



Club Host & Chapter President Memorandum of Understanding

As a primary leader of _____ (name of Chapter or Club), I understand I will have additional responsibilities to ensure a positive and engaging experience is had by everyone in the group.

I understand that I will:

- Be the main contact between the Alumni Association and the chapter/club.
- Respond to Summit staff and chapter/club members in a timely manner (at most 48 hours).
- Be responsible for upholding and instilling the chapter's governing bylaws (if applicable) and hold elections.
- Have my name, picture and contact information shared on Summit's platforms, not limited to, webpages and social media pages.
- Be a positive representative of The Summit Country Day School and The Summit Alumni Association in my market.
- Abide by and uphold the branding and brand guidelines of The Summit.
- Always adhere to the policies of The Summit and will seek clarification when there is a discrepancy.
- Be a community builder without promoting self-interest or for personal gain.
- Be respectful of all Summit employees, chapter/club volunteers and members.

Your Contact Info

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First Name	Maiden Name	Last Name	Class Year
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Preferred Email Address

Cell Phone Number

Role in the Chapter/Club

President Club Host