

# RIT Alumni Association Volunteer Guide

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## ▴ Introduction

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Thank you for volunteering! You are part of an important Association of more than 125,000 alumni around the world! Thank you for your commitment to keep RIT alumni connected to each other and to RIT.

The RIT Alumni Association is grateful for the time and energy you give toward our mission—to connect and engage RIT and its alumni.

This guide is a tool for you and other alumni volunteers. Each volunteer area varies depending on its focus. Regional programs differ from each other depending on alumni population, geography, volunteer leadership, and local industry; Admissions and Career Service needs are largely determined by the shared interest they represent. As a result, these guidelines are meant to be tailored to the needs of your individual volunteer group. At the same time, there are important systems and requirements to be aware of and to follow. If you have any questions, please contact us directly at 1-800-475-2586 or [ritalum@rit.edu](mailto:ritalum@rit.edu).

We appreciate your passion and enthusiasm for RIT. Thank you again for all you do to support our alma mater.

## ▴ The Advancement of RIT

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The advancement of RIT depends, in large part, on coordinated efforts among the Development and Alumni Relations staff, the RIT Alumni Association, and alumni volunteers. RIT's alumni volunteers are a strategic resource of great importance. While it is very difficult to put a dollar value on volunteer time, we know our volunteers provide many intangibles to advance RIT:

- / Advocating for RIT's mission
- / Providing leadership
- / Supporting projects
- / Engaging alumni
- / Encouraging philanthropic support

These volunteer roles advance our alma mater in the following ways:

- / By attracting the best faculty
- / By attracting the best students
- / By earning grants and funding from corporations and foundations
- / By promoting the University within the community (with RIT business leaders, government officials, the press and residents)
- / By increasing the value of our RIT degrees

## ▲ The RIT Alumni Association

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**Mission:** The purpose of the Association is to encourage alumni of RIT to remain involved in the ongoing life of the University so as to promote, advance, and foster the interests of alumni and the University. The Association shall operate in cooperation with and subject to the oversight of the President of RIT and the Board of Trustees of RIT.

**Membership:** All alumni of RIT are members of the RIT Alumni Association, a dues-free organization, once they graduate from RIT.

To be considered an alumnus/alumna of RIT, one must have received an associate's, bachelors, masters, or doctoral degree from RIT. Non-graduates, parents and friends are welcome to participate in many Alumni Association activities.

Benefits of membership are infinite and run the gamut from the concrete to the intangible. The Alumni Web offers resources for both social and professional association, career guidance and news. Discounts and services especially for RIT alumni can be found in the "benefits" section of Alumni Web. The Alumni Online Community provides free access to Job Zone, the Career Advisory Association and the Online Directory. Perhaps the best benefit of membership to the Alumni Association is the worldwide network of RIT alumni: over 125,000 around the world. Our most populated U.S. regions include:

Rochester  
New York  
Washington, D.C.  
New York City

Boston  
Philadelphia  
San Francisco  
Chicago

Internationally, our top ten most populous regions exist in:

Croatia

India

Dominican Republic

Czech Republic

Taiwan

Japan

## ▲ RIT Alumni Association Board of Directors

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The RIT Alumni Association is led by a Board of Directors, which is made up of approximately 30 alumni, representative of all RIT schools and colleges. The Board's structure is that of President, Vice-President, Secretary and members at-large.

All of the Board's members serve on one or more of the following committees:

- / RIT For Life
- / Institutional Support
- / Membership
- / Regional Engagement

The Board's committees work toward the following strategic directions, respectively:

- / Enhancing the quality of service to alumni
- / Increasing awareness of the Alumni Association among alumni and current students
- / Support of effective career-enhancement programs
- / Implementing best practices for reaching out to alumni by developing lifelong
- / Educational opportunities
- / Identifying ways to increase RIT Alumni brand identity
- / Increasing RIT's annual alumni giving participation, and;
- / Engaging alumni in regional and affinity programs and events

## ▲ Alumni Association Initiatives and Programs

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In conjunction with RIT Alumni Relations, the Alumni Association supports initiatives and programs covering a wide array of interests and needs:

- / Regional and Affinity Events
- / Social Associations
- / Professional Associations
- / Educational panels
  - / Cultural programs
  - / Athletic events

- / All-alumni events
- / Alumni and Family Weekend
- / Global Day of Service
- / International ambassadors
- / Student Alumni Association
- / Alumni Admission Volunteers
- / Career Volunteers
- / Annual Fund
- / The Office of Alumni Relations

Mission: It is the mission of Alumni Relations to advance RIT by connecting alumni to one another and to the University through meaningful programs, benefits, services and communication.

What We Do: The Office of Alumni Relations staff is dedicated to carrying out the mission of both the Alumni Association and the Office of Alumni Relations by creating value-added programming and communication for alumni of the University, both in support of and in consultation with alumni volunteers, as well as developing programs and events.

Structure: Led by the Executive Director of Alumni Relations, RIT's Office of Alumni Relations is made up of the following executive team:

Dr. David C. Munson, Jr., President, RIT  
 Lisa Cauda, Vice President, Development and Alumni Relations  
 Kimberly Slusser, Associate Vice President, Alumni, Parent and Annual Giving Programs  
 Jon Rodibaugh, Executive Director of Alumni Relations

The Alumni Association's Purpose:

- / RIT's Alumni Association is a community of alumni, parents and friends who live in a particular geographical region and/or have a shared interest or affinity
- / The Alumni Association provides a critical link between alumni and the University—creating a mutually beneficial relationship that provides opportunities for alumni to engage with each other and with life of the University
- / The Alumni Association is vital to the work of RIT; therefore, Alumni Association programs should be mission-driven and designed with specific outcomes in mind

The Alumni Association Exists to:

- / Promote the advancement, interests, and welfare of RIT, including the philanthropic support of the University
- / Engage RIT's constituents with the life of the University and with each other in the following ways:
  - o Events and activities based on region and/or shared interest

- Career opportunities
- Community service (Global Day of Service)
- Student recruitment (Alumni Admissions Volunteers)
- University support (Annual Giving)
- Maintain and promote alumni participation in the development of the institution through professional, educational, and social programs and events
- Provide a direct link of communication between RIT and its alumni
- Enhance RIT's presence in local, national, and international communities
- Provide social and educational opportunities

The following are a few examples of successful Alumni Association Events:

#### Social

Social events are especially popular among young alumni. Social events tend to be most popular when held in a place that is conveniently located and of particular interest to those who are invited in their regional area, such as museums, theatre, professional athletic games and recreation.

#### Professional

Like social events, professional events often do not have formal programming elements. Unlike social events, however, professional events may appeal to a wider age range within a particular industry.

#### Educational

Educational events can be industry-specific (i.e. biotechnology) or interest-specific (i.e. energy) and can include one or more RIT faculty and/or alumni experts. This type of event can include an opportunity before and/or after the presentation and can be enhanced by location or additional programming.

#### Athletic

In addition to our championship-level men's and women's ice hockey teams we have men and women in a variety of other sports who travel to compete against other collegiate athletes throughout the country.

## ▲ Current Volunteer Opportunities

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Alumni volunteers are increasingly fulfilling roles in the following critical areas:

- / Alumni Admissions Volunteers
- / Alumni Association Board of Directors
- / Alumni Campus Volunteers

- / Alumni Career Advisory Network
- / Alumni College Advisory Boards
- / Alumni Fundraising Volunteers
- / Alumni International Ambassadors
- / Alumni Regional Programming
- / Alumni Social Networking Ambassadors

## ■ Role and Responsibility Statement for Alumni Volunteers

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The effectiveness of alumni leadership is dependent upon the synergy created by exemplary performance of the outstanding individual volunteers. To this end, alumni volunteer leaders should be committed to the following:

- / Know and embrace the University's mission, goals, policies, programs, services, strengths and needs
- / Know and embrace the Alumni Associations' mission, goals, policies, programs, services, strengths and needs
- / To the extent possible, participate in University and Association programs and activities
- / Ensure that the composition of the alumni volunteers are representative of the diversity of RIT, its alumni, and its current students
- / Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked
- / Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures
- / Follow trends in higher education and alumni relations to be able to make informed decisions about new directions in programs and policies
- / Avoid asking special favors of the Alumni Relations staff
- / Serve RIT, the ALUMNI ASSOCIATION and the Association as a whole, not just the interest of any specific constituency
- / Avoid even the appearance of a conflict of interest that might embarrass RIT, the ALUMNI ASSOCIATION and disclose any possible conflicts to your Alumni Relations liaison in a timely manner
- / Maintain independence and objectivity and do what your sense of fairness, ethics, and personal integrity dictate
- / Never accept (or offer) favors or gifts from (or to) anyone who does business with RIT or its Alumni Association
- / Always maintain the highest of ethical and professional standards while representing the RIT Alumni Association
- / Treat confidential matters and materials with the highest degree of integrity

- / Understand that by virtue of the definition of volunteer that no payment will be expected or received by the volunteer
- / Have fun and a sense of humor!
- / No alumni volunteer of the RIT Alumni Association or any RIT Alumni Association shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with RIT
- / Any alumni volunteer shall refrain from obtaining any list of RIT constituency (alumni, students, parents, faculty, staff, donors) for personal or private solicitation purposes at any time during the term of their affiliation
- / Situations that could result in a conflict of interest between the volunteer and Alumni Association should be avoided and alumni will certify that they have not now or at any time within the past year been:
  - o A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with RIT or the Alumni Association which has resulted or could result in person benefit to me.
  - o A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with RIT, or the Alumni Association.

Please follow [this link](#) to indicate your volunteer preferences and agree to this volunteer guide.

## Major Event Calendar

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Below is the general time frame of annual events for alumni and the RIT community. For an up-to-date list of all events, please visit [www.rit.edu/alumni](http://www.rit.edu/alumni)

<b>August/Sept</b>	Fall Semester Classes Begin Global Day of Service
<b>October</b>	Brick City Weekend Alumni Association Board Meeting
<b>November</b>	Thanksgiving Break
<b>December</b>	Winter Break
<b>January</b>	Spring Semester Classes Begin
<b>March</b>	Spring Recess
<b>April</b>	Imagine RIT Innovation and Creativity Festival
<b>May</b>	Commencement Alumni Association Board Meeting
<b>July/Aug</b>	Summer Classes Begin Summer Sendoff Events