



MIAMI UNIVERSITY

ALUMNI LEADERS RESOURCE MANUAL

Updated May 18, 2007

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Alumni Relations Programming

Alumni Admission Recruitment Network (AARN)

<http://www.MiamiAlum.org/AARN>

Trained volunteers in Miami's AARN represent the University at college fair programs, make personal contact with accepted students, host Miami mixers, and generally act as local resources for students who might be interested in attending Miami University.

Alumni Chapters

<http://www.MiamiAlum.org/Chapters>

Miami alumni volunteers in cities around the world organize themselves and other Miamians into local chapters. Alumni chapters engage in a variety of programming activities.

Alumni Constituency Groups

<http://www.MiamiAlum.org/Groups>

Alumni constituency groups are another way for alumni to connect to each other and to Miami. While alumni chapters are organized based on geographical areas (a city or an area of a state), constituency groups are formed around shared experiences at Miami through student groups or organizations, majors, fraternities and sororities, etc.

Merchandise Program

<http://www.MiamiAlum.org/Merchandise>

The Merchandise Program promotes two to four specialty items in a given year, such as a Miami Merger Wedding/Anniversary cake, Christmas Ornaments (in a series), and prints of buildings across campus. Miami University Alumni Association clothing is also available.

Reunion Weekend

<http://www.MiamiAlum.org/ReunionWeekend>

Each year, the Miami University Alumni Association encourages alumni family and friends to return campus to celebrate class reunions ranging from the fifth to the 60th anniversary.

Alumni Travel Program

<http://www.MiamiAlum.org/Travel>

The focus of the Miami Explorers is to present a travel program which offers the opportunity for continuing education while rekindling a renewed feeling of pride and desire for involvement with Miami University and the Alumni Association.

The Miami University Student Foundation (MUSF)

<http://www.MiamiAlum.org/MUSF>

The Miami University Student Foundation (MUSF) exists to strengthen the link between

current students and alumni of the University, to organize quality events for the entire campus, and to provide scholarship awards to Miami students.

In addition to overseeing the Student Membership in the Alumni Association and serving as presidential hosts, MUSF conducts the Triathlon, Eye On Alumni, Alumni Homecoming, Senior Week, Chicago Bus Trips and the Parents' Weekend Auction Gala.

Effective Educator

In 1983 the Miami University Alumni Association established the Effective Educator Award as a way for alumni to recognize and reward those individuals who do an outstanding job in their role as educators. Each year, one individual is selected from the pool of candidates (nominated by alumni who graduated four years earlier) to receive a \$1000 cash prize and a beautifully framed manuscript award. All nominees receive a golden apple lapel pin and a copy of their nomination letter.

Senior Last Lecture

Now in its ninth year, the Senior Last Lecture is held the last Friday of the spring semester, prior to exam week. It brings together members of the graduating class to hear remarks offered by a Miami alumna/us on the topic of "Leadership with Values." This program is a collaborative effort between the Alumni Association and the Division of Student Affairs.

Senior Send-Off

This event takes place following the Senior Last Lecture each year. It gathers members of the graduating senior class to celebrate the completion of their undergraduate Miami years and pending graduation. Members of Miami's faculty, staff and administration volunteer to work the event as grill cooks and ice cream servers while a DJ plays music and members of the Office of Alumni Relations pass out free gifts and information on how to keep in touch with Miami.

Alumni Chapter Overview

What is an Alumni Chapter?

Alumni chapters are extensions of the Miami University Alumni Association that reach out into communities throughout the world. They are groups of Miami alumni, friends, and parents who wish to share their Miami ties. Alumni chapters help promote the interests and welfare of Miami University and its constituents, encourage Miami activities in a community, and provide an opportunity for Miamians to become acquainted. There are currently over 40 active alumni chapters nationwide, with many Miamians gathering regularly in other locations around the world. In all, these chapters serve over 80,000 of our 155,000 living alumni.

Through the alumni chapter program, we hope to meet the varied needs and interests of Miamians. We want to keep alumni informed of events and activities on campus. We also hope to broaden their understanding and appreciation of the world around them through continuing education programs and cultural events. We encourage chapter involvement in the Alumni Admission Recruitment Network (AARN) and the Alumni Career Network (ACN), and any other Miami effort in your area. Whenever possible, we hope that chapters will attempt to provide a scholarship to a local student attending Miami. Many chapters have become active in community service projects, directly benefiting an element of their community while promoting Miami University and its alumni. There is also a social aspect present in all chapter activities as Miami alumni of all ages enjoy being together and sharing their Miami memories.

Alumni Chapters of Miami University Alumni Association

Purpose...

- ❖ Promote the interests and welfare of Miami University and its constituents
- ❖ Support University development and scholarship efforts
- ❖ Encourage Miami activities in a community
- ❖ Provide an opportunity for fellowship and networking
- ❖ Mobilize alumni to meet special needs of the University
- ❖ Contribute new ideas to the University about existing or possible programs
- ❖ Provide an opportunity for Miamians to engage in community service for their local community
- ❖ Be a Miami presence in communities

Chapter Leadership Team

Each Alumni Chapter should strive to have:

President: Serves a one year term
President-Elect/VP: Elected for two years of service; one as VP, one as President

Recommended Committee Chairs:

Social
Community Service
Scholarship
Family Events
Publicity

President

Oversees all aspects of the chapter. The president should determine regular chapter meeting dates/times and prepare a detailed agenda. The president is the primary contact with the Alumni Association.

President-Elect/Vice President

Serves as the primary contact for the committee chairs, keeping the president informed of all events.

The Social Committee:

Organizes and implements chapter social events. Each chapter can annually determine the number of social events to be held. The focus of each social event should be on the quality of events, not quantity. Events should be varied and appeal to a wide range of alumni. The goal of these events is to rekindle Miami bonds, and connect alumni with chapter leaders, and showcase local attractions.

Community Service Committee:

The goal of this committee is to organize participation in community service projects in your local area. They should be dedicated to bringing Miami alumni together for community improvement. Participation in community service activities will foster an awareness of Miami University, and provide an outlet for Miamians to continue to lead and serve in their home community.

Family Events Committee:

This committee is responsible for organizing family-friendly events that do not require a large financial commitment to attend.

Publicity Committee:

This committee is responsible for promoting events via means other than chapter mailings (i.e. news media, radio, phonathons, etc)

Keys to Chapter Success

A successful chapter begins with a dedicated and enthusiastic chapter leadership team. The following are critical components for all chapters.

- ❖ A chapter leadership succession plan
- ❖ Regular meetings of the chapter leadership and committee chairs
- ❖ Regular contact with alumni within chapter region is critical for leadership succession, event planning, event attendance, and overall success of the chapter
- ❖ An annual calendar of events
- ❖ A yearly report to the Miami University Alumni Association which outlines all events that took place in the prior year
- ❖ Diverse programming to attract alumni of all ages
- ❖ Regular communication with the Alumni Association
- ❖ Advanced planning, advanced planning, and more advanced planning
- ❖ Utilizing local members of the Alumni Association Board of Directors and Ambassadors – former members of the Alumni Association Board of Directors (see enclosed rosters)
- ❖ Remembering that at all times, you are an extension of Miami University and representing Miami in your community

Support Services for Alumni Chapters

The Alumni Association provides a variety of services and support to alumni chapters to ensure their success.

What we can do for your chapter

- ❖ Provide advice and consultation on event or activity organization and planning
- ❖ The Alumni Association will produce all chapter event mailings. This will include design, printing, and mailing (see Communications section).
- ❖ Answer any questions or resolve issues
- ❖ Provide assistance to new chapters
- ❖ Help plan successful events
- ❖ Provide assistance in securing campus representatives for chapter events (ie. the President, Provost, faculty member etc.) In many cases, the Alumni Association will make the necessary arrangements and pay for the cost of the representative to attend the event.
- ❖ Maintain a website for each active chapter

Materials

- ❖ Provide nametags, banners, maps, or other materials needed for an event
- ❖ Make arrangements for campus items needed by the chapter for an event. This might include Miami sportswear, memorabilia, or the famous Tuffy's Toasted Rolls. All items will be billed to the chapter at cost.
- ❖ Produce collateral materials/publications and mailings

List and E-mail website announcements

- ❖ The Alumni Association maintains the alumni database and will provide lists of local alumni to chapter presidents.
- ❖ If appropriate, parents of current students will be included on the mailing list for certain chapter events.
- ❖ The Alumni Association also maintains the alumni listserv. A monthly e-newsletter is sent from the Alumni Association and email announcements may be sent from the chapter coordinator when needed.

Alumni Constituency Groups Overview

What is an Alumni Constituency Group?

Alumni constituency groups are another way for alumni to connect to each other and to Miami. While alumni chapters are organized based on geographical areas (a city or an area of a state), constituency groups can be national and even international in membership. Through the use of the internet and e-mail, they offer unique opportunities for the Miami University Alumni Association to reach out into communities throughout the world.

Constituency groups are formed around shared experiences at Miami through student groups or organizations, majors, residence halls, fraternities and sororities, etc. Constituency groups currently include the 1809 LGBT, Alpha Delta Phi, Alumni Band, Black Alumni, Field Hockey, Men's Glee Club, Golf Alumni, Hillel, Kappa Alpha Alumni, Men's Swimming, Luxembourg Alumni, MUSF Alumni, Men's Rugby, and NROTC Alumni.

Constituency groups provide new ways to meet the varied needs and interests of Miamians. As with Chapters, we hope that Constituency groups will:

- help keep alumni informed of events and activities at Miami;
- broaden alumni understanding and appreciation of the world around them through continuing education programs and cultural events; and
- encourage involvement in the Alumni Admission Recruitment Network (AARN), the Alumni Career Network (ACN), and any other Miami effort in the areas where members live and work or have a special interest.

As they develop, we hope that constituency groups will attempt to provide a scholarship to a student attending Miami, or possibly establish a support fund for the University activity or group that is their reason for coming together.

Constituency Groups of Miami University Alumni Association

Purpose...

- Promote the interests and welfare of Miami University and its constituents
- Support University development and scholarship efforts
- Provide an opportunity for fellowship and networking
- Mobilize alumni to meet special needs of the University
- Contribute new ideas to the University about existing or possible programs

How to Become a Recognized Constituency Group

- Contact the Assistant Director of Constituency Groups at the Office of Alumni Relations
- Identify alumni who would be willing to serve as officers of the Constituency Group.
- Establish an initial meeting with the Miami University Alumni Association. A current Association Board member or staff member should attend this meeting.
- Group leadership will need to begin recruiting active members, defined as either annual or life members of the Miami University Alumni Association. All Group officers should be members of the Miami University Alumni Association.
- Each Group will need to complete an annual report to the Alumni Association outlining events, communications, and other activities for the year. This report will be used for long term development and growth of the Group.

Support Services for Alumni Constituency Groups

The Alumni Association provides a variety of services and support to alumni groups to ensure their success.

What we can do for your group

- ❖ Provide advice and consultation on event or activity organization and planning
- ❖ The Alumni Association will produce all group event mailings. This will include design, printing, and mailing (see Communications section).
- ❖ Answer any questions or resolve issues
- ❖ Provide assistance to new groups
- ❖ Help plan successful events
- ❖ Provide assistance in securing campus representatives for group events (ie. the President, Provost, faculty member etc.) In many cases, the Alumni Association will make the necessary arrangements and pay for the cost of the representative to attend the event.
- ❖ Maintain a website for each active group

Materials

- ❖ Provide nametags, banners, maps, or other materials needed for an event
- ❖ Make arrangements for campus items needed by the group for an event. This might include Miami sportswear, memorabilia, or the famous Tuffy's Toasted Rolls. All items will be billed to the group at cost.
- ❖ Produce collateral materials/publications and mailings

List and E-mail website announcements

- ❖ The Alumni Association maintains the alumni database and will provide lists of local alumni to group presidents.
- ❖ If appropriate, parents of current students will be included on the mailing list for certain group events.
- ❖ The Alumni Association also maintains the alumni listserv. A monthly e-newsletter is sent from the Alumni Association and email announcements may be sent from the group coordinator when needed.

Successful Events
It's all in the planning...

Tips For A Great Event

Meet with members and volunteers to develop a programming calendar. Print and distribute the calendar to local Miamians. (A business card calendar is handy and can be carried in a wallet.)

Use creative event planning. Find venues that are unusual. Pick a theme, decorate, and give door prizes. Offer a variety of programming that appeals to local Miamians.

Focus on quality and quantity. Send personal invitations early to ensure high attendance. If the response is low, make phone calls to encourage attendance. Make sure all preparations for the event are in order so attendees can have a good time.

Make it worth attending. Alumni must perceive programs and activities as appealing, worthwhile, and fun. Involve local Miamians in programs that provide services to the University and community.

Consider a reception instead of a dinner. Always consider the advantages of a reception: shorter time commitment than dinner, less expensive for attendees, more opportunity for mixing and meeting people. Receptions soften the formality of events, financially allow more people to attend, and increase attendance.

Experiment with:

Family events – Try a weekend potluck picnic with children’s games, or a Sunday family brunch. Invite prospective and current students and parents from your area.

Dessert buffet – Try a Sunday evening dessert buffet from 7-8:30 p.m. This is an inexpensive and well-timed option for most working adults.

Luncheons - Offer a place to gather for a brown bag or boxed lunch at a central location convenient for local alumni (try a recreation center meeting room, library conference room, or a city park pavilion). This provides a casual environment, an affordable option, and a way to fit in a gathering during the workday.

Remember these details:

Table Seating – For a more personal atmosphere, allow University and association guests to be seated throughout the crowd instead of using a formal head table. This makes everyone in attendance feel more comfortable. Round tables are preferable as they encourage interaction.

Setting – Always have a private room reserved in any facility you select. You will have a much more effective event with plenty of privacy. Be sure the room has an adequate sound system with a podium and microphone. Become familiar with the microphone prior to the event and do a sound and equipment check before guests arrive.

Plan ahead and promote early. The Alumni Association should be contacted at least 12 weeks before an event if you would like us to send announcements to alumni in your area.

Organize a telephone committee to call local alumni a few weeks prior to an event to remind those who regularly attend that you would like to see them there. Frequently call people on the chapter's database who do not attend and extend personal invitations.

Show your appreciation to volunteers and VIP's with certificates, recognition in front of a group, cards, notes and other personal mementos.

Sample Event Agendas

Reception Event

- ❖ Social time (45 minutes)
- ❖ Welcome remarks (2-3 minutes)
- ❖ Speaker's remarks (15-20 minutes)
- ❖ Adjournment
- ❖ Hors d'oeuvres served throughout reception

Dinner Event

- ❖ Social time (30-45 minutes)
- ❖ Dinner
- ❖ Introduction of featured speaker/program
- ❖ Speaker's remarks (15-20 minutes)
- ❖ Adjournment

Tried and True Ideas

Each alumni chapter/group has its own personality. You may find the best, creative ideas come from your local alumni. We have compiled a list of ideas submitted by leaders from across the country, which have been successful.

- ❖ Organize a local alumni band to perform at your events.
- ❖ Co-host events with alumni from other Ohio colleges and/or MAC universities
- ❖ Send care packages to campus for Miami University students from your area
- ❖ Involve and support parents of current students by inviting them to your events
- ❖ Organize blood drive battles against other MAC schools
- ❖ Involve the group in a community service project that gives Miami University visibility in your community
- ❖ Plan a wine tasting with the help of a local wine merchant
- ❖ Plan a Toasted Roll breakfast or brunch
- ❖ Start an area broomball or softball team

Program Evaluation

Evaluation is one of the most crucial elements in the continued success of a chapter. It is important to the success of the chapter program because evaluation of events helps the Alumni Association learn more about what works and what does not.

It is expected that a Program Evaluation Form will be submitted to the Alumni Association within 10 business days following each event.

Program Evaluation Debriefing

- ❖ Preparation
 - Was the planning and organizing of the event completed on schedule?
 - Were there an adequate number of local alumni involved in planning the event, attending the event, and the event follow-up?
 - How did guests learn about the event?
- ❖ Event
 - Did the event start on time?
 - Did the event flow smoothly?
 - Was the length of the event appropriate?
 - How many attendees were there?
- ❖ Follow-up
 - What comments and suggestions did you receive from guests?
 - What could have made it an even more successful event?
 - Has the chapter sent thank you notes to all appropriate persons?
 - How can the chapter recognize those individuals that made this a successful event?
 - Did the chapter send a program evaluation form, an attendance list, pictures and other related materials to the Alumni Association?

Alumni Chapters and Groups Event Evaluation Form

Title of Event: _____

Date and Time: _____

Description of Event: _____

Special Features: _____

Location: _____

Number in Attendance: _____

(Please attach roster of those in attendance.)

Number of Members: _____

Number of New Members Signed up at this Event: _____

Type(s) of Publicity: _____

Cost of Program to Chapter: _____

Participant Charge for Program: _____

Positive Aspects of Program: _____

Problems with Program: _____

Suggestions: _____

EVENT CONTACT PERSON: _____

Telephone numbers: (work) _____ (home) _____

Chapter/Group Event Mailings

Chapter/Group Event Mailings

The Alumni Association will produce all chapter event mailings, both hard copy and electronic. Miami University has stringent guidelines regarding the use of University logos, therefore we require all chapter mailings to be initiated by the Alumni Association, unless other arrangements have been approved.

The amount of lead time given to the communication staff prior to an event will determine the quality and complexity of the piece that is produced. Under normal circumstances, an eight week lead time will allow for a hard copy, nicely designed invitation to be mailed. Conversely, three weeks notice of an event, will allow for an email blast to be scheduled and sent, or a very simple mailing.

Although some of these steps take place simultaneously, when planning a mailing please consider:

- ❖ People involved in a mailing other than the chapter coordinator include the graphics design coordinator, the approval team, the person creating the address file, the secretary coordinating the requests, the mailroom coordinator, the Print Center or printing vendor, and the Campus Mailroom or mailing vendor chosen to process the mailing.
- ❖ Graphic design and approval can take one to two weeks.
- ❖ Printing can take five to fourteen days depending on the publication. (Longer for formal invitations.)
- ❖ Scheduling a mailing date could take up to a week or more, depending on the time of year and workload of the Campus Mail Room.
- ❖ When a member of the Alumni Association staff requests an address file, it may take up to five days to generate the file. Two more days are needed for Campus Mail Room to structure.
- ❖ Is there an RSVP date? The invitation should be mailed at least four weeks prior to the RSVP date.
- ❖ Allow seven to 10 mailing days for delivery. (Plan to mail using Standard mail pricing)

Additional Promotion

Chapter and Group Web pages

Each chapter has a web page that is set-up and maintained by the Alumni Association. All events will be posted on the alumni chapter web page. Please check this site frequently to make sure your events are up-to-date.

Listserv Emails

Listserv emails can also be sent to promote events providing the Alumni Association is given at least one week's notice. All information to be included in the listserv message must be received in our office at least three days prior to the email being sent.

Alumni Broadcast E-mail Policy for Miami University

1. General Guidelines

This policy applies to broadcast e-mails, which are e-mails sent to 25 or more alumni at a time.

- Senders should familiarize themselves with all applicable rules and regulations affecting e-mail. All e-mails to alumni must be in compliance with university and federal rules, particularly in regards to Federal Trade Commission Spam regulations and Family Educational Rights and Privacy Act guidelines.
- E-mail to alumni must be sent using the Miami University Alumni Association's online broadcast email tool. Access to the tool is free to university employees and alumni volunteers who have been granted access based on their involvement with alumni activities and their college's affiliation with the Miami University Alumni Association. Other Miami University organizations wishing to contact alumni via broadcast e-mail should contact the University Advancement Communication Office to send the e-mail on their behalf.
- Senders can choose to have the Miami University Alumni Association send e-mail(s) via listserv or the online broadcast tool (whichever is determined to be appropriate) on their behalf. All requests for the Alumni Association to send e-mails should be made to the appropriate staff liaison. Liaisons will forward all requests to the UA webauthor (uawebauthor@muohio.edu.)
- E-mail address lists from the alumni database will not be given to any university employee or any volunteers to create their own address book or shadow database for mass e-mailings.
- Broadcast e-mails cannot contain political or commercial messages (with the exception of messages from Miami University Alumni Association Affinity Partners).
- E-mails containing information about a university sponsor/partner should first be cleared through the Miami University Alumni Association and the Department of Advancement Services.
- Fund-raising solicitation e-mails **MUST** be approved by the Associate Vice President for Development and/or a designee(s).
- The size of an e-mail message cannot exceed 1 megabyte, due to bandwidth constraints and limits by major Internet service providers.
- Attachments cannot be sent through listserv or the broadcast e-mail tool. It is recommended you provide a link to a Web site where the file can be downloaded.
- Email content submitted by any university office, alumni volunteers, partner organizations, etc. may be edited for consistency with University Advancement communication guidelines.
- Failure to follow the terms, conditions, and guidelines of this policy may result in restricted access to e-mail addresses and use of the broadcast e-mail tool.
- Exceptions to this policy must be approved by Jayne Whitehead, Vice President of the Division of University Advancement.

2. Number of Broadcast Messages in a Given Time Period

- It is recommended that no more than seven e-mails be sent university-wide per week using the Miami University Alumni Association online community e-mail tool, regardless of intended audience. This recommendation is based on the fact that alumni generally do not differentiate one Miami University department from another. Multiple e-mails from Miami University to the same alumnus/alumna may be viewed as excessive to the alumnus/alumna, and they may opt out of all Miami University emails.
- All mass e-mailing activity will be tracked to ensure alumni are not receiving excessive amounts of e-mail communications. A master list of e-mail traffic will be maintained by the University Advancement Communications Office.

3. Required Information in E-mails (Per federal 2003 CAN-SPAM Act)

- Each broadcast email must include an opt-out feature and the permanent mailing address for the Alumni Association or the department on whose behalf the email has been sent.
- Each e-mail must include the language "The broadcast e-mail service is supported by the resources of the Miami University Alumni Association."
- All e-mails must have a clearly worded subject line. Subject lines should not exceed 10 words.
- The stated purpose of the e-mail must be included in the first few lines of the e-mail.
- Reply e-mail addresses must include the "[@muohio.edu](mailto:muohio.edu)" or "[@miamialum.org](mailto:miamialum.org)" domain.

4. What to Do with E-mail Returns

- Requests to change e-mail addresses, street addresses or phone numbers, as well as "recipient unknown" or bad e-mail addresses should be forwarded to alumnirecords@muohio.edu. Additionally, requests to be removed from future e-mails should be sent to alumnirecords@muohio.edu.

5. Scheduling for Messages Sent By Alumni Association

All emails must be scheduled through the University Advancement Communications staff to avoid unnecessary overlap with other scheduled emails. Scheduling of emails should occur as early as possible. When scheduling occurs, it will be determined by the web author whether it is appropriate to use a listserv or broadcast email tool. All necessary information for each scheduled broadcast email must be provided via e-mail to uawebauthor@muohio.edu at least **three business days** prior to the send date of the message.

Listserv messages are text version emails only and are sent by the sender to the listserv address provided and approved by the webauthor. Broadcast emails will be created in both a text and HTML versions for final sign-off by the parties requesting the e-mail. The system delivers two versions of a broadcast message: a text version and an HTML version. The system automatically detects the version that the recipient's e-mail service can receive.

Approved 12/05

Miami University Guidelines for Mailing Bulk or Broadcast e-mail Messages

http://www.miami.muohio.edu/documents_and_policies/computing/index.cfm

In order to reduce the number of unwanted messages and the strain they create on electronic mail sources, use of broadcast or bulk e-mail messages is discouraged unless there is a compelling business or safety reason and should be restricted to items of broad interest to the university community. Before considering requesting permission to broadcast an e-mail message, you should first use other methods of communication, such as using the organization module or an announcement in the University's Intranet (MyMiami) portal.

For the purpose of these guidelines "broadcast" or "bulk" e-mail refers to any single message sent to 200 or more members of the Miami University community (students, faculty, staff, parents, and alumni).

These guidelines do not apply to messages that are sent to a listserv or group of email addresses:

- created for a class;
- including only members of a student organization or residents of a residence hall; or
- where all subscribers signed up voluntarily to receive information.

All members of the University community are reminded to adhere to the "Responsible use of computing resources at Miami University."

[http://kb.muohio.edu/cgi-bin/webcgi.exe?new,KB=MUKB,case=obj\(4831\)](http://kb.muohio.edu/cgi-bin/webcgi.exe?new,KB=MUKB,case=obj(4831))

All messages sent as broadcast e-mail across the university requires approval by and should be coordinated with the Senior Director of University Communications, although the President and any Vice President can authorize broadcasting a message.

These guidelines are not intended to interfere with e-mail used to support classroom instruction nor with intradivisional or intradepartmental communication. When the recipients are all part of a single unit, the appropriate vice president, dean, chair, or director can authorize a broadcast e-mail and can establish separate guidelines for using e-mail within the particular division, department, or office.

The Senior Director of University Communications, working with Information Technology Services, will maintain the list of offices and individuals allowed to use broadcast email messages to faculty, staff, and students.

Any broadcast e-mails sent to alumni must be approved by the Vice President for University Advancement (or designee).

Any broadcast emails sent to prospective students and/or their parents, except for those from the Admission and Student Financial Aid offices, must be approved by the Provost (or designee) or the Vice President for Student Affairs (or designee).

Any broadcast emails sent to parents must be approved by Vice President for Student Affairs (or designee).

To meet the "Responsible use of computing resources at Miami University" offices and individuals should not avoid these guidelines by making multiple broadcasts of the same message to smaller groups or by using the university's data bases to create listservs or address book entries without the permission of recipients.

[http://kb.muohio.edu/cgi-bin/webcgi.exe?new,KB=MUKB,case=obj\(4831\)](http://kb.muohio.edu/cgi-bin/webcgi.exe?new,KB=MUKB,case=obj(4831))

Event Announcement Form

- Chapter Event and Communication Registration Form
www.muohio.edu/University_Advancement/MiamiAlum/chapters_groups/Chapter_event_info.html
 - Group Event Information Registration Form
www.muohio.edu/University_Advancement/MiamiAlum/chapters_groups/forms/Group_event_info.html
 - Group Event Email Request Form
www.muohio.edu/University_Advancement/MiamiAlum/chapters_groups/forms/Group_email_info.html
-

Chapter/Group: _____

Please check which of the following best describes your needs:

_____ I would like this event posted on the web

_____ I would like a mailing for this event (eight weeks notice required)

Event Information:

Event Title: _____

Date: _____

Time: _____

Address: _____

City / State: _____

Phone: _____

Directions: _____

Pricing and Payment Information:

Cost for members: _____

Cost for non-members: _____

RSVP Date: _____

Online Registration: _____ Yes _____ No

Checks Payable to: _____

Checks Mailed to (name): _____

Address: _____

City, State, Zip: _____

Contact for event (including phone and email): _____

Descriptive Paragraph (Descriptive Paragraph: (Please add details about your event; include limitations (i.e. 50 tickets available) and what attendee receives for the cost):

**Alumni
Association
Awards**

Volunteer Awards

Outstanding alumni volunteers are honored each year at the Miami University Alumni Association Awards Dinner. If you have an alumna/us you feel would be qualified for one of the following awards, please contact the Alumni Association.

A.K. Morris Award:

Named for the Miami vice president who helped strengthen the alumni program through his work as an assistant to Miami's President. The award recognizes a member of the staff or faculty whose participation in alumni activity is above and beyond the requirements of his or her regular duties and reflects the tradition established by Mr. Morris.

The John E. Dolibois Award:

Named for Miami's first alumni secretary whose love for and devotion to Miami and its alumni resulted in an alumni program of national prominence. This award recognizes continuous, meritorious service to Miami University by a graduate. The award effectively indicates Miami's "Man or Woman of the Year."

The Honorary Alumni Award:

Honorary membership in the Alumni Association is an award recognizing a non-graduate who has significantly contributed to the University's alumni program.

The H. Kenneth Gambee Award:

Awarded to honor a recent graduate who has become actively involved in programs to support Miami University within 10 years of their graduation.

The Distinguished Achievement Medal:

Awarded for the first time in 1985, this medal is reserved for the alumna or alumnus who has reached the pinnacle in a field of endeavor.

The Bishop Medal:

Established in 1936, the Bishop Medal is named in honor of Robert Hamilton Bishop, Miami's first president. It is given to individuals who have distinguished themselves in service to fellow human beings.

Alumni Board Roster

http://www.miamialum.org/pages/alumni_board.htm

Alumni Association Ambassadors

1968 Mrs. Nancy Goldstein Muckle 12 Barnswallow Lane Plymouth, MA 02360-2536	1974 Miss Linda Jane Fisher 3225 Idaho Ave. NW Washington, DC 20016-3720	1953 Mr. Richard W. Knowlton One Delta Lane Hilton Head Island, SC 29928-3393
1967 Mr. William F. Kassner 68 Shoreview Avenue East Falmouth, MA 02536-7453	1978 Mr. Michael D. Janeway 116 Chimney Ridge Pl. Potomac Falls, VA 20165-5125	1957 Mrs. Sally Fehn Robbins 209 Cannon Ct. Ponte Vedra Beach, FL 32082-3973
1972 Mrs. Constance Kendall Sidley 610 Thoreau Circle Windsor, CT 06095-4711	1978 Ms. Becky A. Russo P.O. Box 3311 Warrenton, VA 20188-1911	1954 Mr. J. Bert Heuerman 301 Pueblo Pl. Lady Lake, FL 32159-9016
1959 Mr. Vincent S. Tirola 18 Punchbowl Drive Westport, CT 06880-2127	1982 Mr. Ronald James Rough Jr. 561 Odendhal Ave. Gaithersburg, MD 20877	1952 Mr. Robert Barr Jr. 100 Overton Gardens Lane Deland, FL 32724-7324
1959 Mr. Ira H. Bernstein 112 Wellington Ave. Short Hills, NJ 07078-2560	1965 Mrs. Constance Cunningham Phillips Apt. 102 2625 Midway Branch Drive Odenton, MD 21113-4110	1969 Mrs. Anne Ewing MacKinlay 16751 Bellamy Brthrs Blvd. Dade City, FL 33525-7356
1957 Mrs. Sue Morten Rogers 11 Rotary Dr. Summit, NJ 07901-3114	1971 Mrs. Mary Kubasky Bilinski 1291 Tweed Ct. Vienna, VA 22182-1488	1949 Mr. Leo A. Merzweiler 591 Gulf Park Dr. Naples, FL 34108-8296
1991 Mr. Mitchell Alan Schamroth 176 W 87th St. Apt. 5F New York, NY 10024-2902	1986 Ms. Kelly Victoria Blythin 2952 S Columbus Street B-1 Arlington, VA 22206-1446	1966 Ms. Jean Cameron 5993 Ashford Lane Naples, FL 34110-2396
1956 Mr. Theodore C. Rogers 7 W 81st St. #19/20A New York, NY 10024-6049	1979 Mr. Marcus Steven Shore 137 River Hill Drive Bermuda Run, NC 27006-9599	1962 Mrs. Nancy Stewart Fiala 26140 Hickory Boulevard #702 Bonita Springs, FL 34134-3731
1983 Miss Catherine Ann Kiel 245 E. 83rd Street Apt. 2C New York, NY 10028-2804	1941 Mr. John A. Carsten 660 Lake Forest Dr. SE Pinehurst, NC 28374-9479	1947 Mr. Jack F. Meyerhoff 3730 Cadbury Circle Apt. 819 Venice, FL 34293-2219
1962 Mr. Michael Schamroth 191 Meadowview Ave. Hewlett, NY 11557-2415	1950 Mr. Malcolm W. Owings 107 Caritas Court Southern Pines, NC 28387-2242	1954 Dr. William C. Lewis 2882 Hyde Park Ct. Clearwater, FL 34621-1805
1992 Mrs. Erin Mehaffey Rimmel 108 Blue Spruce Circle Pittsburgh, PA 15243-1026	1938 Mr. William E. Cromer 621 Laurel Lake Dr. #B-312 Columbus, NC 28722-7438	1965 Mrs. Janet Schwade Sichelman 2089 N Pointe Alexis Drive Tarpon Springs, FL 34689-2064
1951 Mrs. Joyce Eldridge Brown 3208 Cleveland Ave Nw Washington, DC 20008-3451	1967 Ms. Diane F. Perlmutter 7 Goldeneye Court Landrum, SC 29356-3411	1965 Dr. Edward Robert Elicker 1900 Susan Lane Ft Mitchell, KY 41011-1821

1950 Dr. Melvin L. Olix 3130 Kings Tree Ct. Dublin, OH 43017-2227	1960 Mrs. Lynn Purdum Hamilton 2810 Swansea Rd. Columbus, OH 43221-1706	1984 Mrs. Svetlana Beros Rook 265 Dover Center Road Bay Village, OH 44140-2255
1968 Mr. G. Roger King 5598 Dundon Ct. Dublin, OH 43017-8609	1975 1975 Mr. and Mrs. Rex Huffman 1509 Cedar Ln. Bowling Green, OH 43402-1478	1980 Mrs. Linda Jira Longville 11058 Brookview Road Brecksville, OH 44141-1104
1979 Mr. Mark F. Stauffer 10644 Dundee Court Powell, OH 43065-7972	1963 Mr. Kirk Martin Holdcroft 3019 Plumbrook Road Maumee, OH 43537-9662	1977 Mr. Mark Robert Niederhelman 10047 Hunting Dr. Brecksville, OH 44141-3646
1978 Mrs. Teri Tatman Morgan 2775 Mallards Landing Powell, OH 43065-8617	1950 Mrs. Phyllis Bradford Loss 28210 Simmons Rd. Perrysburg, OH 43551-4132	1969 Mr. Alan Everitt Robbins 507 Beachside Boulevard Chippewa Lake, OH 44215-9622
1966 Mr. Peter W. C. Barnhart 150 Whieldon Ln. Worthington, OH 43085-2900	1956 1956 Mr. and Mrs. Thomas Harker 31825 Bayview Dr. #87 Avon Lake, OH 44012-2454	1975 Mr. Donald S. Knooihuizen 2217 Victoria Pkwy. Hudson, OH 44236-3133
1992 Mrs. Kelli Reavling-Cobb 182 Yehlshire Dr. Galloway, OH 43119-8476	1969 Mr. Richard Ralph Jordan 200 Basswood Lane Moreland Hills, OH 44022-1390	1975 Mr. John Andrew Burke 3938 Nichols Rd. Medina, OH 44256-9202
1978 Ms. Mary Lynn Cusick 158 Jackson Street Columbus, OH 43206-1125	1943 Mr. Wayne J. Albers 60 High Court Chagrin Falls, OH 44022-2863	1965 Mr. James Parker Berry 1271 Briarhill Spur Akron, OH 44333-1127
1984 Mr. Alvin Earl Mathews Jr 2291 Clifton Avenue Bexley, OH 43209-1410	1957 Mrs. Carolyn Beiter Danielson 8422 Chagrin Mills Rd. Novelty, OH 44072-9524	1974 Mrs. Janice Deutsch Strasfeld 1161 Mansell Dr. Youngstown, OH 44505-2242
1972 Mr. Bruce Robert Henke 52 E. Gay Street Columbus, OH 43215-3108	1954 Mr. Donald R. Wilham 2228 Woodmere Drive Cleveland Hts, OH 44106-3604	1949 Mrs. Margaret Ruchhoft Soller 5025 Lockwood Blvd. Youngstown, OH 44511-3749
1957 Mr. Richard W. Vogt 4471 Masters Drive Columbus, OH 43220-4284	1963 Mr. Jules N. Koach 19001 Lomond Blvd. Shaker Hts, OH 44122-5105	1943 Mrs. Jean Edwards Naughtrip 419 Heatherwood SW North Canton, OH 44720-4110
1950 Mrs. Jenny Craig Renkert 2160 McCoy Rd. Columbus, OH 43220-4352	1958 Mrs. Barbara Weber Cucciarre 22722 Mastick Rd. Fairview Park, OH 44126-3148	1961 1964 Professor and Mrs. Joseph Cox 7146 Buck Paxton Road College Corner, OH 45003-9234
1939 Mrs. Jean Curpen Dones 3940 Mountview Rd. Columbus, OH 43220-4856	1957 Mrs. Geraldine Klein Helfrich 30612 Willoway Ln. Bay Village, OH 44140-1769	1940 Mrs. Jane Beckett Mohler 855 Stahlheber Rd #96 Hamilton, OH 45013-1963

1954 Mrs. Nancy Sohngen Cottrell 130 Heathwood Ln. Hamilton, OH 45013-4022	1960 Dr. Randall W. Listerman 25 Bridge Circle Oxford, OH 45056-2005	1979 Dr. Richard Michael Goehler 6333 Trail Ridge Court Loveland, OH 45140-8118
1941 Mrs. Jean Elliott Gaylord 980 Lawn Ave. Hamilton, OH 45013-4624	1966 Ms. Suzanne Holmes Summers 945 Silvoor Lane Oxford, OH 45056-2439	1991 Mrs. Amy Cartwright Rile P.O. Box 5576 Cincinnati, OH 45201-5576
1965 Mrs. Phyllis McQueen Keating 3667 Longhorn Drive Hamilton, OH 45013-8424	1952 Mr. Harold W. Jasper 422 Sandra Drive Oxford, OH 45056-2543	2003 Mr. Matthew E. Wray 1017 Saint Gregory Street #3 Cincinnati, OH 45202-1721
1978 Mr. Steven Carl Hollon 1042 Country Creek Drive Lebanon, OH 45036-1494	1958 Mr. John E. Haffey 5106 Bonham Rd. Oxford, OH 45056-3606	1961 1963 Mr. and Mrs. Peter Knox 10179 Shady Ln. Cincinnati, OH 45215-1322
1950 Mr. Robert W. Cantoni 255 S Mechanic St. Lebanon, OH 45036-2207	1932 Mrs. Anne Amos Brown 212 Knollwood Drive Oxford, OH 45056-8784	1943 Judge William Thomas Sheffield 165 W Galbraith Road #301 Cincinnati, OH 45216-1056
1968 Mrs. Sharon Galeese Touchton 5501 Oakveiw Drive Maineville, OH 45039	1951 Mrs. Joan McNelly Teckman 119 Country Club Ln. Oxford, OH 45056-9002	1963 Dr. Rayma E. Smith 3520 Central Parkway Cincinnati, OH 45223-2612
1964 Mr. Daniel J. Szuhay 1119 Meadow Vista Drive Maineville, OH 45039-5016	1964 Mrs. Judith Schiller 713 Melinda Drive Oxford, OH 45056-9017	1974 Mr. Thomas Dale Anthony 4337 Ashley Oaks Dr. Cincinnati, OH 45227-3947
1969 Dr. Cheryl L. Gabe 3135 Pinto Trail Mason, OH 45040-9113	1941 Mrs. Bonnie Curpen Fey 30 Ivywood Square Oxford, OH 45056-9496	1984 Mr. David H. Budig 6901 Mount Vernon Avenue Cincinnati, OH 45227-4421
1957 Ms. Kiki Demettrion-Gordon 1508 N Breiel Blvd. Middletown, OH 45042-2909	1944 Mrs. Maurene Fields Alderman 26 Ivywood Square Oxford, OH 45056-9496	1974 Mrs. Joan Noble Bonaminio 3479 Wilson Avenue Cincinnati, OH 45229-2863
1957 Mrs. Cornelia Clark Browne P.O. Box 451 Oxford, OH 45056-0451	1958 Mrs. Dolly Hendricks Thomas 5353 Corso Rd. Oxford, OH 45056-9735	1952 Mr. Charles L. Shawver 8850 Montgomery Rd. Cincinnati, OH 45236-2128
1948 Mrs. Nancy Saylor Crell 6324 Devonshire Dr. Oxford, OH 45056-1561	1941 Mrs. Elizabeth Whitesell Reinhart 25 Deer Trail Circle Oxford, OH 45056-9752	1961 Mr. William J. Madison III 3609 Section Road Cincinnati, OH 45237-2509
1955 Mrs. Dorothy Taylor Folker 6195 Fairfield Road Apt.16 Oxford, OH 45056-1592	2005 Ms. Jacqueline C. Miller 11905 Rich Road Loveland, OH 45140-1809	1974 Mr. Jerald Lollace Tillman 845 Clearfield Ln. Springdale, OH 45240-1213

1975
Mr. W. Bradfield Trucksis
8500 Blue Cut Ln.
Cincinnati, OH 45243-1104

1951
Mr. William C. Rhodenbaugh
4725 Burley Hills Dr.
Cincinnati, OH 45243-4007

1966
Mr. Charles William Isaly
7756 Oyster Bay Lane
Cincinnati, OH 45244-2562

1944
Mrs. Helen Clark Hinckley
2886 Patterson Farms Lane
Cincinnati, OH 45244-3869

1978
Mr. Alfred D. Tyree II
306 Glensford Ct.
Cincinnati, OH 45246-2376

1990
Mrs. Kimberly Schroeder
Kossanyi
10571 Swanson Court
Cincinnati, OH 45249-3630

1971
Mrs. Deloris Rome Hudson
544 E Lakengren Dr.
Eaton, OH 45320-2613

1948 1947
Mr. and Mrs. William Dixon
1162 Westridge Dr.
Troy, OH 45373-3061

1961 1967
Mr. and Mrs. Joel Walker
585 Countryside Drive S
Troy, OH 45373-4545

1955
Mr. Robert J. Shook
115 Dorothy Ln.
Troy, OH 45373-9419

1952
Mr. Dan C. Brower Sr.
624 Winding Way
Dayton, OH 45419-1146

1941
Mr. R. Dale Nash
1424 Woodstock Dr.
Dayton, OH 45419-3034

1946
Mrs. Katherine Rich Common
55 Harman Ter.
Dayton, OH 45419-3849

1996
Mrs. Amy Baumgartner Bryant
533 Acorn Drive
Dayton, OH 45419-3907

1949
Mr. George W. Diefenderfer Jr.
128 Westhaven Dr.
Dayton, OH 45429-1548

1941
Mrs. Donna Abbott Randolph
590 Isaac Prugh Way Apt. 425
Dayton, OH 45429-7417

1988
Mr. Kevin Joseph Sedensky
3025 Mountville Drive
Kettering, OH 45440-1422

1970 1973
Mr. and Mrs. Michael Bevis
2469 Sugar Ridge Lane
Centerville, OH 45458-2864

1947
Mr. Richard E. Baumhardt
6516 Calais Court
Centerville, OH 45459-1921

1967
Mr. R. Andrew Bell
2670 Kilkenny Ct.
Springfield, OH 45503-1157

1979
Mr. Todd Lamar Jones
1943 West Mile Road
Springfield, OH 45503-2738

1968
Mr. Dale E. Ritter
281 S Belmont Ave.
Springfield, OH 45505-1223

1971
Dr. Lacey Strafford Curtis
2206 Timlin Road
Portsmouth, OH 45662-3012

1969
Mr. Thomas O. Moorhead
2033 Old Mill Rd.
Findlay, OH 45840-7123

1964
Mr. John Howard Ditslear Jr
115 Edgewater Dr.
Noblesville, IN 46060-9190

1956
Mr. R. J. Sogard
P.O. Box 80224
Indianapolis, IN 46280-0224

1941
Mr. Albert G. Wald Apt. 127
2501 Friendship Blvd.
Kokomo, IN 46901-7748

1973
Mr. Gary Elwin Goshorn
7285 Becks Grove Road
Freetown, IN 47235-8612

1964
Mr. Douglas McBond Wilson
10561 W 600 S
Francesville, IN 47946-8280

1980
Mr. Ron G. Gary
3658 Worthington Ct.
Rochester Hills, MI 48309-1180

1967
Mrs. Carole Bietry Parker
7107 Elder Ct. S
Orchard Lake, MI 48324-2575

1953
Mrs. Evelyn Krenek Fergle
6488 Waters Edge Way
Clarkston, MI 48346-3486

1956
Mrs. Mariann Logee Conover
2684 Chatham Woods Dr. SE
Grand Rapids, MI 49546-6763

1950
Mr. G. Sheldon Veil
P.O. Box 164
Harbor Springs, MI 49740-0164

1955
Mr. Ronald P. Helman
41899 Half Moon Beach Rd.
Chassell, MI 49916-9513

1988
Ms. Emily C. Piper
5905 Waterbury Circle
Des Moines, IA 50312-1319

1997
Mrs. Melissa Hagen Klug
1805 Lannon Court
Burnsville, MN 55337-1291

1963
Mr. Thomas Lee Marek
45517 County Road 346
Bovey, MN 55709-6559

1971
Mr. Frederick S. Spohr
1721 E Suffield Dr.
Arlington Hts., IL 60004-2253

1974
Mr. Mitchell Thomas Engel
525 Circle Lane
Lake Forest, IL 60045-3334

1977
Mr. Jay Logan Henderson
14 Bristol Road
Winnetka, IL 60093-3200

1958
Mrs. Marian Hummel Kurz
1300 Central St. #405
Evanston, IL 60201-1679

1989
Mrs. Kimberly Stith Vander
Velde
4909 N Hoyne Ave.
Chicago, IL 60625-1306

1958
Mr. Roger S. Joslin
2001 E Cloud St.
Bloomington, IL 61701-5733

1959
Mr. E. Allen Roth
2100 W 50 Ter.
Westwood Hls., KS 66205-2036

1962
Dr. Lloyd G. Phillips M.D.
510 E. Stoner
Shreveport, LA 71101-4243

1965
Mr. Myron D. Macechko
2454 E Camelot Place
Fayetteville, AR 72701-2718

1968
Mr. Dennis Richard Parravano
6434 Mimosa Lane
Dallas, TX 75230-5137

1970
Mr. Glen Charles Pryor
6534 Aberdeen Avenue
Dallas, TX 75230-5302

1949
Mr. Robert E. Brown
7 Charleston S
Sugar Land, TX 77478-3656

1976
Mrs. Betsy Leftwich Landaker
4751 Fischer Store Road
Wimberley, TX 78676

1964
Mr. Thomas Locke Rogers
7001 S Newport St.
Englewood, CO 80112

1965
Dr. Robert O. Greer Jr.
15 Polo Field Ln.
Denver, CO 80209-3401

1934
Mrs. Jeannette Hidy Fitton
555 Prospect Ave. #3A
Estes Park, CO 80517-6312

1967
Mr. Cory Kenneth Foster
240 Saw Mill Road
Durango, CO 81303-6552

1962
Mrs. Cleo Mengos Eshelman
1430 N. 2nd St.
Wilson, WY 83014-9630

1964
Mrs. Linda L. Peterson-Price
2183 E Canyon Place
Chandler, AZ 85249-3241

1988
Mrs. Patricia Cotman Vamos
11170 East Beck Lane
Scottsdale, AZ 85255-1825

1951
Mrs. Isabel Cheeks Lewis
9868 W Chino Dr.
Peoria, AZ 85382-4136

1965
Mr. Frank William Terrizzi
6494 N Ventana Canyon Dr.
Tucson, AZ 85750-0928

1940
Miss Juanita E. Carter
3539 Sawtelle Blvd. #103
Los Angeles, CA 90066-2938

1975
Mrs. Gail Bennett Outcalt
1802 Palisades Drive
Pacific Palisades, CA 90272-
2117

1957
Mrs. Linda Crumb Bresnan
5607 Corso Di Napoli
Long Beach, CA 90803-4009

1962
Mr. Gilbert Lee Kessler
1326 Thorncroft Court
Westlake Village, CA 91361-
1420

1939
Colonel John H. Ellis
3540 Liggett Dr.
San Diego, CA 92106-2153

1966 1965
Mr. and Mrs. Donald Kasle
12 Thorn Oak
Dove Canyon, CA 92679-4200

1943
Mrs. Eleanor Waldhauer Dommerich
1661 Pine Street Apt 714
San Francisco, CA 94109-0407

1966
Mrs. Marsha Kneffler Lowther
315 Homer Ave. Unit 305
Palo Alto, CA 94301-2727

1988
Mrs. Marie Ramagli-Stanton
668 Montezuma Court
Walnut Creek, CA 94598-2946

1956
Mr. Alfred L. Griffiths
11245 Homewood Ln.
Auburn, CA 95603-4666

1973
Dr. Constance Swank
5202 Galleon Drive NE
Tacoma, WA 98422-1922

