University of Rhode Island
Alumni Relations Office
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http://advance.uri.edu
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Letter from the Executive Director of Alumni Association

Dear Alumni Leader,

I am proud to have you representing the URI Alumni Association. Volunteering your time is a generous commitment to serving your alma mater, alumni in your area and future alumni. This manual is designed to help you as you execute important tasks of keeping URI's alumni connected and involved with the University.

As a leader, you serve as the strong link between the University and its 112,000 alumni. The successful completion of the charge given to you as a leader is vital to the continued well-being and institutional progress of the University of Rhode Island.

This manual addresses many of the issues common to alumni chapters and committees. Although this manual may not provide answers to every question, it addresses the most common and frequent inquiries. Your suggestions and experiences will be valuable to us for future revisions. Please communicate with us often to ensure that you receive adequate support, because we realize the successes of our programs are reflected by the collaboration and informational exchange we foster with our volunteers. Should you need further assistance, please do not hesitate to contact our office.

Please know that I appreciate all you do to strengthen URI's bond with our alumni.

Sincerely,

Michele A. Nota ’87, M.S. ’06
Executive Director, Alumni Relations
University of Rhode Island
Purpose and Use of the Manual

The purpose of this manual is to inform chapter leaders of the services the University of Rhode Island Alumni Association provides to our alumni chapters. We seek to specify standards of performance for current and potential alumni groups under the guidance and support of the URI Alumni Association. We hope to provide resources and information that will aide in the success of alumni communities around the country and the world.

This manual provides guidelines and suggestions for alumni chapters as they interact with the URI Alumni Association and in its own activities and procedures. Inside, you will find a description of a chapter, the documents required to get started, and templates for planning and implementing chapter events.

While this manual may not provide answers to every question or supply every need, we hope it will address most of them. The Alumni Relations Office staff is also always available to provide support and guidance for you and your chapter.

***Please note that this manual is updated annually each summer. For the most up to date information, please visit http://advance.uri.edu/alumni or contact the Alumni Relations office at (401)874-2242***

(Updated: July 2013)
URI History and Significant Facts

TIMELINE 1931 TO PRESENT

1931. Raymond G. Bressler becomes fourth President; the President's House was completed.

1932. Rhode Island State College reorganized into three schools: the School of Engineering, the School of Science and Business, and the School of Agriculture and Home Economics; and a program in aeronautical engineering began in the Department of Mechanical Engineering with the hire of Russian émigré Professors Igor Sikorski and Nicholas Alexander. Research at the college led to aircraft and helicopter prototypes.

1934. Asa Sweet and Edward Sweet lands were purchased increasing the size of the campus toward the west side of campus.

1936. The Narragansett Marine Laboratory was established at the end of South Ferry Road (now the Helen Mosby Center at the Narragansett Bay Campus); The Animal Husbandry Facility (Dairy Barn) was completed, with much of the milk and food used in the dormitories produced directly on campus; Eleanor Roosevelt Hall was dedicated by the First Lady as a women's dormitory; Quinn Hall, named after Governor Robert E. Quinn, was completed to house the Home Economics program; the Central Heating Plant was completed behind Lippitt Hall; and a major section of Peckham Farm was purchased.

1937. Green Hall, named for Governor and later U.S. Senator Theodore Francis Green, was completed to house the College Administration and the library.

1938. Meade Stadium was completed and named for John E. Meade, a college alumnus, state legislator, and an extraordinary fan and booster of the football program.

1939. Board of Trustees of State Colleges was established by Act of the General Assembly.

1940. Dr. John Barlow was installed as Acting President.

1941. Carl R. Woodward was installed as the college's fifth President.

1942. The onset of World War II prompted acceleration of instructional programs and institution of a summer term; School of Science and Business reorganized into separate schools of Science and Business Administration; the Engineering Experiment Station is established; the Industrial Extension Division is established.

1943. An Army Specialized Training Unit is assigned to the college by the federal government to augment the Military Science program.

1944. Additional lands adjacent to Peckham Farm were purchased; The Industrial Extension Division was replaced by the Division of General College Extension; and the war-accelerated instructional program was discontinued in September.

1945. The degree program in nursing was established under the leadership of Prof. Louisa White as a Division in the School of Agriculture and Home Economics; the college was further expanded by purchase of the Sherman Farm.

1946. Returning armed forces and the G.I. Bill of Rights greatly expanded enrollments in the college: a Quonset hut colony was established as an emergency housing project; the School of Agriculture and Home Economics was reorganized into separate schools of Agriculture and Home Economics; Studies in turfgrass science were initiated in the agronomy program by Dr. Robert Smith Bell, the first program of study and research of its type in the nation.

1948. The School of Arts and Sciences was established; The Bachelor of Arts degree was authorized by the Board of Trustees; and the aeronautical engineering program was discontinued.

1949. The Bachelors of Arts degree was awarded for the first time at June commencement.

1950. Butterfield and Bressler Halls, named for the former college Presidents, were opened as dormitories and the poultry science program made a significant national contribution in disease research. Research on the drug sulfaquinoxaline to prevent avian coccidiosis, a major killer of chickens led the way to explosive growth in the poultry industry nationwide. President Carl Woodward
noted that industry savings from this contribution by Professor John P. Delaplane alone had an economic value that greatly exceeded the entire cost of running the Experiment Station for the previous 50 years.

1951. The name of Rhode Island State College was changed to University of Rhode Island by an act of the General Assembly; School of Nursing established in the College of Home Economics.

1952. The Pastore Chemical Laboratory, named for U.S. Senator and Former Governor John O. Pastore, was opened.

1953. The URI Chapter of the Sigma Xi, national scientific honor society was established; The Frank W. Keane Gymnasium was opened, named for a long-serving and beloved coach, chemistry professor and athletic director; The Laboratory for Scientific Criminal Investigation was established as Rhode Island’s first crime lab.

1954. The URI Memorial Union Building was dedicated to students who lost their lives overseas during World War II.

1957. College of Pharmacy was established with Dr. Heber W. Youngken Jr. as founding dean and the URI Foundation was established. South Hall was demolished to make way for a new Administration Building.

1958. Dr. Francis H. Horn was installed as URI’s sixth President. In the wake of Sputnik and a growing emphasis on science and engineering, the degree of Doctor of Philosophy was authorized by the Board of Trustees; The Child Development Center was established; and Hutchinson, Peck and Adams Residence Halls were opened, as was Hope Dining Hall.

1959. Woodward Hall, named for President Carl R. Woodward was opened to house faculty and administration of the College of Agriculture. A feature of the building was a small outlet store for campus-raised agricultural products to raise funds for the College; The Administration Building, later renamed the Albert E. Carlotti Administration Building after a long serving member of the Board of Governors of Higher Education, was opened; The URI Computer Laboratory was established; the Potter Infirmary Building (named for Dr. Henry B. Potter, a long-serving college physician) was opened; and Wales (named for former dean Royal Linfield Wales) and Kelley (named for the Board of Trustees Chairman Livingston Kelley) Halls were opened to house faculty and laboratories of the College of Engineering.

1960. The Fish Oceanographic Laboratory was dedicated and named for famed URI Oceanographers Drs. Charles and Marie Fish who were pioneers in the field of underwater acoustics; Independence Hall was opened to greatly increase the number of classrooms on campus; Davis Hall and East Hall were remodeled as academic buildings; The Bureau of Government Research was established and the Faculty Senate was established by act of the General Assembly.

1961. The Graduate School of Oceanography was established as a College with Dr. John A. Knauss as founding dean (Knauss later serving as Administrator of the National Oceanic and Atmospheric Administration 1989-1993); Tucker, Merrow and Browning Residence Halls were opened; and Gilbreth Hall (named in honor of Frank and Lillian Gilbreth of Gilbreth, Inc. a prominent industrial engineering firm) was opened to house College of Engineering faculty and laboratories.

1962. Crawford Hall (named to honor former dean T. Stephen Crawford) was opened to house faculty and laboratories of the College of Engineering; The W. Alton Jones Campus was acquired (once the former fishing retreat of Cities Service Oil Company Chairman W. Alton Jones. The retreat is said to be the model for Camp David which was established by frequent visitor President Dwight D. Eisenhower); The College of Nursing was formed from the School of Nursing in the College of Home Economics and the research vessel R/V Trident was commissioned.

1963. Tyler Hall (named in honor of Marshall Henry Tyler, Chairman of Mathematics Department 1906-1942) opened to house the Departments of Mathematics and Computer Science, and to house the URI Computer Center; The Graduate School of Library Science was established, and Weldin and Barlow Residence Halls were opened.

1964. Fogarty Hall named for U.S. Congressman John E. Fogarty (1940-67), a noted champion of improved healthcare policies, was opened to house faculty and laboratories of the College of Pharmacy; and the ca. 1790 Watson Farm House was restored.

1965. An addition to the Memorial Union Building was completed; The University Library building opened; The Law of the Sea Institute was established by Dean Knauss and Dr. Lewis M. Alexander (Professor and Chairman of Geography and Marine Affairs); The Sherman Maintenance Building was opened; the Bachelor of Fine Arts and Bachelor of Music degrees were authorized by the Board of Trustees; The Research Center in Business and Economics was established and the Water Resources Research Center was established.
1966. Aldrich, Burnside, Coddington, Dorr, Ellery, and Hopkins Residence Halls were opened, as was the Roger Williams Dining Hall. The Justin S. Morrill Science Building was opened; the Fine Arts Center (Phase I) was opened; The Institute of Environmental Biology established; and following the model of the Morrill, Hatch, and Smith-Lever Land Grant Acts; Senator Claiborne Pell authored the National Sea Grant College Act, assisted by Dean Knauss and Dr. L. Alexander.

1967. Ballentine Hall (named in honor of former dean George Andrew Ballantine) opened to house the College of Business Administration; F. Don James was installed as Acting President; the Board of Trustees authorizes the awarding of Associate in Science (A.S.) degrees in Fisheries and Marine Technology and the research vessel R/V Gail Ann was commissioned.

1968. Kelley Hall Research Annex was completed; The Claiborne Pell Marine Science Library and the Francis H. Horn Oceanographic Laboratory Francis H. Horn were dedicated at the Narragansett Bay Campus; URI's first Sea Grant was received; The New England Marine Resources Information Program was established; the Gordon Research Conference Center was brought to URI by center director and long-serving chemistry professor Alexander M. Cruikshank; the College of Agriculture was renamed College of Resource Development and Werner A. Baum was installed as URI's seventh President.

1969. Home Management Center established; Curriculum Research and Development Center established; Heathman Residence Hall opened; URI Faculty Center (later renamed the University Club) was established; International Center for Marine Resource Development was established and Rhode Island General Assembly passed the Education Reform Act establishing the Board of Regents for Higher Education.

1970. Tootell Aquatic Sports Center (named after long serving coach Fredric Delmont Tootell) opened; The Fine Arts Center (Phase II) opened; the Whispering Pine Conference Center at the W. Alton Jones Campus opened; The Administrative Services Center (campus postal and printing services building) opened; The Freshwater Aquaculture Center opened at East Farm; The Board of Regents for Higher Education assumed direction of higher education as per Education Reform Act of 1969 and URI was designated as one of the first four Sea Grant Colleges and the Pell Marine Science Library was designated as the National Sea Grant Depository.

1971. Biological Science Center opened; The Chafee Social Science Building opened, named for former governor and U.S. senator John H. Chaffee; University College established; Coastal Resources Center established and Graduate student's apartment complex (Graduate Village) opened.

1972. William R. Ferrante was appointed as Acting President; Research Aquarium (later renamed Ann Gall Durbin Research Aquarium Facility) opened; Science Research and Nature Preserve Buildings completed at W. Alton Jones Campus; The Community Planning Building opened.

1973. Dr. Frank R. Newman was installed as eighth president of the University; Laboratory for the Study of Information Science was founded.

1974. The University Library was expanded.

1975. Research ship R/V Trident decommissioned and the R/V Endeavor commissioned to take its place. The Marine Ecosystems Research Laboratory (MERL) began operations at the Narragansett Bay Campus as a first-of-its-kind system of large tanks or mesocosms in which shallow coastal ecosystems (such as Narragansett Bay) can be simulated and studied.

1977. Bachelor of General Studies was established; White Hall, named for founding Professor Louisa White, was dedicated and opened to house the faculty and classrooms of the College of Nursing; The URI Chapter of Phi Beta Kappa, the national liberal arts honor society, was established; The Center for Ocean Management Studies was established; The Center for Energy Study was established; National Coastal Information Center was established.

1978. College of Home Economics was reorganized as the College of Human Science and Services; and the Norman D. Watkins Laboratory and Corless Auditorium were dedicated and opened at the Narragansett Bay Campus.

1979. Upper College Road Gateway Information Kiosk was opened.
1980. Institute for Human Science and Services established; and the Robotics Research Center was established in the College of Engineering.

1981. Center for Atmospheric Chemistry established; Division of University Extension changed to College of Continuing Education; and the Board of Governors for Higher Education was established by act of the General Assembly.

1983. The Marine Resources Building was opened at the Narragansett Bay Campus to house the Division of Marine Resources; the Small Business Development Center was established and Dr. Edward D. Eddy was installed as URI's ninth President.

1984. Labor Research Center was established; and the Food Science and Nutrition Research Center was established on Fairgrounds Road in West Kingston.

1985. An addition to the Pastore Chemical Laboratory increased the number of laboratory classrooms for chemistry students.

1986. An anatomy laboratory named for Dr. Robert DeWolf, a long-time professor of anatomy was dedicated and opened as a laboratory classroom; The URI Biotechnology Center was established by Dr. Richard Traxler; The Associate's Degree program in Fisheries and Marine Technology was discontinued; and the Division of Marine Resources was changed to Office of Marine Programs.

1987. The research vessel R/V Gail Ann was decommissioned and replaced by commissioning of the R/V Captain Bert, named for fisheries and marine technology professor Albert Hillier.

1988. The centennial celebration of the Agricultural Experiment Station was held; The Institute for International Business was established and the Board of Governors for Higher Education approved the award of the degree Bachelor of Landscape Architecture (B.L.A.).

1989. The Fisheries and Marine Technology Building was opened at East Farm; Pacific-Basin Capital Markets Research Center was established in the College of Business Administration and the Research Institute for Telecommunications and Information Marketing was established.

1990. W. Alton Jones Campus Environmental Education Center was designated a National Center for Environmental Education.

1991. Dr. Robert L. Carothers was installed as URI's tenth President; Mackal Field House was opened; the Library was remodeled and expanded; The Social Sciences Research Center was built on Flagg Road; The Kirk Center for Advanced Technology, named for Chester H. Kirk, URI graduate and President of Amtrol Corporation, was dedicated; and the Center for Atmospheric Chemistry building was opened at the Narragansett Bay Campus.

1992. URI's Centennial Celebration was held; the Sailing Pavilion was renovated on upper Point Judith Pond; The Memorial Union was renovated and expanded; The Keaney Gymnasium was remodeled; and the Sycamore Conference Lodge was opened at the W. Alton Jones Campus.

1993. The Dining Services Distribution Center was opened on the corner of Flagg and Plains Roads; and the Centennial Walk was installed on the Quadrangle.

1995. URI was designated an Urban Grant Institution.

1996. College of Continuing Education moves into restored Shepard's Building in Downtown Providence; and the Coastal Institute Building is opened at the Narragansett Bay Campus.

1997. The Center for Student Leadership Development was created.

1998. The new Multicultural Center was opened; The College of Continuing Education was renamed the Alan Shawn Feinstein College of Continuing Education; the College of Resource Development was renamed the College of the Environment and Life Sciences; and the Samuel Slater Ocean Technology Center opened at the Narragansett Bay Campus.

1999. The International Engineering Program House was opened on Upper College Road to house students in the IE Program; URI's Vietnam Memorial was dedicated and the Research Aquarium Facility at the Narragansett Bay Campus was dedicated to Oceanography Professor Dr. Ann Gall Durbin.
2000. The Turfgrass Research Center is named in honor of Dr. Conrad Richard Skogley, who as a professor from 1960 to 1990 contributed heavily to the growth of URI's turfgrass research and extension programs.

2001. The Coastal Institute Building was opened on the Kingston Campus; and the Labor Research Center was named for its founder Dr. Charles E. Schmidt; the URI Gay, Lesbian, Bisexual and Transgender (GLBT) Center was created.

2002. The URI Foundation Building was completed at the Corner of Fortin and Upper College Roads; the Ryan Center was opened and named for CVS Corporation President & URI Alumnus (class of 1975), Thomas M. Ryan; the Niles Farmstead Cemetery was dedicated; the Bradford R. Boss Ice Arena was opened; and a Memorial to the URI Alumni Victims of the 9-11-2001 attacks was dedicated.

2003. Ballentine Hall was renovated and expanded to better serve the College of Business Administration; Green Hall was restored and reestablished as URI's signature building; and the Undergraduate Admission Building was designated as Newman Hall, after President Frank R. Newman; and the Biomedical Research Infrastructure Network (BRIN) Laboratory was opened.

2004. The Blount Aquaculture Research Laboratory was opened at the Narragansett Bay Campus.

2005. The URI Alumni Center was opened.

2006. Independence Hall was reopened after extensive renovation; Meade Athletic Field was improved by addition of grandstands alongside the Ryan Center; the Emergency Medical Services Building was opened.

2007. The Second International Engineering House named for Dr. Heidi Kirk Duffy, chairperson of the Advisory Council for the International Engineering Program was opened; the Hope Commons student dining facility was opened; three residence halls, Eddy, Wiley, and Garrahy Hall, named for former Governor J. Joseph Garrahy, were opened along Flagg Road.

2008. Independence Hall was renamed Swan Hall after M. Beverly Swan, who served as Provost from 1991 to 2008; the School of Communications was established.

2009. A new university branding initiative was launched with the motto “Think big. We do.” The Center for Biotechnology and Life Sciences was opened. The Ocean Science and Exploration Center and the Pell Marine Science Library at the Bay Campus were opened. President Carothers retired after 18 years as president, and the Robert L. Carothers Library and Learning Commons was dedicated.

2010. Dr. David Dooley appointed as URI’s 11th president on Thursday, April 8. The 2010 Higher Education Bond Referendum passes granting the university $61 million for a new chemistry building.

2011. Ground is broken on Tuesday, May 10 for the Hillside Residence Hall. The university celebrated the 125th Commencement.

2012. The Pharmacy Building ribbon cutting was held on September 4. The $75 million facility supports leading-edge teaching, research, and service activities and features three interconnected buildings with a medicinal garden.
University Profile

For an updated listing, please visit: [http://www.uri.edu/admission/quickfacts.html](http://www.uri.edu/admission/quickfacts.html)

As of 2013:

- Undergraduate Population: 13,000
- 60% from RI and 40% from out-of-state
- Incoming freshmen: 3,150
- Graduate student population: 3,000
- Faculty to student ratio: 16 to 1
- Students from 44 US states and DC
- Students from 68 nations
- 40 Honor Societies

87 Academic majors, 8 Degree-Granting Colleges:

- Arts and Sciences
- Business Administration
- College of Continuing Education
- Engineering
- Environment and Life Sciences
- Human Science and Services
- Nursing
- Pharmacy
Songs and Cheers

We ask that you cheer this at the top of your lungs when at any URI related event. It is fun, easy, and oh so spirited!

"Ohhhhhh...We're Rhode Island born, and we're Rhode Island bred, and when we die we will be Rhode Island dead. So go-go Rhode Island, Island, go-go Rhode Island, Island, go Rhode Island U-R-I!!!"

“Rhody Rhody Rhody”
“Rams Rams Rams”

“Rhody Rhody Rhody”
“Rams Rams Rams”

“Rhody Rhody Rhody”
“Rams Rams Rams”

“Rhody Rhody Rhody”
“Rams Rams Rams”

“Wahoooooo”

Alma Mater

All Hail to This Rhode Island, We pledge our faith anew. While our
he-ros bring thee honor, with our banner of white and blue. In
tru-th we owe her much? She s shown us the way to achieve and serve to the world. So all
 hail our al-ma Mater Rhode Is-land, our guide whatever we do.
### University of Rhode Island
#### Alumni Demographics
#### JULY 2013

**ACTIVE ALUMNI BY DECADES:**

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<th>Decade</th>
<th>Number</th>
<th>Percentage</th>
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<td>11,018</td>
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<td>Alumni who graduated 2000 – 2009:</td>
<td>24,914</td>
<td>22%</td>
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<td>Alumni who graduated 1990 – 1999:</td>
<td>24,445</td>
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<td>Alumni who graduated 1980 – 1989:</td>
<td>21,438</td>
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<td>Alumni who graduated 1970 – 1979:</td>
<td>20,976</td>
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<td>Alumni who graduated 1960 – 1969:</td>
<td>7,680</td>
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<td>Alumni who graduated prior to 1959:</td>
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### Active Alumni by State
**JULY 2013**

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<th>State</th>
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<th>Alumni Count</th>
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<td>Alaska</td>
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<td>North Carolina</td>
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<td>Connecticut</td>
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<tr>
<td>Delaware</td>
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<td>Oregon</td>
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<tr>
<td>District of Columbia</td>
<td>194</td>
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<td>Florida</td>
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<tr>
<td>Georgia</td>
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<td>South Carolina</td>
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<td>Nevada</td>
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<tr>
<td>New Hampshire</td>
<td>2,257</td>
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**TOTAL** 110,923
## Active Alumni by Top Ten States  
**July 2013**

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<th>State</th>
<th>Alumni Count</th>
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<tr>
<td>Massachusetts</td>
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</tbody>
</table>
## Active Alumni by Cities and Towns

**Rhode Island**

**JULY 2013**

<table>
<thead>
<tr>
<th>Town</th>
<th>Alumni Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrington</td>
<td>997</td>
</tr>
<tr>
<td>Bristol</td>
<td>790</td>
</tr>
<tr>
<td>Burrillville</td>
<td>438</td>
</tr>
<tr>
<td>Central Falls</td>
<td>96</td>
</tr>
<tr>
<td>Charlestown</td>
<td>747</td>
</tr>
<tr>
<td>Coventry</td>
<td>1,749</td>
</tr>
<tr>
<td>Cranston</td>
<td>3,853</td>
</tr>
<tr>
<td>Cumberland</td>
<td>1,487</td>
</tr>
<tr>
<td>East Greenwich</td>
<td>1,756</td>
</tr>
<tr>
<td>East Providence</td>
<td>1,342</td>
</tr>
<tr>
<td>Exeter</td>
<td>618</td>
</tr>
<tr>
<td>Foster</td>
<td>316</td>
</tr>
<tr>
<td>Glocester</td>
<td>346</td>
</tr>
<tr>
<td>Hopkinton</td>
<td>616</td>
</tr>
<tr>
<td>Jamestown</td>
<td>716</td>
</tr>
<tr>
<td>Johnston</td>
<td>884</td>
</tr>
<tr>
<td>Lincoln</td>
<td>994</td>
</tr>
<tr>
<td>Little Compton</td>
<td>185</td>
</tr>
<tr>
<td>Middletown</td>
<td>872</td>
</tr>
<tr>
<td>Misquamicut</td>
<td>1</td>
</tr>
<tr>
<td>Monville</td>
<td>1</td>
</tr>
<tr>
<td>Narragansett</td>
<td>1,750</td>
</tr>
<tr>
<td>New Shoreham</td>
<td>60</td>
</tr>
<tr>
<td>Newport</td>
<td>1,065</td>
</tr>
<tr>
<td>North Kingstown</td>
<td>3,285</td>
</tr>
<tr>
<td>North Providence</td>
<td>932</td>
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<tr>
<td>North Smithfield</td>
<td>484</td>
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<tr>
<td>Pawtucket</td>
<td>1,195</td>
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<tr>
<td>Portsmouth</td>
<td>1,173</td>
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<tr>
<td>Providence</td>
<td>3,321</td>
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<tr>
<td>Richmond</td>
<td>462</td>
</tr>
<tr>
<td>Scituate</td>
<td>834</td>
</tr>
<tr>
<td>Smithfield</td>
<td>1,036</td>
</tr>
<tr>
<td>South Kingstown</td>
<td>4,661</td>
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<tr>
<td>Tiverton</td>
<td>555</td>
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<tr>
<td>Warren</td>
<td>311</td>
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<tr>
<td>Warwick</td>
<td>4,063</td>
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<tr>
<td>West Greenwich</td>
<td>468</td>
</tr>
<tr>
<td>West Kingston</td>
<td>1</td>
</tr>
<tr>
<td>West Warwick</td>
<td>1,102</td>
</tr>
<tr>
<td>Westerly</td>
<td>1,582</td>
</tr>
<tr>
<td>Woonsocket</td>
<td>448</td>
</tr>
</tbody>
</table>

**TOTAL** 47,592
Mission of the URI Alumni Association

The University of Rhode Island Alumni Association informs and engages current and future alumni as committed partners of the University, its mission and traditions.

Code of Ethics

This can be viewed online at: http://advance.uri.edu/alumni/association/ethics/

The Alumni Association of the University of Rhode Island (the Association) has adopted this Code of Ethics, which is applicable to the Alumni Association Executive Board (“Board Members”), committee chairpersons, (“Chairpersons”) and all employees of the organization. The Code reflects the Association’s commitment to not only uphold the law but to protect this tax-exempt organization’s interests while maintaining the highest standards of ethical conduct. It does not replace, and is intended to supplement, the workplace policies of the Association.

The Association has adopted core values that guide us in our everyday actions. These values are:

**Integrity:** We keep our promises. Our reputation rests on honesty, fairness, and treating everyone with respect.

**Service:** We go the extra mile. We provide the highest levels of service to our members, the university, and all alumni.

**Quality:** We pursue excellence in what we do and how we do it.

**Diversity:** We are strengthened by nurturing and embracing individual differences.

**Innovation:** Our success depends on continuous improvement and openness to new ideas.

**Tradition:** We believe in The University of Rhode Island. We cherish the University’s rich and vibrant history and work to enhance its reputation.

I. EMPLOYEE CODE PROVISIONS

A. BEHAVIOR

i. Responsibility

This Code serves as a basis for ethical behavior and decision-making in the conduct of Association work. Employees should strive to conduct themselves in ways that reflect positively upon the Association and the university, and embody the values of the Association. Employees are strongly encouraged to follow the reporting guidelines set up by this Code if they are in or aware of a situation that may violate or lead to a violation of a professional ethical standard. The Association Chairperson of the Audit Committee
serves as the Ethics Officer. Those who violate this Code are subject to disciplinary action, up to and including termination.

The Association encourages participation in organizations that promote the wellbeing of our communities, our university, its alumni, and the alumni profession. If employees operate in other capacities (such as board membership, service project or employment) with organizations outside the Association, they should be aware of the outside organization’s code of ethics and, where appropriate, adhere to that code.

ii. Unacceptable Conduct

As a charitable institution, the Association must ensure that it furthers the public good rather than seeking private or personal gain, either directly or indirectly, for particular individuals. All employees of the Association will conduct themselves in such a way as to protect and promote organization-wide integrity and enhance our ability to achieve our mission. The following list identifies examples of conduct considered detrimental to the Association and its reputation:

- Falsification of Association records.
- Deliberate disclosure of confidential information except as authorized.
- Withholding of information critical to the business of the Association.
- Harassment (which includes, but is not limited to sexual harassment, physical fighting, or creating a hostile work environment).
- Discrimination against any person on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, veteran or marital status.
- Criminal conduct that impacts the Association’s reputation.
- Violation of Association policies.
- Theft, misappropriation or deliberate destruction of Association property.
- Any conduct that poses a serious threat to the health or safety of employees or Association operations.

If an employee is concerned about particular conduct that may cause harm to the Association or otherwise violates this Code, the Chair of the Audit Committee should be consulted.

B. GENERAL

i. Accounting Issues

The Association will be fair and honest in the reporting of its finances. All financial statements will conform to the law and generally accepted accounting principles. The making of false or misleading entries on the company’s books is prohibited, as is the dissemination of false or misleading financial information. All corporate books, accounts and records must accurately and fairly reflect the Association’s financial position. All employees are responsible for maintaining and complying with internal controls, which are established by the Alumni Association to protect and properly use assets and to ensure that financial records are accurate and reliable.
ii. Association Property

All employees should protect the Association’s assets and ensure their efficient use. Association assets may not be used for unlawful or improper purposes.

iii. Gifts, Favors

Receiving: An employee may accept incidental or commemorative gifts or favors from third parties having or intending to have a business relationship with the Association (not including the University), if they meet the following criteria:

- They are of a value of $500 or less;
- They are not excessive in frequency;
- They could not be construed as a bribe, inducement or a payoff;
- They are not in violation of applicable laws and other provisions contained in this Code;
- If they are gifts to a state employee, that gift is in compliance with applicable state policy;
- Public disclosure of the gift or favor will not embarrass the Association.

Any gift or favor that violates these guidelines must be returned promptly with an appropriate explanation. Contributing the gift to an Association’s auction may be an appropriate alternative. A gift to a close relative (grandparent, parent, spouse, children, grandchildren, sibling, any person related by blood or marriage, or any person residing in the same household) of an employee is also treated as a gift to the employee.

Giving: An employee may give incidental or commemorative gifts or favors on behalf of the Association to third parties, if they meet the following criteria:

- They have a good business purpose;
- They are not excessive in frequency;
- They are of a limited value;
- They are within budgetary authority;
- They are given with the approval of a supervisor at the department head level or above.

iv. Conflicts of Interest — Employees

A conflict of interest is generally any activity that is, or appears to be, opposed to the best interests of the Association or would tend to impair independence of judgment or action in the performance of official duties.

Definitions of conflicts:

Tier 1 – Direct conflict: A direct conflict exists whenever there is any proposed transaction or action of the Association in which an employee has any direct involvement or interest. These transactions are subject to the highest scrutiny.
Tier 2 – Indirect conflict: An employee has an indirect involvement or interest in a proposed transaction or action of the Association whenever:

- a) any other party to the transaction or party affected by the action is a “immediate family member” (i.e. a relative of the employee)
- b) any other party to the transaction or party affected by the action is an entity in which the employee has a “material financial interest”, or
- c) the employee is a Board member, chairperson, staff member or partner of any other party to the transaction or party affected by the action.

Conflicts involving more immediate “family members” should generally be subject to a higher level of scrutiny than those involving relatives who are removed, although each situation involves individual circumstances to be weighed by the Board.

Tier 3 – Potential conflict or the appearance of conflict: Employees should follow the disclosure procedures of this Policy when the interests or concerns of any employee, or of any member’s relatives, or any other individual group or organization to which such person has allegiance, may reasonably be seen as competing with the interests or concerns of the Association.

- Employees shall not work for an Association vendor.
- Employees may not receive any loans, consulting fees, or personal profit in connection with any transaction involving the Association.
- It is never acceptable for an employee to utilize Association lists or contacts to market their own third-party goods and services, even if they are unrelated to Association business.
- Employees who have a financial interest in any third party that does business or desires to do business with the Association should notify the Association’s Ethics Officer in order to create adequate protection against the conflict.
- A financial interest in a third party by a close relative of an employee is also treated as a financial interest of the employee.
- If a conflict of interest exists, the employee will disclose it to the Ethics Officer and abstain from participation in any decisions related to the conflict situation.

v. Vendor Relationships

- Vendors and service providers will be selected on the basis of quality, reputation, cost and suitability for the project through a selection process that is fair and transparent.
- Each employee shall endeavor to deal fairly with the Association’s suppliers and service providers, without regard to race, religion, color, national origin, gender, sexual orientation, age, disability, veteran or marital status.
- During contractual negotiations, no employee or close relative shall receive any gifts or favors from a supplier or service provider.
- If employees, Board members or Chairpersons as part of their official duties, are invited to participate in an out-of-town, expense-paid conference or program sponsored by a current or prospective vendor or service provider, they shall present the details of the invitation to their supervisor. The supervisor shall discuss the request with the Chair of the Audit Committee and a determination will be made whether to decline the request or recommend to the Executive
Director (or Board Chair as appropriate) for acceptance of the invitation as extended, or acceptance on condition that the Alumni Association covers all or part of the cost.

C. CONFIDENTIAL INFORMATION

i. Data Security

The Association is in possession of data involving membership, personal history, financial and contractual records and has an obligation to ensure the safety of that data. Employees shall:

- Protect the integrity of the systems and data they are authorized to access and update.
- Limit access to Association systems or data to only those with official authorization.

ii. Confidentiality

Employees are not authorized to disclose any Association proprietary information in any form to members of the media, to former employees, to vendors, or to the general public without authorization from the Executive Director.

D. RESPONSIBILITIES OF THE ASSOCIATION'S LEADERSHIP

i. Employees with management authority shall:

- Personally subscribe to and promote an ethical approach to the management of the Association.
- Ensure that employees are informed of ethical standards before being held to them.
- Deal fairly with employees, without regard to race, religion, color, national origin, gender, sexual orientation age, disability, veteran or marital status.
- Provide for due process in hearing charges of violation of this Code.
- Consistently apply the provisions in this Code.
- Not ask an employee to do anything inconsistent with this Code.
- Not retaliate against anyone for expressing ethical concerns about a person or project, or for seeking enforcement of this Code.

II. BOARD MEMBERS AND CHAIRPERSONS CODE PROVISIONS

A. Role of the Board Members

The Board is the governing authority of the Association. It is responsible for oversight of the affairs of the Association and shall have the power to direct the conduct of the Association’s affairs and property, including the power to approve a yearly budget. All actions of the Board, or committees thereof, shall be consistent with law, the Association’s by-laws and this Code.

B. Committees of the Board
The Board may delegate its responsibility to the Board Members who may conduct business between meetings of the Board. The Committee Chairpersons or Board Members shall report their actions to the Board at each meeting of the Board.

The Board may create or terminate Standing Committees from time to time in conducting the business of the Association. Standing Committees shall report to the Board and secure approval of the Board where appropriate.

C. Selection of Board Members and Chairpersons

Board Members shall be elected and serve in accordance with the Association’s by-laws.

Chairpersons shall be appointed by the President or his/her designee, subject to the approval of the Executive Board, and serve in accordance with the Association’s by-laws.

D. Duties of Board Members and Chairpersons

Board Members and Chairpersons must perform their duties, keeping in mind their primary fiduciary duty to the members and the Association. In fulfilling their fiduciary duties, Board Members and Chairpersons have three primary obligations:

- A Duty of Care – Board Members and Chairpersons shall perform their duties with the care that an ordinary prudent person in a like position would use under similar circumstances;
- A Duty of Good Faith – Board Members and Chairpersons shall take the necessary actions to be informed and exercise appropriate judgment;
- A Duty of Loyalty – Board Members and Chairpersons shall perform their duties in good faith, in a manner the member reasonably believes to be in, or not opposed to, the best interest of the Association.

In discharging their duties, a Board Member and Chairperson is entitled to rely in good faith on the honesty and integrity of the Association’s senior executives and the Association’s outside advisors and auditors.

E. Conflicts of Interest for Board Members and Chairpersons

A “conflict of interest” exists when a Board Member’s or Chairperson’s private interest interferes in any way with the interests of the Association. A conflict situation can arise when a Board Member or Chairperson takes actions or has interests that may make it difficult to perform Association work objectively and effectively. Conflicts of interest may also arise when a Board Member, Chairperson or close relative (grandparent, parent, spouse, children, grandchildren, sibling, any person related by blood or marriage, or any person residing in the same household) receives improper personal benefits as a result of the Board Member’s or Chairperson’s role with the Association.

It is the responsibility of each Board Member and Chairperson to advise the Chair of the Audit Committee of any actual or potential conflict of interest, as well as any affiliation with public or privately
held enterprises, including for-profit and not-for-profit entities, which may create a potential conflict of
interest, embarrassment to the Association or inconsistency with applicable law, this Code or Association
policies or values.

After disclosure of the financial interest and all material facts, and after any discussion with the interested
person, he/she shall leave the governing Board or committee meeting while the determination of a conflict
of interest is discussed and voted upon. The remaining Board or committee members shall decide if a
conflict of interest exists.

F. Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the governing Board or committee meeting, but after the
presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or
arrangement involving the possible conflict of interest.

The chairperson of the Audit Committee shall, if appropriate, appoint a disinterested person or committee
to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the committee shall determine whether the Association can obtain with
reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not
give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under the circumstances that
would not produce a conflict of interest, the committee shall determine by a majority vote of the
disinterested Board Members whether the transaction or arrangement is in the Association’s best interest,
for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it
shall make its decision as to whether to enter into the transaction or arrangement.

III. CODE VIOLATIONS

A. Reporting Mechanism

Board Members, Chairpersons and employees have the responsibility to promptly report any violation or
potential violation of this Code of which they become aware. This includes violations employees
themselves may have inadvertently or otherwise committed.

Employees are encouraged to work first with their supervisors on matters concerning this Code. But it is
recognized that under certain circumstances contact with another individual may be warranted. Under
such circumstances, employees are encouraged to contact the Association’s Audit Committee
Chairperson, who will serve as Ethics Officer for the Association. The Association’s Executive Director
will serve as an option if circumstances warrant. An employee who in good conscience feels
uncomfortable making a report internally is encouraged to contact the Chair of the Audit Committee.

Employees may make an anonymous report by submitting the report in writing to the Executive Director
or the Chair of the Audit Committee.
In no event will there be any retaliation or disciplinary action against an employee for reporting an issue that he or she in good faith believes to be a violation of a law or this Code. An employee who reports a violation or potential violation will, to the fullest extent possible, remain anonymous.

B. Further Education

Employees who desire further information about this Code of Ethics or similar codes are encouraged to contact the Executive Director or to access information resources such as The Ethics Resource Center at www.ethics.org.

IV. IMPLEMENTATION AND REVIEW

A. The Association’s management will actively administer this Code for all employees and the Chair of the Audit Committee will actively administer this Code for all Board Members. Training will be provided for all new Board Members, Chairpersons and employees on this Code as part of their initial orientation process. Every year, Board members, Chairpersons and employees shall sign an acknowledgement statement attesting that they have received a copy of the conflict of interest policy, have read and understand the policy, and agree to comply with the Code of Ethics. It is mandatory that all who sign the acknowledgement statement follow the guidelines which are set forth in this Code.

B. This Code will be reviewed at least bi-annually (odd numbered years) by the Association’s Board, which will approve all changes made to the Code.
Programs Funded by the Alumni Association

One of the most important areas of support provided by the Alumni Association can be seen in the many program initiatives it funds. The range of programs is eclectic and represents the diversity within the University spectrum of activities. Some of those efforts, which the Alumni Association supports, are:

Admissions Program
The Admissions Program is a vital element to the University's overall recruitment strategic plan. It encompasses a bank of volunteers around the country who regularly attend college fairs, conduct prospective student interviews and make special appearances on behalf of the University to encourage qualified high school students to attend URI.

Alumni of Color Network
The Alumni of Color Network’s (ACN) mission is to provide professional and personal development, networking, advocacy, and community building opportunities for alumni, faculty, and students of color at the University of Rhode Island.

Alumni Records Management
The success of any alumni relations operation is dependent on a number of skill sets -- public relations, marketing, organizational economics, fundraising, for example. The back office support for all of these operations, however, is an information services operation. Thanks to the strides made in this area in recent years, the University's advancement activities have made great strides.

Campus Tour Guides
This important program engages current students in the outreach and public relations for the University by offering their services as guides and information sources to visitors to the Kingston campus.

Career Services
Through the University of Rhode Island Office of Career Services, alumni are able to take advantage of a variety of resources geared exclusively towards alumni. These resources include events such as job fairs, networking events, and resume and interviewing workshops. In addition, alumni also have access to an Alumni Career Advisor and to the Career Services Alumni Web Site where users can search job postings, employer profiles, and upload a resume.

Chapters
Chapters are a great way to stay connected with URI, to see old classmates, and to meet new friends. URI alumni chapters are organized both by location and affinity interest, and offer a variety of regular social and networking events.

College Outreach
The Alumni Association provides funding for college networking events. The Alumni Relations Office partners with Departments and Colleges to plan events geared toward alumni in certain fields.

Faculty Development
Alumni Association funds annually support faculty development opportunities from attendance and participation in scholarly forums in areas of particular expertise, where URI faculty make presentations on their ongoing research, to attendance at professional association meetings and seminars.
Funding Request Committee
This committee awards students and alumni grants for projects that will benefit and enhance the University and community while promoting the Alumni Association. This committee’s budget is determined as part of the budgeting process and allocated as requested. This committee meets as needed.

Homecoming
This popular fall tradition has been updated. In addition to the game, Homecoming Weekend includes a variety of reunions and other special activities. This is the perfect place for URI students and alumni to gather and celebrate the University along with their families.

Publications
Our award winning publication, *QuadAngles*, is produced by the University's Publications Department and is funded by the Alumni Association. This unique alumni magazine, which has won numerous awards for its content and graphics, is consistently pointed out by our alumni as one of the most important things that the Alumni Association provides for them.

Ram Band & Music Department Grants
In addition to the RAM Band, a series of musical presentations, workshops, and performances by URI students to elementary and secondary schools in Rhode Island are funded by the Alumni Association as one means of reaching out to the community.

Request for Service
Alumni, faculty and staff may request the services of the Alumni Relations Office for programs aimed at reaching out to parents, students, and alumni or that benefit stakeholders in general.

Student Alumni Association
The Student Alumni Association is an arm of the Alumni Association comprised of current URI students. The SAA engages in several activities such as Rhody Rally, survival kits, and its annual Oozeball Tournament to generate awareness and enthusiasm for the Alumni Association and raise funds to support other activities. It also works with current alumni to encourage interaction between students and alumni.

Women’s Council for Development
Since 2005, the Women’s Council for Development has been working to enhance the role of alumnae and women students at the University. The Council is made up of alumnae, faculty and staff. The Council has established a scholarship that supports female students that hold a leadership position on campus. The Council plans events geared toward students and young alumni to help prepare them for life after college.

Young Alumni
The URI Alumni Association offers a range of programs designed for recent graduates. As graduates of the past decade, Young Alumni are offered a variety of social, networking and professional events.
Alumni Relations Contact Information

Michele Nota, Executive Director
Phone: 401-874-5496
Email: mnota@uri.edu

Chris DiSano, Specialist
Phone: 401-874-4536
Email: cdisano@uri.edu

Robert Ferrell, Specialist
Phone: 401-874-7402
Email: rferrell@uri.edu

Jericka Fernandez, Program Assistant
Phone: 401-874-5573
Email: jfernandez2@uri.edu

Kathy Gianquitti, Assistant Director, Alumni Events
Phone: 401-874-4853
Email: kathyg@uri.edu

Shana Greene, Assistant Director
Phone: 401-874-2218
Email: scgreene@uri.edu

Lisa Harrison, Executive Assistant/Office Manager
Phone: 401-874-4962
Email: lharrison@uri.edu

Carol Howland, Assistant Business Management Officer
Phone: 401-874-4538
Email: chowland@uri.edu

Sarah Lobdell, Associate Director
Phone: 401-874-2438
Email: showard@uri.edu

Alisa Mahoney, Assistant Business Management Officer
Phone: 401-874-4538
Email: amahoney@uri.edu

Mary Ann Mazzone, Receptionist/Office Assistant
Phone: 401-874-2242
Email: mamazzone@uri.edu

Kate Serafini, Specialist
Phone: 401-874-4679
Email: kserafini@uri.edu

Gina Simonelli, Assistant Director
Phone: 401-874-5808
Email: gsimonelli@uri.edu
Important Campus Phone Numbers- Area Code (401)

**General Information**
Kingston/Bay Campus: 874-1000
W. Alton Jones Campus: 397-3302
Providence Campus: 277-5000

**Admissions, Graduate** - 874-2262
Programs of study, requests for brochures and catalog

**Admissions, Undergraduate** - 874-7100
Admission and transfer questions, campus visits, programs of study, requests for brochures and catalog

**Athletic Director** - 874-5245
Ryan Center- 855-387-4849 (tickets)
Media Relations - 874-2409

**Campus Events** - 874-2056

**Computing Help Desk** - 874-HELP (874-4357)

**Development** - 874-7900

**Enrollment Services** - 874-9500
Questions on transcripts, course schedules, and the academic calendar.

**Housing and Residential Life** - 874-5374

**Library** - 874-2666

**News** - 874-2116

**Recreation Facilities Hotline** - 874-4343

**President** - 874-2444

**Directory Assistance** - 874-1000

**Emergency Fire**
Kingston Campus, 874- 2121
Bay/Providence Campus-911

**Emergency Police**
Kingston Campus - 874-2121
Bay Campus - 874-6262
State Police (Wickford) - 294-3371

**Snow Storm/Emergency Closing Information**
874-7669 (874-SNOW)

**Building Repairs**
874-4060

**Housing Repairs**
874-5373
Purpose of Alumni Chapters

The University of Rhode Island Chapter Program builds a wonderful network of support for the University and its alumni. Chapters develop and nurture active, participatory relationships among alumni, parents, and friends. They are the personal face of the University to members of the URI community around the world!

A chapter is a group of alumni and friends recognized and approved by the URI Alumni Association to act as a subsidiary unit of the Alumni Association. A URI alumni chapter is designed to keep alumni connected to the University and the University to its alumni. For alumni that live far from our campuses, the chapter acts as a tie that binds us together. For those with special interests, it allows them to enhance their relationship with the University and each other. In addition, chapters provide a vehicle to continue and strengthen the relationship between alumni and their alma mater.

As the number of URI alumni increases, varied interests can be blended through various chapter activities. A broad based program, including educational, cultural, networking, and social events help keep alumni involved.

A successful University of Rhode Island Alumni Chapter will:

- Bring together a group of people who have a common interest in their alma mater
- Allow alumni to renew old friendships and make new ones
- Engage alumni, their families and friends
- Offer a base of advocacy for the University
- Provide opportunities for alumni to communicate opinions on the University and to create meaningful two-way avenues of communication
- Develop greater understanding and support among the students, staff, and friends of the University
Chapter Expectations

Alumni Information
The chapter leader(s) will serve as the point of contact in their areas by having their name, email address and phone number(s) listed in alumni publication and on our website. All chapter leaders need to inform the Alumni Relations Office of any known changes in alum’s home, work, or email address so that the Alumni Office can update alumni records.

Mailings and Event Marketing
The chapter will submit all event information at least eight weeks prior to the event so that the Alumni Relations Office will have sufficient time to help market the event to alumni.

Chapter Events
The chapter leadership will work closely with an Alumni Relations staff liaison, to plan at least one event per year.

As soon as possible after each event, the chapter leader(s) will provide the Alumni Relations Office with an event wrap up form that requires a list of all attendees, summary of the event to be printed in QUADANGLES, and any photos with identified parties to be displayed in alumni publications or on the website. The chapter may use the Alumni Relations Office attendance sheet or submit their own attendance form with supplemental address updates as they occur.
Starting a Regional or Affinity Chapter

- Identify a leader(s) who is (are) willing to serve.
- Obtain 12 signatures from alumni who are interested in actively participating in the chapter (see form in appendix).
- Establish a name for the chapter.
- Submit the request to the Board through a member of the Alumni Relations Office staff.
- Board approves request at a board meeting.
- Obtain a copy of the Chapter Manual and begin to familiarize yourself with the responsibilities as a leader.
- The chapter leader must sign the release of information form (see form in appendix).
Organization and Operation of a Chapter

The URI Alumni Relations Office sponsors two types of chapters: regional and affinity. There currently are twenty-four chapters in eighteen states, as well as one international chapters. For a listing of regional chapters please visit:
http://advance.uri.edu/alumni/events/chapters/contacts.htm

There are currently thirty affinity chapters organized around common interests, careers, or affiliations. Any group of URI alumni and friends having a common interest in the University of Rhode Island may organize as a chapter by submitting an application to the URI Alumni Association. The application will be presented to the Alumni Association Executive Board which has the power to issue an Alumni Chapter Charter. (See the Application for Alumni Chapter Charter in the appendix). For a complete listing of affinity chapters, please visit:
http://advance.uri.edu/alumni/events/chapters/contacts.htm

While each chapter falls into one of the two category types, each has its own needs because each serves a different constituency. While each chapter’s unique needs and qualities set them apart, there are several principles of structure that apply to all of them and can help in establishing and maintaining a successful chapter for years to come:

- Find a core group of alumni to help coordinate events
- Plan a calendar of events for the upcoming year
- Keep in contact with the Alumni Relations Office on a regular basis
Alumni Association Regional and Affinity Chapters

The number of URI Alumni Association chapters has grown dramatically in the last few years. Their link with alumni and the University has been an important factor both in terms of friendships and fund raising.

Each club has a core group of volunteers that works closely with an Alumni Relations staff member to provide social and cultural activities, as well as some educational programs to alumni in their area. Events are sponsored throughout the year, with the goal of appealing to the diverse interest of club membership.

Each club serves as a vehicle, which enables our ever increasingly diverse and disbursed alumni body to remain involved with issues facing the University and to experience a tangible sense of community and spirit after leaving URI.

### Regional Chapters
- Arizona
- California (Los Angeles)
- California (Northern)
- California (Southern)
- Colorado
- Connecticut
- Florida (Southeast)
- Florida (Southwest)
- Florida (The Villages)
- Illinois (Chicago)
- Louisiana/Mississippi
- Massachusetts
- Michigan
- Minnesota
- New Hampshire
- New Jersey
- New York (Albany)
- New York (Metro)
- North Carolina
- Ohio
- Rhode Island
- Texas (Dallas-Fort Worth)
- Texas (Houston)
- Washington D.C./Baltimore

### Affinity Chapters
- Alpha Chi Omega Gamma Sigma
- Chi Phi
- College Student Personnel
- Community Planning
- Continuing Education
- Delta Zeta
- Graduate School of Library and Information Studies
- Italian
- Lambda Chi Alpha
- Lambda Delta Phi
- LGBT + Alumni and Friends
- Music Department
- Phi Gamma Delta
- Phi Kappa Psi
- Phi Mu Delta
- Phi Sigma Kappa
- Physical Therapy Program Alumni
- Political Science
- Public Relations Society
- RI Department of Transportation/ RIDOT
- ROTC
- Schmidt Labor Research Center
- Sigma Chi
- Sigma Pi
- Stand Up Against Lyme
- Student Alumni Association
- Theta Chi
- Theta Delta Chi
- URI Difference Equations Association
- Writers Affinity Group

### International Contacts
- Germany
Chapter Leader Training

The Alumni Relations Office will invite a chapter representative to campus for volunteer training and recognition every other year at Chapter Leader Weekend. There will be a travel stipend for chapter leaders to attend. More information is available closer to the training weekend. The training will allow chapter leaders to share ideas, brainstorm, and learn updated information about the Alumni Association and the University.

Chapter Evaluation and Recognition

Chapter evaluation and recognition occurs during Chapter Leader Weekend as well as throughout the year.
The University of Rhode Island Alumni Association
Chapter Leader
Responsibilities

The role of the Chapter Leader is to work with their Alumni Relations Staff Liaison to strategically plan and attend regional or affinity chapter events. The length of commitment depends on the Chapter Leader themselves, but it is recommended that they commit at a minimum of 2 years. The leader will be evaluated on their performance annually and given tips and tools for additional success. The time commitment varies depending on how many events are held each year and how many Chapter Leaders there are in the Chapter.

Responsibilities:

- Research, organize and implement a minimum of 1 to a maximum of 5 chapter events per year with a focus on one or more of the following: social, networking, athletic, community service, lecture and educational, and student recruitment
- Be a dues paying member of the Alumni Association
- Attend the bi-annual Alumni Leadership Conference (there is a two event per year minimum required to attend this conference), or participate in the bi-annual web training
- Act as a liaison to the URI Alumni Association and your chapter
- Commit for a minimum of two years
- Help select and train successor
- Engage additional volunteers to assist with event planning and coordination
- Maintain regular contact with your staff liaison and the Alumni Association
- Work with the Alumni Relations Office to ensure the best possible publicity and promotion for the event 6 to 8 weeks prior to any event
- Email the Alumni Relations Office following an event with a completed volunteer wrap up form within 7 business days
- Read and have a clear understanding of the Chapter Manual

Qualifications:

- You must be a URI alumnus or a URI faculty member
- Enthusiasm and pride for URI
- General awareness of and interest in current issues, trends and events pertaining to URI and the local community
- Flexibility and willingness to understand and collaborate with various entities of URI
Event Ideas and Suggestions

What is a perfect alumni event? Actually, there is no one answer to that question, although alumni chapters from college and universities have struggled to come up with one. In reality the success of any chapter event depends on the particular interest of your regions or on other demographics of a particular chapter.

One aspect of events that does seem consistent is that the success of any chapter depends largely on the quality of planning its events, contacting alumni, and the organization of the program itself. The following suggestions are from programs that have worked for some of our chapters and possibilities for events to come:

Chapter Programming Categories

**Athletics**
- Bike trips or hiking
- Reception followed by attending a URI athletic event in your area or cheering them on via Big Screen
- Reception followed by attending a local professional sports event (consider minor league teams as well)
- Ski trips
- Sailing races
- Tennis, golf, or softball tournament

**Community Service**
- Habitat for Humanity
- Road race/walk
- Food bank

**Social**
- Barbeque or picnic
- Bay cruise
- Beach party
- Clambake
- Holiday parties
- Oktoberfest
- Potluck dinners
- Surf & turf
- Wine tasting or winery/beer tasting or brewery tour

**Cultural**
- Ballet
- Opera
- Theatre
- Film festival
- Outdoor concert
- Ethnic dinners
- Art gallery openings

**Educational**
- Financial information
- Historical tour and/or speaker
- Museum visit
- Political debate or legislative program
- University speakers: faculty, staff or alumni
- Campus tour

**Student Recruitment & Retention**
- Reception for students and alumni
- Reception for new students and families

**Networking**
- Career information
- After work rendezvous
Sample Calendar of Events
To see a current listing of chapter events, please visit:
http://advance.uri.edu/alumni/events/chapters

THE UNIVERSITY OF RHODE ISLAND ALUMNI ASSOCIATION

UPCOMING EVENTS

AUGUST 2013

August 2-12, 2013
Italy
Travel with Men’s Basketball to Italy
Details: The visit will span 10 days and will take the team to four major cities and regions - Rome, San Marino, Venice, and Como. During the 10-day span, Rhody will play up to four games against Italian professional club teams. Visit http://www.gorhody.com/sports/m-baskbl/ for more information.
Contact: Mike Laprey at 401-874-2401.

August 5, 2013
Houston, TX
Boston Red Sox vs. Houston Astros
Details: Join the Houston Rhode Horn Alumni Chapter for a Red Sox vs Astros Baseball Game. Tickets are $25 and include a ticket to the game, access to the all-you-can-eat section, which includes unlimited hot dogs, nachos, peanuts, popcorn, soda and water, and the opportunity to gather with fellow URI Alumni and their families. More details are available at http://advance.uri.edu/alumni/chapters/.
Contact: Kate Serafini at kserafini@uri.edu or at 401-874-4679.

August 16, 2013
Pawtucket, RI
URI Night with the PawSox
Details: Join us for the 15th anniversary edition of our annual URI Night with the PawSox, presented by the URI Alumni Association. Alumni and their families are invited to this event which includes a barbecue, raffle prizes and much more. More details and registration are available at http://advance.uri.edu/alumni/rhodynight/default.htm.
Contact: Chris DiSano at 401-874-4536, or cdisano@uri.edu.

August 17, 2013 – SOLD OUT
Boston, MA
Member Exclusive Red Sox Game vs. Yankees
Details: URI Alumni Association Dues-Paying Members will gather for a pre-game reception at Jillian’s Boston before watching the Yankees vs. Red Sox baseball game at Fenway Park. The pre-game reception will take place from 2:00-4:00 p.m. and will include appetizers, Rhody gear give-a-ways, cash bar, and the chance to gather with alumni and friends before the game. The Yankees vs. Red Sox game will begin at 4:05 p.m. For more information, visit http://advance.uri.edu/alumni/calendar.
Contact: Shana Greene at 401-874-2218 or scgreene@uri.edu.
Planning a Chapter Event

Once you have received your chapter charter approval, you’re ready to start planning your chapter’s first event. Talking with alumni in your area is an important step in planning a successful event. This will help you to decide what type of event you would like to begin with.

Here are some thoughts on planning your events…

- Planning is the most crucial, most time-consuming aspect of organizing any event
- A well-planned event begins with the journalistic formula: “Who, what, when, where, how and why?”
- The success of any event depends on careful planning. The more effortless an event seems, the more detailed the planning that has taken place behind the scenes

Know Your Guests

- Who is the target audience?
- Are they younger or older? Professional? Parents? Retired?

Scheduling

- Does the time and date conflict with other regional events?
- Is it convenient for all major participants? (for example: committee or volunteers that are helping with the event, university staff that may be traveling to the event)

Location

- Is the location you’re considering handicap accessible? Convenient for your target audience? Are there special group rates?

Cost

- Be sure to take all your costs into consideration before determining your event registration cost; food, beverage, gratuity, decorations, room and equipment rental, etc.

Benefit to the Chapter

- Will the event allow people to socialize? Will it attract newcomers? Will it publicize your chapter? For example if you are planning to attend a sporting event, consider a reception before or after the game.

Market your event

- Speak to the Alumni Relations Office about publicizing the event! Our marketing resources include…QUADANGLES magazine, InAdvance Alumni e-newsletter, the Alumni Chapters webpage, post card and flyer mailings, and targeted broadcast emails via the Harris on-line directory.

Insurance Requirements

- All services utilized for URI Alumni Chapter events must be insured. Since the URI Alumni Association is a 501(c)3 not for profit organization, we need to be diligent in preventing any liability issues. Most vendors and venues are insured. Please consult with your Staff Liaison if you plan to host an event at a home or with a caterer as there are existing policies that need to be followed.
Event Planning Outline

1. DECIDE WHAT TO DO:
Hold a meeting or communicate via e-mail with your chapter leadership and Alumni Relations contact person to discuss potential ideas. Keep in mind the following:

- **Date**- plan carefully to avoid conflicts with local events, national and religious holiday, peak work or vacation periods, and possible University events that are already planned. Is there enough time to get the information to your Alumni Relations Office contact for marketing? Remember, you need 8 weeks!
- **Audience**- are you targeting a certain group? Business people, young alumni, families, everyone?
- **Location**- is it convenient for your audience? Is it handicap accessible? Is there parking? Is the location prepared for a group? Are there minimums or maximums? Are there special group rates? Is a deposit required?
- **Cost**- events with a registration cost over $25 can be hard to sell, although there are exceptions. Be sure to take all costs into consideration when determining price: food, beverage, gratuity, room and equipment rental, decorations, raffle prizes, etc.?
- **Benefit to the Chapter**- is this an event that will allow people to socialize and/or make connections? Will it publicize your chapter? Will it attract newcomers?

2. CONTACT THE ALUMNI RELATIONS OFFICE STAFF:
- Complete the PROGRAM & EVENT DETAILS FORM (in appendix) and fax or e-mail it to the Alumni Relations Office at least 6 weeks prior to your event!
- Confirm the details and ensure that there are no University conflicts.
- The Alumni Relations Office will be responsible for all event registrations and collecting funds for an event. The Alumni Office will sign all contracts related to an event as well as pay for expenses related to the event. This will also mean that the Alumni Office will work with the chapter leader on setting the cost of the event, and other details. Inform the Alumni Office staff immediately if you need tickets ordered in advance for your event.

3. STAFF YOUR EVENT:
Every event, even if your chapter is gathering to watch a game, should have at least one chapter leader or volunteer present to greet people and make them feel welcome. The more welcome people feel, the more likely they’ll come back! Here are some important things that will help make your event a success:

- **Nametags**- the Alumni Relations Office will send you pre-made nametags for registered attendees. Blank nametags will also be sent for additional guests.
- **Greeting**- all newcomers and guests should, upon signing in, be properly greeted by the chapter representative(s). Once all guests have arrived, then the group may be welcomed as a whole. You may want to announce upcoming events in the area and thank any volunteers or special guests at the event.
- **Attendance List**- have each attendee sign in and include his/her class year and any updates on his/her address. Please forward this information post-event to the Alumni Office.
- **Alumni Information**- your check-in table should have a display of Alumni Association materials and services. The Alumni Office will send you this information in advance.
- **Raffle**- at check-in, each guest should drop their business card or fill out a slip to be entered into the raffle. Once all guests have arrived, then the raffle may take place. If a guest is no longer at the event, then the prize can be mailed to them by the Alumni Office.
- **Photographs**- take as many photos of attendees as possible! The photos may be put up on the URI website, in *QUADANGLES*, or used for publication materials.
- **Have Fun!**- take time to enjoy all your hard work.

4. **FOLLOW UP:**
Celebrate your success! Planning an event requires much time and patience. The Alumni Relations Office truly appreciates your dedication and passion for the University, and we want to hear all about it!

Remember that each chapter is unique and defines success differently; however, the key purpose of your chapter is to inform and connect alumni and friends to URI. If your chapter achieves this, then your event was successful regardless of the number of members who participated!

- **Event Wrap-Up Form**- fill out and return the Event Wrap-Up Form (in appendix) so that the Alumni Office staff can keep track of successes and share what you’ve learned with other chapters. The feedback may be used online or in *QUADANGLES*, along with any photos you send.
- **Photographs**- send photos with identifications whenever possible so we can share the picture in alumni publications.
# Event Planning Timeline Checklist

## 3 MONTHS IN ADVANCE:
- Decide on the type of event
- Choose a date and time
- Select a location
- Set the menu
- Determine the price per person
- Decide who to invite
- Decide if you want to have entertainment
- Contact guest speaker (if applicable)
- Obtain special equipment (if applicable)
- Order tickets (if applicable, to be purchased by the Alumni Office)
- Obtain venue contract (signed by Alumni Office liaison)
- Call or e-mail your Alumni Relations Office liaison

## 2 MONTHS IN ADVANCE:
- Send in Event Detail Form to Alumni Office to begin marketing for event

## 1 MONTH IN ADVANCE:
- Confirm attendance
- Coordinate arrangements for guest speaker (if applicable)

## 2 WEEKS PRIOR TO EVENT:
- Request event materials from Alumni Office including:
  - Alumni Happenings
  - Decals
  - Alumni pins/Rhody stickers
  - Membership Materials
  - Other upcoming event info
  - Name tags
  - Decorations
  - Final registration list
  - Sign-in sheet
  - Raffle items
  - Business card sign/Business card forms
  - Shakers

## 1-2 WEEKS AFTER EVENT:
- Send follow-up information to the Alumni Relations Office
  - Sign-in sheet
  - Volunteer Event Wrap-Up form
  - Photos with identifications
  - Receipts related to event

Please complete and email to your staff liaison, or fax to (401) 874-5957. Questions? Call (401) 874-2242
Top 10 Helpful Hints for Creating Successful Alumni Events and Programs

10) Don’t bite off more than you can chew! Start small and get comfortable with the process. It is better to do it right on small scale than wrong on a large scale. Recruit other Alumni to assist in getting things done.

9) Plan Ahead! Schedule at least two programs/events per year and plan ahead so that you can fit them into times that will be attractive or convenient to your constituency. Follow your Event Planning Timeline and Checklist!

8) Share the Load and Talk to each other! Delegating the work load is a great way to make sure that no one person ends up feeling put upon and overworked. Always remember to stay in touch with your fellow Chapter leaders and your Alumni Relations Office liaison so that you each know who is doing what and when it is getting done. You know the old saying “never assume”.

7) Details, Details, Details! Remember all of those organizational manuals and former teachers who told you to make a list? Make a list. The key to having things running smoothly is to anticipate problems and double-check yourself.

6) Don’t Be Afraid to Ask for Advice! Call the Alumni Relations Office or your counterparts in other Alumni Chapters and get advice. We are all in this together and we all have plenty of ‘war stories’ to share to help you avoid the pitfalls in advance.

5) Variety is the Spice of Life! Don’t be afraid to try new things. No one event appeals to all alumni. No one date or time is good for everyone. If someone comes up with a good idea but it is not something you can handle – delegate.

4) Join Forces! Explore tie-ins with local events or other schools to hold a joint event. For example, if another college or university has a chapter in the area, why not do a joint event?

3) Adopt a Project! Consider special projects such as student recruitment, career planning, community service, or providing scholarship support for a student from your area.

2) Toot Your Own Horn! Send us pictures and notes about your most recent events. We will put them in QUADANGLES magazine or online and spread the word in our travels and other mailings. We want to tell everyone what a great job you are doing and how much fun you are having!

1) Be Creative! Take the tried and true ideas of others and make them your own. A clam bake is a great idea; but unless you have a lot of willing workers and some great organizational skills, it could be too much to bite off as your first project. How about chowder and clam cakes lunch or an after work gathering instead?
Alumni Office Provided Services and Support
The Role of the Alumni Relations Staff

The Alumni Relations Office is at your service. Never hesitate to request assistance from the staff, we are here to provide the support necessary to get new chapters operating and help established chapters maintain success. Each chapter is unique, and the Alumni Relations staff will work with the chapter leadership to develop the best planning methods for each individual chapter.

Alumni Information
The Alumni Relations Office will update lists of alumni and chapter members as well as record the chapter activities and the alumni who attend.

The Alumni Relations Office will provide a staff member to serve as a liaison between the chapter and the University.

Mailings and Email Announcements
The Alumni Relations Office will pay for the design, printing and postage of mailings to chapter members for events throughout the year depending on budget and costs. The Alumni Relations Office will also pay for one first-class mailing to all alumni on the chapter mailing list. This mailing should outline the planned events for the upcoming year.

E-mail blasts may be scheduled and sent out to alumni through the Alumni Relations Office. Announcements will be sent based on openings in the marketing schedule. With enough lead time the Alumni Relations Office will also publicize the chapter event through QUADANGLES, InAdvance biweekly e-newsletter, and our website.

The magazine is mailed out to all alumni four times a year. The release dates are:
Fall Issue: September  
Spring Issue: March
Winter Issue: December  
Summer Issue: June

Chapter Events
The Alumni Relations Office will be responsible for event registrations and collecting funds for an event and will sign all contracts related to an event as well as pay for expenses related to the event. This will also mean that the Alumni Office will work with the chapter leader on setting the cost of the event, etc.

The Alumni Relations Office will provide some financial assistance for each chapter event for raffle items and/or to subsidize the cost of the event, based on the number of events per year. Raffle items will be mailed prior to each event unless the Alumni Office and the Chapter agree upon an alternative arrangement. If a staff member is able to attend your event, we may send raffle items along with them. The University of Rhode Island Alumni Association will send an Alumni Association staff member, faculty member, or University administrator to a chapter event if there are 20 or more alumni registered by the registration deadline. As a non-profit organization we have established this policy to enable our staff to support alumni events in a fiscally responsible way.
Appendix Table of Contents

**Forms**
- Code of Ethics Acknowledgment
- Policies on Release and Use of Records and Information
- Authorize Release of Contact Information
- Program & Event Details Form
- Event Attendance Roster (Sign-in Sheet)
- Event Wrap-up Form & Checklist
I acknowledge that I have reviewed the Alumni Association of the University of Rhode Island’s Code of Ethics, and within its meaning, both expressed and implied, I make this report for myself and my immediate family. *(Please answer each question "No" or "Yes").*

1. Are you a shareholder or do you or your immediate family members (as described in the Code of Ethics) have a financial interest either directly or indirectly in:
   a. A supplier of goods and services or other principal dealings with the Alumni Association or the University of Rhode Island? ______

2. Since your last Code of Ethics Acknowledgement, have you participated in or are you presently participating in any business venture(s) or transaction(s) with a customer, vendor, or other entity doing business with the Alumni Association with which you have direct administrative responsibility, selection/approval authority or are in a capacity to make decisions regarding this customer, vendor or other entity? Are you indebted to a customer, vendor or other entity doing business with the Alumni Association? ______

3. Are there any circumstances or other matters of a personal or family nature, direct or indirect, which could conflict with the interest of the Alumni Association or any of its affiliates? ______

4. Are you a director of any company or corporation, other than the Alumni Association, that is operated for a profit and has a relationship to the Alumni Association? ______

5. Have you or any immediate family member (as defined in section 6d) received any discount, concession, benefit, gift, travel, vacation, entertainment or other item of value in excess of $500.00 from a customer, vendor, or other entity doing business with the Alumni Association which is not readily available to the general public? ________

6. Do you have a family or business relationship with another of the Alumni Association’s officers, directors or key employees? For each family and business relationship, identify the persons and describe their relationship (either as “family” or “business”) below. ________

I wish to report the following information on the "Yes" answers to the above questions. (Use the back of this sheet or additional sheets, as needed.)

I have read the Association Code of Ethics and am in full compliance with all aspects of the Alumni Association’s Code of Ethics and have reported to the President, Executive Director, or Chair of the Audit Committee, any policy exceptions of which I am aware.

Signature: ___________________________ Date: ___________________________

Printed Name: ___________________________
Policies on Release and Use of Records and Information

Applies to all personal and contact information related to University of Rhode Island students, staff, faculty, alumni and other constituents.

The user should bear in mind that all information provided is considered confidential and is used only to support the mission of the University of Rhode Island.

- The information provided may not be sold to any person, group or agency under any condition.
- The information provided may not be provided to any person or group for political purposes.
- The information provided cannot be used for anything that may be construed as fundraising or solicitation of any kind.
- The information provided may not be reproduced, distributed, or sold by the user(s).
- The information will be used for lawful purposes only.
- Email addresses may be provided with the understanding that only those persons granting permission will receive regular communications from the user(s).
- Before email addresses are used to create a distribution list a message must be sent requesting permission to add the individual to the list.
- All updates that the user receives regarding current contact information from alumni must be shared with Advancement Services.

These guidelines are designed to protect the privacy of the University of Rhode Island’s alumni and other constituents and to maintain standards of confidentiality associated with electronic records and information systems.

The user has read and understood and agrees to the above policies:

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<th>By the user</th>
<th>Intended use of released information:</th>
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<td>Authorizing University Department or Organization</td>
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Release of information approved
I, ____________________________ (print name) authorize the following information to be published in Alumni Relations publications, both printed and electronic, for the purpose of promoting and publicizing my chapter:

Name: ____________________________________________________________
Class Year: __________________________ Date: ________________________
Address: __________________________________________________________

______________________________________________________________
Phone (home):_________________________ Phone (work):____________________
Email Address: ____________________________________________________

This information may be included in:

☐ In Quad Angles
☐ On the website
☐ In chapter publicity materials

Failure to return or respond to this form will result in removal of your name and contact information from all Alumni Relations publications.

Signature:______________________________ Date:________________________

Mail To:
Shana Greene
URI Alumni Relations
PO Box 1579
Kingston, RI 02881

FAX:
401-874-5957 Date Received: _______________
PROGRAM & EVENT DETAILS FORM

Event Title: ________________________________________________

Event Description:__________________________________________

________________________________________________________________________________

_______________________________________________________________________________________

________________________________________

Event Type (check all that apply):   ___Social ___Networking ___Athletic ___Community Service ___ Cultural
 ___Lecture/Educational ___ Student Recruitment & Retention

Date and Time of Event: ________________________ Location of Event: __________________

RSVP Date: ______________________________ RSVP To: ____________________________________

Website of Venue: ________________________ Deadline for Final Numbers to Venue: __________

Related Deadlines (Cancellation Policy, etc.): _________________________________________________

Cost (what is included): _________________________________________________________________

______________________________________________________________________________________

Total Cost of Venue/Event: ____________________ Maximum/Minimum Capacity: _________________

Venue Contact (Name, Phone, E-mail): _____________________________________________________

Volunteer Assigned: _______________ Chapter Name: ________________________________

All event details should be secured 8 weeks prior to the event date and approved by the Alumni Relations Office. Important dates are as follows, PLEASE FILL IN DATES:

Save the Date (8 weeks prior to event): _______/_______/_______

1st Invitation (4 weeks prior to event): _______/_______/_______

2nd Invitation (1-2 weeks prior to event if needed): _______/_______/_______

Additional Notes:
____________________________________________________________________________________
____________________________________________________________________________________

Please complete and mail to the Alumni Relations Office, Alumni Center, 73 Upper College Road, Kingston, RI 02881, or fax to (401) 874-5957. Questions? Call (401) 874-2242

Staff Member Assigned to Event: ___________________________________________________________
Please sign in and leave your email so we can be sure to have your updated information.

Event: ___________________  Date: ______________

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Event title: 

Event Location: __________________ Event Date: __________ Time: __________

Total Number of Registrants: __________ Actual Number of Attendees: __________

Alumni: __________ Friends: __________ Students: __________ Parents: __________

Anticipated Expense: $__________ Anticipated Revenue: $__________

Speakers/Special Guests/URI Representatives: ______________________________________

General Comments on program/speaker:

____________________________________________________________________________

Top Three Observations of Event:

____________________________________________________________________________

Other Event Suggestions/Improvements (include ideas for future marketing):

____________________________________________________________________________

Follow-Up:

____________________________________________________________________________

Wrap-Up Submitted By (name and title): ____________________________________________

Email Address: _________________________________________________________________

If applicable, please submit all related receipts, attendee lists, photos, email addresses, and business cards collected at event. Please complete and send to your Alumni Relations staff liaison at the Alumni Office, Alumni Center, 73 Upper College Road, Kingston, RI 02881, or fax to (401) 874-5957. Thank you!
APPLICATION FOR ALUMNI CHAPTER CHARTER

I (We) hereby apply for authority to organize a University of Rhode Island Alumni Association Chapter. I (We) agree to abide by all of the general requirements of the Alumni Association with regard to the establishment, organization, management, and leadership of a Chapter, which represents the University of Rhode Island.

I (We) hereby request that the newly formed Chapter will be known as:

__________________________
(Chapter Name)

Chapter Leader(s) Signature

__________________________
(Chapter Leader(s) Signature)

__________________________
(Date)

__________________________
(Date)

On behalf of the University of Rhode Island Alumni Association Executive Board, I hereby approve the application to establish this URI Alumni Association Chapter.

_____________________________________
(Executive Director)

__________________________
(Date)
Petition for the creation of an Alumni Chapter

We hereby apply for authority to organize a University of Rhode Island Alumni Association Chapter. We agree to abide by all of the general requirements of the Alumni Association with regard to the establishment, organization, management, and leadership of a chapter that represents the University of Rhode Island.

We hereby request that the newly formed chapter will be known as

____________________________________

(Chapter Name)

Names and signatures of alumni organizing an Alumni Chapter (minimum of twelve):

Name (printed)/Class Year
____________________________________
Name (printed)/Class Year
____________________________________
Name (printed)/Class Year
____________________________________
Name (printed)/Class Year
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On behalf of the University of Rhode Island Alumni Association Executive Board, I hereby approve the application to establish this URI Alumni Association Chapter.

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(Executive Director)