process</i>	
	<i>1. Recognized Chapters</i>	
	<i>2. Board Structure</i>	
	<i>3. Chapter Bylaws</i>	
	<i>ii. Alumni Association Support</i>	9
	<i>iii. Chapter Requirements</i>	10
	<i>iv. Chapter Suspension and Dissolution</i>	12
	<i>v. Chapter Funding &amp; Financial Policies</i>	14
d.	Supporting Documents	15
	<i>i. Sample Chapter Bylaws</i>	16
	<i>ii. Steps to Organizing a New Chapter</i>	19
	<i>iii. Petition for CSU, Chico Alumni Association Chapter</i>	20
	<i>iv. Chapter Reimbursement/Payment Form</i>	23
	<i>v. Chapter Event Report</i>	25
	<i>vi. Office of Alumni &amp; Parent Relations Organizational Chart</i>	27

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Dear Chico State alumnus,

On behalf of the Board of Directors of the CSU, Chico State Alumni Association, thank you for your interest in forming a chapter of the CSU, Chico Alumni Association. Alumni Chapters are designed to keep alumni in touch with CSU, Chico and fellow grads. Chapters provide opportunities for socializing, networking, and participating in programs that support Chico State and also provide a way for alumni to channel concern, opinion and interest back to the university

- Through chapters, we have structured the Association to provide communication, affiliation, and funding mechanisms to facilitate connections to the university within a primary interest group. Chapters are organized by **geographic area**, **academic area**, or as a **special interest group**.

This handbook will help you to better understand our mission, expectations and the advantages of chapter affiliation. Together we pledge to help CSU, Chico become a more superlative university. Again, thank you for your interest.

Best regards,

Susan Anderson  
Director, Alumni and Parent Relations  
California State University, Chico

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## **Alumni Chapter Organizational Information**

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## **CSU, Chico Alumni Association Mission and Vision Statements**

### **Mission Statement**

To advance the interests of the University, alumni, and current and future students through mutually beneficial and lifelong partnerships.

### **Vision Statement**

The Alumni Association will be recognized as a visible, viable and valued organization by the university, alumni, and current and future students.

### **Alumni Chapter Purpose**

The primary purpose of a chapter is to advance and establish a mutually beneficial relationship between California State University, Chico and its alumni and friends through an officially recognized organization. Each chapter must demonstrate an affinity among the membership and provide a unique form of support for CSU, Chico.

Chapters should provide programs of service and support to the Chico campus and its alumni, and provide a vehicle to enable students and alumni of CSU, Chico to interact with one another on a professional and social basis.

## **Chapter Policies and Procedures**

### **Chapter Recognition and Charter Requirements and Process**

#### **Recognized Chapters**

The board of directors of the CSU, Chico Alumni Association may recognize chapters to represent alumni in **geographic areas**, **academic area**, or **special interest groups** within the university. Alumni groups may petition the Alumni Association Board of Directors to grant a chapter charter to the petitioning group.

There is a two-step process to become a chartered chapter. First, the interested group must meet initial requirements and apply for and be accepted as a recognized chapter. After one year the recognized chapter will become a chartered chapter if additional requirements are met.

#### **For a group to become an officially recognized chapter:**

- The lead representative of the interested group must submit a letter of request to form a chapter to the Executive Committee of the Board of Directors of the CSU, Chico Alumni Association care of the Office of Alumni & Parent Relations. A minimum of twenty (20) dues-paying members of the Alumni Association must sign the letter.
- The director of the CSU, Chico Office of Alumni & Parent Relations shall review the application and the proposed bylaws to ensure compliance with chapter recognition and charter requirements and will make a recommendation to the Executive Committee of the CSU, Chico Alumni Association Board of Directors to approve or disapprove the application.
- The dean of the college must endorse requests for recognition as a college association chapter.
- Copies of the groups' proposed bylaws must accompany the letter.
- Upon approval of the bylaws and the request for recognition by the Executive Committee the request will be forwarded to the CSU, Chico Alumni Association Board of Directors. Upon approval by a majority of the Board, the petitioning group is declared an officially recognized alumni association chapter.

#### **Chapter Charter**

One year following chapter recognition, the chapter must have a minimum of thirty-five (35) dues-paying members and must submit a year-end report demonstrating rationale for receiving a full charter. Upon approval by a majority of Board the Alumni Association shall provide the chapter a charter certificate.

#### **Board Structure**

There will be a minimum of three officers for the chapter and these will include: President, President-Elect, Secretary, and Treasurer. The position of Secretary and Treasurer may be combined. After the term of the first president, the position of Past

Approved 09/04/2002

President shall be an officer position. Additional officers are at the discretion of the chapter. Board members should not serve more than two consecutive terms.

### **Chapter Bylaws**

Chapters must adopt bylaws that do not conflict with the articles or bylaws of the CSU, Chico Alumni Association. The CSU, Chico Alumni Association's Board of Directors must approve all bylaws of such groups, and all amendments to their bylaws. If at a future time the bylaws of the CSU, Chico Alumni Association or the Memorandum of Understanding between the University and the Association should change, those changes when applicable, shall be reflected in chapter bylaws as well. Chapter bylaws must include:

- Chapter Name
- Statement of Purpose
- Membership
- Nominations and Elections
- Officers
- Committees
- Meetings and Activities
- Dissolution
- Amendments and Corrections

A sample bylaw document is included with this handbook.

## **CSU, Chico Alumni Association Support**

The CSU, Chico Alumni Association recognizes and values the importance of chapters as an integral part of Association activities. Recognized and chartered CSU, Chico Alumni Association Chapters will receive ongoing support from the CSU, Chico Alumni Association as well as the Office of Alumni & Parent Relations. This support will include

- One mailing per year for membership acquisition/event notification purposes. Parameters for mailing will be determined by the Office of Alumni and Parent Relations in consultation with the chapter.
- \$500 per year for chapter activities.
- \$5 of every annual single membership for each chapter member will be deposited into the chapter account. \$10 per joint membership
- Maintenance and upgrades of membership information on the alumni database. Membership information/list retrieval from the database will also be provided.
- Use of CSU, Chico Alumni Association logo and name.
- Page on Association Web site (maintained by office staff).
- E-mail addresses maintained with ListBuilder or similar program.
- E-newsletters sent on behalf of chapter.
- Inclusion in CSU, Chico Alumni Association publications and University publications as space and content permits.
- Staff and CSU, Chico Alumni Association Board assistance in the development and implementation of chapter activities.
- Staff assistance during the recognition and chartering process.
- Chapter banner.
- Overall general liability insurance.
- Quarterly financial statement.
- Chapter account with the CSU, Chico University Foundation.
- Exchange of program information with other chapters.

## Chapter Requirements

To maintain good standing as an officially recognized or chartered chapter of the CSU, Chico Alumni Association, chapters must

- Have a clear and specific purpose that is consistent with the CSU, Chico Alumni Association mission: *To advance the interests of the university, alumni, and current and future students through mutually beneficial and lifelong partnerships.*
- Hold one annual meeting where there is an election of officers and board members. There will be a minimum of three officers including President, President-Elect, Secretary, and Treasurer. The position of Secretary and Treasurer may be combined. After the first year of operation, the position of Past President will be added to the required officers. Additional officer positions can be determined by the chapter.
- All officers and members must be dues-paying members of the CSU, Chico Alumni Association.
- In addition to the annual meeting, each chapter must hold a minimum of two activities a year. These must include at least one general chapter meeting and one activity.
- Minutes of each meeting and Chapter Event Reports must be forwarded to the Office of Alumni & Parent Relations within two weeks.
- Maintain bylaws that are consistent with the articles of incorporation and bylaws of the CSU, Chico Alumni Association.
- Submit an annual plan with budget for the upcoming year including events, fundraising, membership drives and/or any other activities. The Association operates on a July 1 – June 30 calendar. All annual plans must be submitted to the CSU, Chico Alumni Association Board of Directors by May 15 for the upcoming year. Chapter annual plans must be approved by the CSU, Chico Alumni Association Board of Directors.
- Within one year of becoming an officially recognized chapter, the chapter must incorporate a service activity into their annual plan. This can include a scholarship fundraiser, student recruitment plan, assistance with legislative advocacy, or community volunteer activity.
- All incoming revenue will be deposited into the Chapter's University Foundation account and will be processed by the Office of Alumni and Parent Relations. Chapter expenses will also be processed through the Office of Alumni and Parent Relations.
- All materials that represent the CSU, Chico Alumni Association, and/or California State University, Chico must be approved in advance through the Office of Alumni and Parent Relations. Use of university and association logos must follow university and association guidelines.
- To become an officially recognized chapter, the chapter must have a minimum of twenty (20) dues-paying members of the alumni association. To become chartered, the chapter must have and maintain on an annual basis, a minimum of thirty five (35) dues-paying members.

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- Chapters shall charge a price differential at all events where there are members and non-members participating.
- Chapters shall promote membership in the CSU, Chico Alumni Association at all events.

If a chapter does not meet these standards, the CSU, Chico Alumni Association Board of Directors shall review its status and may suspend or dissolve the chapter recognition or charter.

## **Chapter Suspension and Dissolution**

The Office of Alumni & Parent Relations and the CSU, Chico Alumni Association are committed to the success of Alumni Association chapters and believe that the accomplishments of chapters add tremendously to the success of the university. However, on occasion, chapters may not meet the requirements to maintain chapter status and may face suspension or dissolution. The following describes the circumstances and procedures that apply if this situation becomes necessary.

### **1. Suspension and Dissolution by the Chapter**

- a. A chapter may be suspended if there is no longer an interest or ability by the chapter's governing board or its members to maintain the chapter. The CSU, Chico Alumni Association Executive Committee will acknowledge the chapter suspension when it receives notification from the chapter's board of such situation.
- b. Upon recognized suspension by the CSU, Chico Alumni Association Board of Directors, all funds generated by the suspended chapter's activities will be held in trust by the CSU, Chico Alumni Association. These funds are not to be expended for one year, except for the reactivation and maintenance of the chapter and to pay for the indebtedness of the chapter.
- c. If, after one year from the date of suspension, the chapter has not been reactivated, then the chapter may be dissolved by majority vote of the CSU, Chico Alumni Association Board of Directors.
- d. Upon dissolution, funds held in trust will be transferred to the CSU, Chico Alumni Association general account for general expenditures.

### **2. Suspension/Dissolution by the CSU, Chico Alumni Association Board of Directors**

- a. The Alumni Association Executive Committee may suspend a chapter if it fails to meet the Chapter Requirements as previously outlined or upon the occurrence of any of the following:
  - 1) Taking any action detrimental to the university or the association.
  - 2) Any unauthorized or improper use of the university or association's name, stationary, mailing lists or data base.
- b. When suspension or dissolution becomes necessary, the following due-process will be followed:
  - 1) A written "notification of suspension" will be sent to the

chapter's governing body by the President of the CSU, Chico Alumni Association. This notification shall include a request to participate in a meeting with members of the CSU, Chico Alumni Association's Executive Committee to discuss the chapter's status. If an in-person meeting is not possible, then an alternative communication method should be worked out with the Office of Alumni and Parent Relations.

- 2) A meeting will be conducted with representatives of the chapter's governing body and the CSU, Chico Alumni Association Executive Committee to discuss possible alternatives for the continued viability of the chapter.
- 3) Depending on the outcome of this meeting, the Executive Committee will make a recommendation regarding the chapter's ongoing status (continuance, suspension or dissolution) to the CSU, Chico Alumni Association Board of Directors.
- 4) Should suspension be the outcome of the proceedings, all funds generated by chapter activity will be held in trust by the Alumni Association. These funds are not to be expended for one year except for the purpose of reactivating and maintaining the chapter, or paying for the indebtedness of the chapter.
- 5) If, after one year from the date of suspension, the chapter is not reactivated, then the chapter may be dissolved by the majority vote of the CSU, Chico Alumni Association Board of Directors.
- 6) Upon dissolution, funds held in trust will be transferred to the general account for general expenditures.

### **3. Failure to Maintain Minimum Number of Chapter Members**

- a) When a chartered chapter fails to meet the minimum number of thirty five (35) members they shall be put on notice by the CSU, Chico Alumni Association and be given one year to come into compliance. The chapter must submit a plan of action on how compliance will be met.

## **Chapter Funding and Financial Policies**

### **Chapter Funding**

- All chapter members must be dues-paying members of the CSU, Chico Alumni association. The chapter shall receive \$5 for each annual single member and \$10 for each annual joint member.
- Chapters in good standing shall also receive \$500 per fiscal year for operational purposes from the CSU, Chico Alumni Association.
- The Association shall conduct, on behalf of the chapter, an annual solicitation for the purpose of acquiring members and disseminating chapter information. Scope of solicitation shall be determined by the Office of Alumni & Parent Relations in consultation with the chapter.

### **Association Financial Policies**

- The organizational and fiscal year of the CSU, Chico Alumni Association is July 1- June 30.
- All chapter monies shall be held in the University Foundation. No outside bank accounts are permitted.
- Monies used by the alumni chapters should be used for the purpose of recruiting members to the Association and the chapter, sponsoring programs, reunions, and events for members and potential members.
- The chapter shall prepare a budget for the upcoming fiscal year no later than May 15 for approval by the CSU, Chico Alumni Association Board of Directors.
- All expenses of the chapter shall be approved in advance through the chapter annual plan. In addition, all chapters must submit a chapter payment/reimbursement form for payments and reimbursements. This form and all supporting documentation must be submitted to the Office of Alumni and Parent Relations and must have the approval of the chapter treasurer prior to submittal. A sample form is included in this handbook. The Association will not make reimbursements on behalf of the chapter without completion of the reimbursement/completion form.
- All contracts and agreements must be submitted to the Office of Alumni and Parent Relations for prior approval and signature.
- The Office of Alumni and Parent Relations shall supply the chapter treasurer a quarterly financial statement.

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## **Supporting Documents**

## Sample Bylaws

### **ARTICLE 1**

#### NAME

This organization shall be known as the (Chapter Name). It is a charitable and educational entity as contemplated by Section 501 (c) (3) of the Internal Revenue Code of 1954 and operated under the exception granted the CSU, Chico Alumni Association, as a fundamental operating unit of that Association.

### **ARTICLE 2**

#### PURPOSE

The primary purpose of the \_\_\_\_\_ Chapter is to advance and establish a mutually beneficial relationship between California State University, Chico and its alumni and friends through an officially recognized organization. The \_\_\_\_\_ Chapter demonstrates an affinity among the membership and provides a unique form of support for CSU, Chico.

The \_\_\_\_\_ Chapter will provide programs of service and support to the Chico campus and its alumni and will provide a vehicle to enable students and alumni of CSU, Chico to interact with one another on a professional and social basis.

### **ARTICLE 3**

#### MEMBERSHIP AND DUES

- A. All former students of CSU, Chico, persons who have attended any campus of the California State University, faculty or former members of the faculty are eligible for membership.
- B. To be an active member of this association, each person must be a current member of the California State University, Chico Alumni Association, Inc. Chapter Dues are established as outlined in the Chapter Policies and Procedures Handbook.
- C. All dues-paying members shall be authorized to vote.

### **ARTICLE 4**

#### NOMINATIONS AND ELECTIONS

- A. The Nomination Committee shall be appointed by the chapter president. The committee shall present at least one nominee for each vacancy and shall have obtained prior consent from the nominee. Elections shall be at the annual meeting, with a simple majority required for election. Board members shall not serve more than two consecutive terms.

### **ARTICLE 5**

#### OFFICERS

- A. The officers of this association shall at a minimum consist of a President, President-Elect, Secretary, and Treasurer. The position of Secretary and Treasurer may be combined. After the first term of presidency, the position of Past President shall be added

to the list of required officers. All officers shall be elected for two-year terms, with the exception stated in the following section.

B. The terms of officers shall be staggered during the first election. Offices of President and President-Elect shall be elected for two-term; Secretary and Treasurer shall be elected for a one-year term. In each succeeding election, officers shall be elected for two-year terms.

C. Vacancies in any of the officer positions may be filled by a vote of the majority of the officers. The vacancy will be filled from the active members of the association for the remainder of the term.

D. Any officers may be removed, either with or without cause, by a written ballot with a simple majority of the membership responding; however, no less than a 10 percent response of the total membership is required for removal. An officer may resign at any time by written notice to the Chapter President. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein, and, unless otherwise specified, shall not require formal acceptance.

## **ARTICLE 6**

### **DUTIES OF OFFICERS**

A. The President shall preside at all meetings of the chapter and will chair the Executive Committee. The President shall make committee appointments and shall be an ex-officio member of all committees.

B. The President-Elect shall assume the duties of the President in the absence of that officer and shall render assistance in the performance of the business of the association. The President-Elect shall chair at least one of the standing committee of the association.

C. The Secretary shall keep an accurate account of the activities of the association, including business meetings. The secretary shall act as historian.

D. The Treasurer shall keep an accurate account of all financial transactions of the association and shall report on these matters at all general meetings.

## **ARTICLE 7**

### **COMMITTEES**

A. The Executive Committee

- a. The Executive Committee shall consist of the elected officers and the immediate Past President, all of whom shall have voting rights.
- b. The Executive Committee shall direct and administer the day-to-day operation of the organization.
- c. Meetings of the Executive Committee shall be called at the discretion of the President or a majority of the members of the committees. When necessary, actions of the committee may be carried out by telephone or by mail, with simple majority ruling.

B. All Other Committees

- a. All other committees shall be established by the Executive Committee.

## **ARTICLE 7**

### **MEETINGS AND ACTIVITIES**

- A. The Executive Committee shall hold quarterly meetings, and at least one general meeting per year shall be called.
- B. In addition to the annual meeting, each chapter must hold a minimum of two activities a year. These must include at least one general chapter meeting and one activity.
- C. Within one year of becoming an officially recognized chapter, the chapter must incorporate a service activity of “giving back” into their annual plan. This can include a scholarship fundraiser, student recruitment plan, assistance with legislative advocacy, or community volunteer activity.

## **ARTICLE 9**

### **DISSOLUTION**

- A. Dissolution of this chapter shall be determined in consultation with the California State University, Chico Alumni Association, Inc., as outlined in the Chapter Handbook.

## **ARTICLE 10**

### **AMENDMENTS AND CORRECTIONS**

- A. Amendments to these bylaws may be made by an affirmative vote of 2/3 majority of those members in attendance at any regular meeting of the chapter, providing that the membership has received notification of the proposed change(s) at least ten (10) days in advance of the meeting.

## **Steps to Organizing a New Alumni Chapter**

1. Contact and write a letter of intent to the Director of Alumni & Parent Relations, CSU, Chico, Chico, CA 95929-0050 that officially states your interest and purpose in organizing an Alumni Association Chapter. Geographic organizations need to also include a list of desired zip-codes while other organizations need to provide a means to identify potential members. Academic-based chapter requests should include a statement of support from the academic dean.
2. Ask the Office of Alumni and Parent Relations to assist in identifying any other interested alumni.
3. Ask alumni to serve as members of a steering committee.
4. Complete the attached "Petition for CSU, Chico Alumni Chapter Organization" form with signatures of at least 20 paid members of the CSU, Chico Alumni Association.
5. Write a draft of the organizations proposed by-laws (see attached sample form).
6. Set up an initial meeting. To ensure success with this first meeting, follow the steps listed below.
  - a. The initial reception sets the tone for the meeting to follow. Make it warm, enthusiastic and well organized. Have name tag materials and a roster set up at the door. The roster will be valuable for recording actual attendance and updating addresses, phone numbers and emails.
  - b. Have each attendee introduce him/herself.
  - c. The proposed objectives and organization of your alumni group should be discussed as should the selection of officers. A sample set of bylaws that can be provided by the Alumni Association will facilitate this discussion.
  - d. The selection of specific chapter programs and activities is a natural follow-up to the objectives discussion. Your nucleus of volunteers can stimulate the process by presenting their ideas first. Be fairly conservative in both the size and scope of the programs you select for the first year. It is better to expand successful activities than to spread alumni enthusiasm too thinly over a multitude of events.
  - e. Establish the time, date and place of your next meeting.

## Petition for CSU, Chico Alumni Association Charter

We, the undersigned, do hereby petition the CSU, Chico Alumni Association Board of Directors on behalf of \_\_\_\_\_ alumni for chapter recognition as an official support organization of the CSU, Chico Alumni Association. All signers below are dues-paying members of the CSU, Chico Alumni Association

Proposed Alumni Support Organization Name: \_\_\_\_\_

Proposed Organization Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

2. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

3. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

4. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

5. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

6. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

7. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

8. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

9. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

10. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

11. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Years of Graduation/Attendance and Major \_\_\_\_\_

12. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

13. Years of Graduation/Attendance and Major \_\_\_\_\_  
Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

14. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

15. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

16. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

17. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

18. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

19. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_

20. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Year(s) of Graduation/Attendance and Major \_\_\_\_\_



**Chapter Reimbursement/Payment Form**

Date: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

**VENDOR & INVOICE INFORMATION**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Invoice Date: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Invoice \$ Amount: \_\_\_\_\_

Check Distribution Instructions: (Check one, US Mail is the default choice):

U.S. Mail

Pick Up At Alumni Association Office\*

\*Name of individual who will pick up check: \_\_\_\_\_

**DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_

**JUSTIFICATION** Place (Name/address/location) and Date of Event:

\_\_\_\_\_

Purpose (How will this expenditure benefit the mission of the chapter and the CSU, Chico Alumni Association?)

\_\_\_\_\_  
\_\_\_\_\_

Names of all persons in attendance (Attach list if necessary):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

**ACCOUNT SIGNER AUTHORIZATION**

Approved 09/04/2002

Prepared By: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\*Staple all original receipts and background information to this form

**Please return this form to**

Sue Anderson, Director  
Office of Alumni and Parent Relations  
CSU, Chico  
Chico, CA 95929-0050



**Chapter Event Report**

Please submit this form to the CSU, Chico Office of Alumni and Parent Relations within 30 days following the event.

Chapter Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Number Attended: \_\_\_\_\_

Place of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Give a brief description of the event for a newsletter article:

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Please list any suggestions for improving the program in the future and/or your chapter's next scheduled event and date:

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Approved 09/04/2002

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position in Chapter \_\_\_\_\_

Thank you for your assistance in completing this form. The information will be used for publicity in the Alumni Newsletter and for planning future alumni programs. Photos or negatives of the function are also suggested and may be used for publication. Please label the photos if appropriate

**Please return this form to**

Sue Anderson, Director  
Office of Alumni and Parent Relations  
CSU, Chico  
Chico, CA 95929-00500

**CSU, Chico Alumni & Parent Relations  
Organizational Chart**

