

## Minimum Alumni Club Requirements Checklist:

The period for annually completing your club's minimum requirements runs from July 1 - June 30 (i.e. the academic fiscal year), and will be noted in the Annual Report for that year. View the [Minimum Requirement FAQs](#) for many additional details about the minimum requirements, and meeting them.

### **TO MAINTAIN FUNDING AND CLUB STATUS, ALL TIERS MUST:**

- Maintain contact with the Michigan Ross Alumni Relations staff liaison** by participating in an annual 1:1 call, responding to staff liaison requests in a timely manner, and promptly notifying the staff liaison of alumni club leadership or contact information changes.
- Submit all club expense paperwork (including event attendance lists) in a timely manner** as outlined by the Alumni Club Handbook.
- Annually **(a) submit the alumni club annual report** and **(b) ensure all club officers sign the University of Michigan Alumni Club data confidentiality agreement**, [online here](#), before accessing the alumni club portal and other alumni data.
- Remain in compliance with the laws of local and national governments**, and not operate in manner that is in conflict with either or with Michigan Ross.
- Limit the club president's term of office to three years maximum. Presidents may not serve more than two terms** unless granted written permission by the Michigan Ross Alumni Relations Office.
- Develop and share with Alumni Relations a clear succession plan for officer positions** that accounts for general club leadership turnover. For example, a succession plan might consist of explicit term limits for specific positions with 'officer-elect' roles waiting in the wings, semi-regular officer elections by all club members or board members, or one-to-one volunteer outreach and solicitation.
- Have a minimum of two officers or leadership team members** that convene in person or by phone at least once per year.
- Work with Michigan Ross to support/host events in their region or affinity**, such as a *RossTalks* or Michigan Ross at a Glance presentation, or Alumni Career Services virtual or in person activity.
- Host, at minimum, the number of events described below per tier:**

### **Tier 1 - Five events per year:**

- Host **three** events of your choice that support regional alumni interests and further the Michigan Ross mission and the four pillars of *AlumniAdvantage* (Lifelong Learning, Networking and Events, Career Services, and Volunteering)
  - At least **two of the three** events must have a lifelong learning/professional development component
- Host or support **two** student-centric events (i.e. admitted student happy hour, coffee or reception, accepted student send off, student trek reception, summer intern BBQ, etc.)

**Tier 2 - Four events per year:**

- ❑ Host **three** events of your choice that support regional alumni interests and further the Michigan Ross mission and the four pillars of *AlumniAdvantage* (Lifelong Learning, Networking and Events, Career Services, and Volunteering)
  - ❑ At least **one of the three** events must have a lifelong learning/professional development component
- ❑ Host or support **one** student-centric event (i.e. admitted student happy hour, coffee or reception, accepted student send off, student trek reception, summer intern BBQ, etc.)

**Tier 3 -Three events per year:**

- ❑ Host **two** events of your choice that supports regional alumni interests and furthers the Michigan Ross mission and the four pillars of *AlumniAdvantage* (Lifelong Learning, Networking and Events, Career Services, and Volunteering)
- ❑ Host or support **one** student-centric event (i.e. admitted student happy hour, coffee or reception, accepted student send off, student trek reception, summer intern BBQ, etc.)

**Tier 4 - Two events per year:**

- ❑ Host **one** lifelong learning, career development, or volunteering event of your choice that supports regional alumni interests and furthers the Ross AlumniAdvantage program
- ❑ Host or support **one** networking event or, if region-relevant, one student-centric event (i.e. admitted student happy hour, coffee or reception, accepted student send off, student trek reception, summer intern BBQ, etc.)

**\*Please visit [rossclubresources.com](http://rossclubresources.com) for comprehensive information, ideas and tutorials in support of meeting the annual minimum alumni club requirements.**

Tier 1 Alumni Clubs	Tier 2 Alumni Clubs	Tier 3 Alumni Clubs	Tier 4 Alumni Clubs
Ann Arbor & Detroit BBAA Chicago New York San Francisco	Boston Los Angeles Seattle Twin Cities (Minneapolis & St. Paul) Washington, D.C.	Atlanta Cleveland Dallas Denver Grand Rapids Houston Philadelphia Phoenix	Austin Charlotte Ft. Lauderdale Hartford Kansas City Miami Pittsburgh

Contact the Ross Office of Alumni Engagement at [MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu) with any questions or concerns you may have about meeting a club requirement(s). We are here to support you through any challenges you or your club may be experiencing, and can provide conversations, direction and resources to help you get your club where it needs to be.