



ALUMNI

For New and Emerging Chapters

Are you an alum or CSUN faculty member interested in forming an official CSUN Alumni Chapter? The process of creating a formally chartered Alumni Chapter takes approximately one year. During this process, the following steps need to be taken:

1. Recruit 10-15 volunteers, preferably alumni or community members who have approximately 5-10 hours a month to donate to establishing the new chapter.
2. Identify a faculty or staff member to serve as the official department or program liaison/advisor between the alumni chapter and official sponsoring CSUN entity.
3. Each new volunteer leader would need to commit to being actively involved on the leadership team/board for one year to begin to lay the foundation for the new chapter (e.g. the purpose, annual goals, events, membership recruitment etc.)
4. Each board member will sign a volunteer contract committing to a role within the chapter for at least 12 months and join the Alumni Association as a dues-paying member. Provide the roster and board contact information to the Office of Alumni Relations.
5. Facilitate a meeting with all the stakeholders (e.g. volunteers, faculty, student representatives, and Chapter Programs Associate) to determine roles and functions for each alumni volunteer.
6. Set chapter goals and then implement two events, (one Fall and one Spring) to establish need/desire and interest from the volunteers and constituent base for a formal chapter.
 - The purpose of these 2 events is to establish the functionality of the chapter leadership.
 - The working relationship between the volunteer leaders and the department/faculty liaison.
 - The interest and attendance from the CSUN community, alumni base and students.
7. Draft and submit to the CSUN Alumni Association Board of Directors a formal charter petition and chapter bylaws for review and approval.
8. Supplemental event/programmatic funding during the chapter's first two years can be requested from the CSUN Alumni Association to assist with start-up costs. Requests will be reviewed on an "as need basis" to assist board members to identify additional volunteer, increase paid membership and plan alumni engagement events.

Have questions? Please contact the Office Alumni Relations at:

(818) 677-CSUN (2786) or alumni@csun.edu