



Memorandum of Understanding

We are excited to have your partnership for administering a regional chapter! With your help, we will bridge the gap between Summit and its alumni who are not in Cincinnati.

The chapter/club named below hereby applies for official recognition by The Summit Country Day School Alumni Association. As a chapter/club representative, on behalf of The Summit Country Day School, I agree to carry out the Summit Alumni Association's mission in the following ways:

- Be aligned with The Summit's and the Alumni Association's mission and vision statements.
- Fulfill the expectations of a chapter annually.
- Provide diverse and inclusive programming and volunteer opportunities.
- Preserve the brand of The Summit Country Day School and The Summit Country Day School Alumni Association.
- Use alumni data for official Summit business and not distribute nor sell alumni data.
- Collaborate with The Summit to host events and experiences.
- Share contact data and event info with The Summit in a timely manner.
- Maintain activity on the chapter's or club's social media pages or groups by posting monthly at least. Postings should be positive about the school and not contain foul language or adult content.
- Allow an employee of The Summit to be an administrator on all chapter/club social media pages.
- Officiate official chapter meetings.
- Assist in the transition of the next chapter leadership.
- Treat fellow alumni, volunteers and staff with respect and honor at all times.
- Raise funds for The Summit Country Day School.
- Not pursue filing for a chapter's own 501c3 status.
- I acknowledge that all funds for the chapter/club will be held by The Summit only, and I will not open any additional accounts.
- I acknowledge that Summit must sign all contracts to be valid.



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- As an official leader, I agree to the following:
 - I have read the playbook in full and agree to the regulations and expectations described within.
 - I agree to carry out the mission and actions as described above.
 - I recognize that The Summit Country Day School or The Summit Alumni Association may replace a chapter leader or member as necessary for the group's best interest.

- As an official leader, I understand The Summit Country Day School and/or The Summit Country Day School Alumni & Development Office will:
 - manage the official webpage for each chapter.
 - support events and activities via promotional material.
 - supply a chapter logo that is trademark compliant.
 - provide access to contact information for alumni in my area that will allow direct communication with chapter members who elect to participate.
 - provide staffing, resources and assistance to the best of its ability, and that chapter/club leadership is a partnership with the school.

Your Contact Info

First Name Maiden Name Last Name Class Year

Preferred Email Address Cell Phone Number

Chapter/Club Name

Role in the Chapter/Club

- President Club Host