

Welcome, Club Leaders!



Volunteer Tenets

- Treat all alumnae and staff with respect and civility in person, in email, in print, and social media.
- Commit to being inclusive and address issues of diversity along numerous demographic lines (e.g., race, class, gender identity, sexual orientation, ethnicity, age, ability, religion, geography, etc.) in all facets of your volunteer work.
- Communicate regularly with alumnae volunteers and WCAA staff.
- Resolve any conflicts in a transparent and open manner.

Volunteer Tenets

- Keep your contact information current at alum.wellesley.edu, including address, email, and phone number. As a volunteer, you must agree to be contacted by the WCAA or other alumnae via any of these channels.
- Recognize that your actions will reflect on and speak for not only you, but for other alumnae and the College.

Do We Know Your Officers?

Clubs are asked to submit an Annual Report during the summer. This information, including up-to-date club officers, is crucial in making sure you receive communications from the WCAA.

Top 5 on the 5th



All club officers receive *Top 5 on the 5th*, full of updates for volunteers. Let us know if you are not receiving it!

Welcome! That greeting rings true for all of our new volunteers, those who are returning, and to the Alumnae Association staff who are back to work full-time after periods of furlough this summer. We are glad to be working together to find new ways to strengthen connections to Wellesley and with alums everywhere. There is a lot we can learn from each other right now. Many of you have found new ways to hold events, maintain outreach, and explore different topics, which you can read more about below. We also encourage you to use [Leadershare](#), a discussion forum on the Hive for volunteer leaders to share ideas and ask questions that peers in other groups can answer. As the academic year at Wellesley began this week, we too are ready for the opportunities that fall brings.

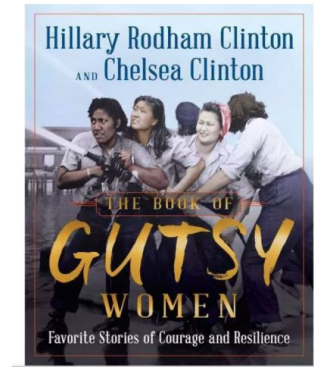
Popular Virtual Events

- Faculty Lecture Program
 - For 2020-21 the Faculty Lecture Program is virtual. More information on requesting a speaker can be found here:
<https://www.wellesley.edu/alumnae/lifelonglearning/speakers>
- Alumnae Speakers
- Wellesley Racial Justice Initiative (WRJI) programming
- Book Club
- Cocktail Hours
- Wellness & Exercise classes
- Game night

Popular In-person Events

- Summer Send-off
 - Partnering with Lesley Robertson '88 in the Parents Office, clubs gather with students about to return to campus
- Faculty Lecture Program
 - The WCAA helps coordinate a visit from current faculty, speaking to your club on an area of their expertise. This is often done as part of a club's Annual Meeting.
- A Winter Holiday event
- Annual Tea
- Young Alum Happy Hour
- Book Club
- Community Service
- Museum Tours

Book Awards



Fall: Contact participating high schools from the prior year to confirm their interest in this year's program. Evaluate adding new high schools to the program. Promote the Book Award Program to club members.

Mid-January: Book Award Ordering Opens

Spring: Rolling deadlines at the end of each month

Spring/Summer: Submit a complete list of sponsored high schools and book award recipients to the Office of Admission **by July 15th.**

New Vendor as of 2019

BARNES & NOBLE

- Ship to more than 1 address per club order
- Rolling order deadlines to accommodate clubs whose schools have early spring to early summer award ceremonies

Important Dates

- **Mid-January: Book Award Orders open**
- **Spring/early summer: Annual Meeting and Board Elections**
- **June 30th: Fiscal Year ends (Club Gifts are due before the close of the fiscal year)**
- **July 1st: New Fiscal Year begins**
- **July 31st: Treasurer completes Financial Report; President completes Annual Report**
- **October: BLUEprint**
- **November: WCAA files federal taxes for your club**

Annual Report



- **Online submission - President**
 - Sent out via Top 5 on the 5th
 - Please use format provided!
- **Sample questions**
 - Confirmed list of Club Officers
 - How do you communicate with your club members?
 - If you have made an effort this year to engage young alums, which initiatives have been most successful?
 - What were your club's 3 greatest successes? challenges?
- **No Report = No Faculty Speaker**

Financial Report

- **Online submission - Treasurer**
 - Sent out via Top 5 on the 5th
 - Please use format provided!
- **Sample questions**
 - The club's total income and expenditures for the fiscal year
 - Number of dues paying members
 - Total checking and savings as of June 30th
 - Bank Account Information, including name and signatories
- **No Report = No Faculty Speaker**



As a reminder, the **WCAA files all club and class federal taxes in the fall**

Banking, Membership, and Gifts

- **Bank Account**

- 2 signatories: Ideally club president and treasurer
- Bank letters available for non-profit status
- Reminder: WCAA files your club's federal taxes

- **Dues = Paid Club Membership**

- Goes to club treasury
- Responsibility of club treasurer to track
- Can be tiered
- Have you set up BlueSnap on your new website? Reach out to your Key Contact for help.

- **Club Gifts and Scholarship Funds**

- Can be from dues and/or individual donations
- No additional Scholarship Funds can be created at this time

- **Reminder: June 30th is the end of the fiscal year!**

- All club gifts need to be sent BEFORE this date to count for participation

Social Media



Social Media Guidelines for Classes, Clubs, and SIGs

01 BE RESPECTFUL

Comments should not defame, attack, or disparage. Profanity, obscene content, and personal attacks will not be tolerated.



02 BE AUTHENTIC

Do not post using an alias. Do not copy and paste comments or content from other individuals or institutions without their permission.



03 BE CONFIDENTIAL

If you wish to share your personal contact information with a fellow alumna, do so privately via a direct message.



04 ENCOURAGE CONVERSATION

Keep dialogue interactive and on topic. Comments that could be viewed as spam will be deleted.



05 REALIZE YOUR POSTS ARE PUBLIC; NOTHING IS TRULY PRIVATE

Anything you share in social media, even within closed networks, immediately becomes public and lives on in perpetuity.



Contact: alumnac@wellesley.edu



WCAA: @wellesleyalums

Your New Website



The WCAA rolled out a new website platform in Spring 2020!

If you need admin access, reach out to your Key Contact.
Training videos and a FAQ are available for admins here:
<https://alum.wellesley.edu/admin-training>

From the President



Thank you for visiting the New York Wellesley 's web site!

The New York Wellesley Club (NYWC) exists to serve the Wellesley community in New York City. Our mission is to help NYC alums stay connected to each other, and to Wellesley College. Founded in 1890, we have proudly pursued this mission for 125 years.

Today, the NYWC serves over 2,700 alumnae in NYC's five boroughs. Our alums reflect the energy, ambition, and diversity of this vibrant and dynamic city. The NYWC includes civic and business leaders, philanthropists and politicians, physicians and scientists, and authors and artists – all of whom share a deep appreciation for the pivotal role Wellesley has played in their lives.

Make sure to update your website with:

- a letter from the President
- current club officers
- photos albums
- news
- events

FEATURED EVENT



Wellesley Alumna and Emory Professor Nichole Phillips Lecture:

Join Wellesley Alumna and Emory Professor Nichole Phillips for a discussion about race, religion, and gender in America.

Photo Albums

Boston



[WCAB Events 2019-2020](#)



[Makerspace @ Microsoft](#)



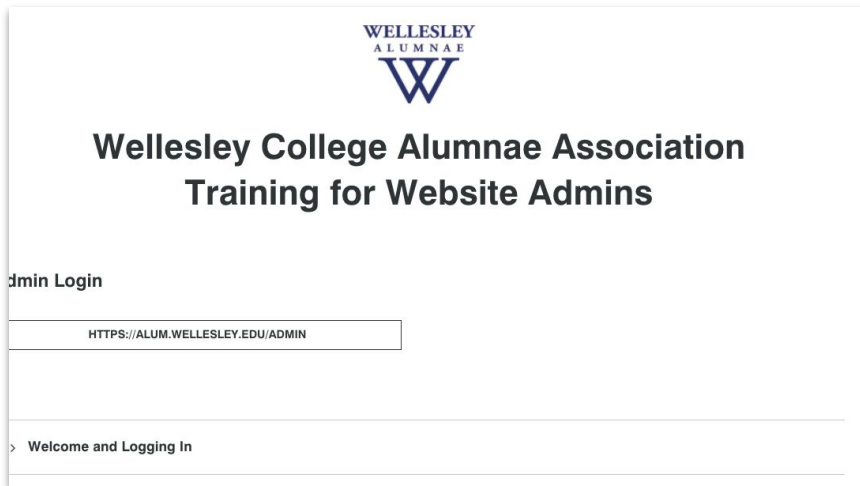
[Made with Love!](#)



[WCAB's Private Tour of the
Boston Public Library](#)



Website Resources



Training tutorials are available to walk you through:


- sending an e-blast
- posting a news update
- creating an event with registration/tickets
- membership



If you need help sending an email, you can still submit a request via our [Technology Help Form.](#)

Emails or “Newsletters”

Wellesley College Alumnae of Boston





WCAB seeks to help alums connect with one another and to the College.

Wellesley College Alumnae of Boston brings area alums together to make connections and rediscover Wellesley — through activities, events, and volunteer opportunities.

WCAB is proud to deliver active and inclusive monthly programming, open to every alum in the Greater Boston area. Our membership dues and member donations support this programming and sustain our Spirit Fund. Established in 2019, our Spirit Fund makes it possible for any alum with need to receive assistance to participate in ticketed events.

In addition to funding programming, WCAB club dues directly give back to the Wellesley community. WCAB annually awards two major scholarship grants to current students and annually contributes to the Wellesley Fund.

From Superpower to Success with Sandra Hughes '84
Co-Chair of Wellesley College Alumnae of Boston
Thursday, September 24th
6:30-8:00pm
Virtual Networking Event



WCAB Career Exchange September Meeting


Get Involved with WCAB!

From Superpower to Success with Sandra Hughes '84
Sept 24 2020, 6:30pm - 8:00pm EST
Everyone is welcome!

[Details & Register here!](#)

Would you like to host a virtual tea?
Would you like to sit in on a Board meeting or volunteer with us? We would love to hear from you!

[Get Involved!](#)



[f](#) [t](#) [i](#)

Wellesley College Alumnae of Boston
alum.wellesley.edu/boston
Check out more photos from our past events [here!](#)
[Unsubscribe](#)

Include photos, links to events, and information about your latest club news.

List Requests

What we can provide:

- Name (First, College Last, Current Last)
- Class Year
- Phone Number
- Mailing Address

The screenshot shows a web form titled "Email, list, label and website help requests". Below the title is a note: "The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not ewelch@wellesley.edu? [Switch account](#)". A red asterisk indicates a required field. The form is divided into two sections. The first section, "How can we help?", has a header bar and contains the question "My request is for: *" with two radio button options: "Email Request" and "List or Labels Request". The second section contains the question "This request is for my: *" with two radio button options: "Class" and "Club".

Email, list, label and website help requests

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not ewelch@wellesley.edu? [Switch account](#)

* Required

How can we help?

My request is for: *

☐ Email Request

☐ List or Labels Request

This request is for my: *

☐ Class

☐ Club

- Please submit requests using the [Technology Help form](#).
- Please plan for and expect a 5-7 day process

WCAA Privacy Policy

- **No Email lists**
 - Domestic anti-spam regulations
 - EU's General Data Protection Regulation (GDPR)
- **Recipients must have the ability to unsubscribe**
 - Please do not use Paperless Post or other platforms
 - Our templates include an email for someone to reply to
- **Metrics**
 - In-house communications contribute
 - Contacts will be as up to date as possible
- **Still need to reach a certain person?**
 - Use our [alumnae directory](#) to look them up
 - One-on-one, non-soliciting emails are okay

Volunteer Resources

Toolkits and Online Resources

Online Resources

▼ Communications - Website, Email, and Print

New Communications - Website, Email, and Print

- [Technological help form](#) for email, eblasts, lists, and labels. If you are requesting lists/labels that contain contact information please review the WCAA Policy on [Appropriate Use of Alumnae Information](#)
- [Website Training for Web Admins](#)
- [Print templates](#)
- [Class logos](#)
- [Club logos](#)

> Programming

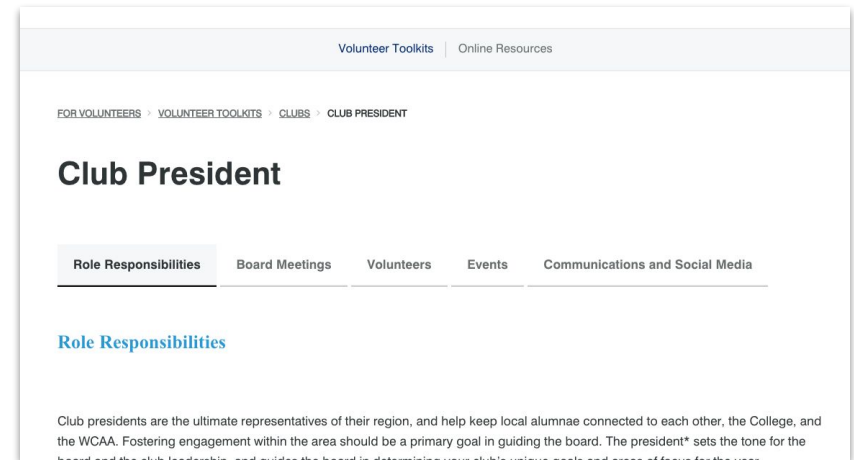
- Technological Help Form
- Website tutorials
- Event Sign-In Template
- Social Media Guidelines
- Policies and Guidelines
- Leadershare
- Zoom instructions
- Staff Contacts list
- and more!

<https://alum.wellesley.edu/volunteer>

Role Based Toolkits

Club President
Club Vice President
Website Chair (Club)
Treasurer
Secretary
Book Award Chair
Membership Chair
Nominating Chair
Programming Chair
Young Alumnae Rep
Club SIG Rep

<https://alum.wellesley.edu/volunteer/volunteer-toolkits>



Shared Identity Groups (SIGS)

Shared Identity Groups give alumnae the opportunity to connect with each other and the College based on their common inherent and intrinsic identities. Clubs should consider partnering with SIGs for events that can benefit all members.

Wellesley Alumnae of African Descent (WAAD)

Wellesley Latina Alumnae Network (WLAN)

Wellesley Asian Alumnae Alliance (W3A)

Wellesley Alum Pride Alliance (WAPA)

Wellesley Jewish Alumnae (WJA)

[Shared Identity Groups](#)



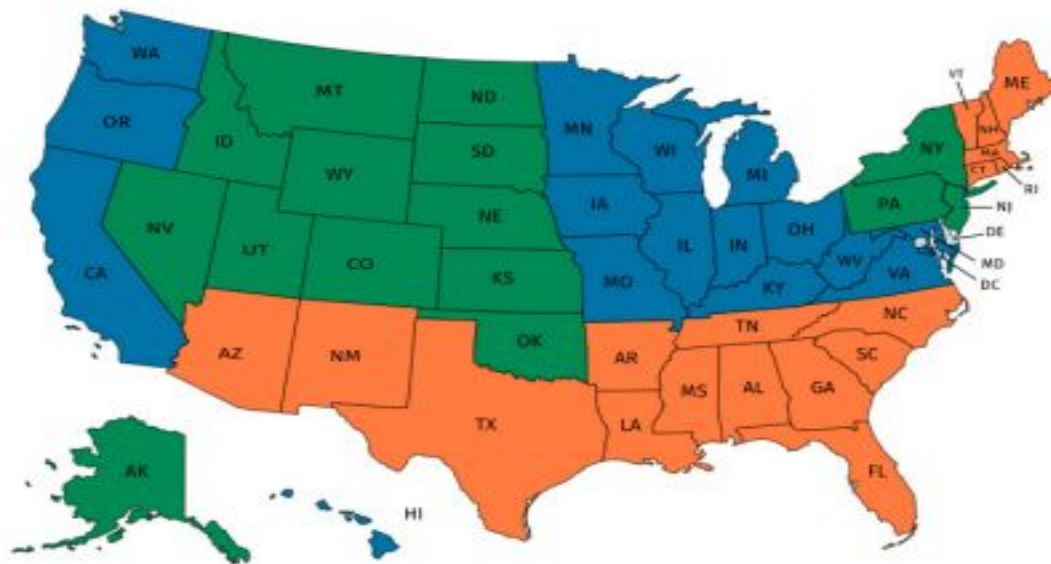
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International Clubs and
Key Contacts
Please contact:
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Club Contacts:

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Margaret Maurukas