

ALUMNI CLUB LEADERS FORUM

March 18, 2026



PURDUE FOR LIFE
FOUNDATION

Purdue Alumni Clubs Forum

Reminders & Instructions

- **This forum is being recorded to share along with slides and chat content**
- **Participants will be muted**
- **Questions should be submitted using the chat function**

Purdue Alumni Clubs Forum

Agenda

- **University Updates**

- **Purdue for Life Updates**

- **Alumni Clubs Updates**
 - Board Elections
 - Operations Updates
 - Tournament Updates
 - Purdue Day of Giving Updates

Purdue Alumni Clubs Forum

Purdue University Updates

- [50 Purdue Free Courses](#): From AI, tech, and more; share with fellow Alumni

Purdue for Life Updates

- Indy Ignite College Night – April 19
 - Purdue vs Indiana Women's Volleyball College Scrimmage
 - Fan Fest with Purdue Volleyball players (Approximately 4:15pm - 5:30 pm ET)
 - Indy Ignite Professional Team Game
- Purdue Women's Conference, June 24-25 - Indianapolis, [Registration](#) is now open
- Purdue Day of Service - Wednesday, April 24, 2026 (9am – noon ET)
 - Sign up => [Here](#)
 - Not in West Lafayette? – Opportunity for a philanthropic or Volunteering event during April

Elections and Callouts:

Timeline and Overview for Planning

Timeline:

- ✓ **6–8 weeks out**
- ✓ **4–6 weeks out:** Promotion + call-outs + outreach
- ✓ **2 weeks out:** Finalize slate + open voting
- ✓ **Post-election (within 2 weeks):** Onboarding + transition

Reminder: PAA membership is required for all officer positions (President, VP, Secretary & Treasurer)

- **March and April– Call outs**
 - Complete by April 15, 2026
 - Decision on the type of election for the club
- **May – Election Process**
 - Submit survey request by April 30, 2026
 - Election results submitted to Alumni Clubs Team by May 31, 2026
- **June/July– Leadership Transition**
 - June 15 – Club leadership roster due
 - June 25 – Statement of Integrity submitted by all board members
 - July 15 – Bank statements for the final quarter of FY25/26 due
 - July 25 – Club Agreement signed by President and Treasurer (sent via DocuSign)

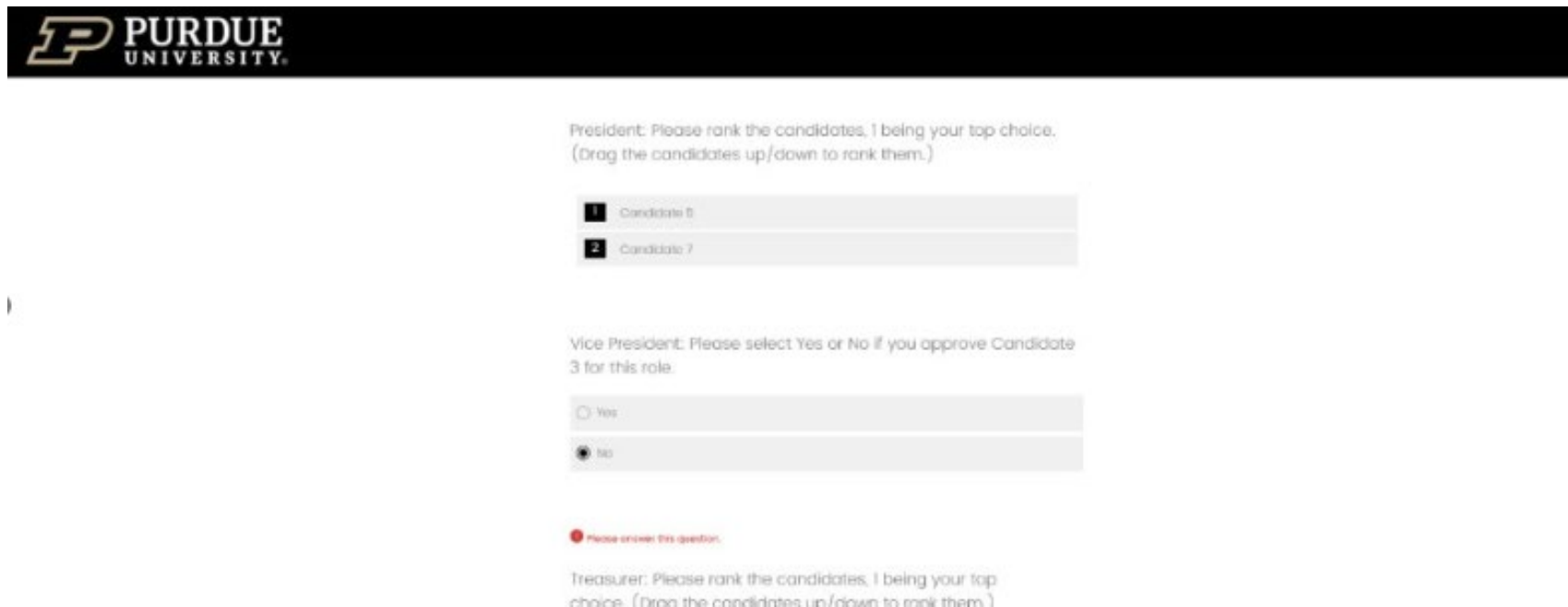
Board Membership Recruiting

■ Ways to Recruit

- Survey – we can create it for you
 - Reach out to LeAnne Williams, lewilliams@purdueforlife.org
- Create a call-out event virtually or in-person
- Utilize email request, newsletters, and social media posts to include a blurb for people interested in joining the board. Include a current board member they can contact
- Event invitations – a link to your board election survey or a call to action (“*Submit your name and email if you are interested in serving on the club board*”) can be added to the registration page leading up to elections. Use the email request form for this
 - Talking about board positions at events – game watches, networking events
 - Invite potential leaders to a board meeting

Survey Request Tips

- A Qualtrics survey can be created by PFL for the elections
 - Email the request to LeAnne (lewilliams@purdueforlife.org) and CC Alumni Clubs (alumniclubs@purdueforlife.org)
- Include the following
 - Candidate bios (150 word maximum)
 - List of all nominees for Leadership, Board, and Committee roles
 - Closing Date (recommend the voting period be two weeks)



PURDUE UNIVERSITY

President: Please rank the candidates, 1 being your top choice.
(Drag the candidates up/down to rank them.)

1 Candidate 0

2 Candidate 7

Vice President: Please select Yes or No if you approve Candidate 3 for this role.

Yes

No

Please answer this question.

Treasurer: Please rank the candidates, 1 being your top choice. (Drag the candidates up/down to rank them.)

Election Process

▪ **Option 1**

- All constituents vote for each board or committee member position
- Nominations – can self-nominate or be recommended by another constituent
- Voting is done for all positions – officers, committees, general board members
 - Anonymous
 - Survey – best practice is two week voting period.
 - Open voting in-person or virtual – ballot or hand raise/yay or nay
 - Host a dinner or social event with a vote
 - Hold a special board meeting to vote and invite all constituents to vote

Election Process

- **Option 2**
 - All constituents vote for general board members
 - Nominations – can self-nominate or be recommended by another constituent for the general board
- **Voting is done only for general board members**
 - Anonymous
 - Survey – best practice is two week voting period. Open voting in-person or virtual – hand raise/yay or nay or ballot
 - Host a dinner with or social event with a vote
 - **At the first board meeting, those elected vote on specific board positions**
 - Leadership – president, secretary, treasurer
 - Committees
 - Preferably the elected members will meet in person and elect positions by ballot or yay/nay hand raise

Election Process

▪ **Option 3**

- Only current board members vote
- Nominations – can self-nominate or be recommended by another constituent
- Voting is done for all positions by the board
 - Anonymous
 - Survey – best practice is two week voting period. Clubs team can create the survey. Reach out to LeAnne
 - Open voting in-person or virtual – hand raise/yay or nay or ballot
 - Host a dinner or social event with a vote
 - Hold a special board meeting to vote

Board Member Stepping Down

▪ **President/Secretary/Treasurer**

- Club can utilize one of the Options to hold an election to replace the outgoing leader
- Could utilize previous survey and reach out to nominees who weren't elected
- Board can elect from the existing board – Option 3
- Can work with Alumni Clubs team to send an email call for volunteers for the position
 - Hold a callout in person to find a new volunteer
- Utilize email request, newsletters, and social media posts to include a blurb for people interested in joining the board. Include a current board member they can contact

▪ **Other board members**

- Depending on the position, do you need to replace? If so, see above
- A person may serve no more than two terms, back-to-back, before having to vacate the board for the length of one term. If there are any unique circumstances, please reach out to the Alumni Team.

Who + How: Best Practices for Building Your Board

Who makes good board members?

- ✓ Makes introductions among attendees
- ✓ Brings new people into the club's network
- ✓ Execute tasks reliably without needing reminders
- ✓ Shows up consistently and on time
- ✓ Stays through event completion (including setup/teardown)
- ✓ Collaborates effectively with others
- ✓ Maintains a positive, solutions-oriented mindset
- ✓ Contributes specific skills (e.g., marketing, sponsorship, logistics)
- ✓ Promotes events through personal and professional networks
- ✓ Represents the university positively in the community

Easy Actions to Recruit Board Members

- Ask them to consider a specific board role and explain why you thought of them
- Invite them to attend a specific upcoming event
- Ask them to help with one small, defined task
- Introduce them to a current board member
- Reach out 1:1 (text, email, or call)
- Follow up within 24–48 hours after they engage
- Ask attendees to bring one potential new person



Reminders & Updates: Operations



Operational Reminders & Updates:

Post Preparation: Bank Account Signers

- As you prepare for elections, please ensure that your club's bank account has **only active board members listed as authorized signers.**
- If you anticipate needing to **add or remove an authorized user**, please contact your bank in advance to confirm their specific process so transitions can happen smoothly.

Operational Reminders & Updates:

Registration Fee Distribution to Clubs

- **The Team cannot initiate the request for funds collected from your event until the first business day after the event date.**
- **We do not have the ability to expedite payments.**
- **To help streamline the process as much as possible, We have worked closely with Finance to implement the following improvements:**
 - **Payments reclassified from Net 30 to Due Upon Receipt.**
 - **Removal of unnecessary and redundant approval steps.**

Operational Reminders & Updates:

Venue Payments and Support

If you anticipate needing assistance with funding, please reach out to Denise Jernagan (DRJernagan@purdueforlife.org) who will be happy to:

- Speak directly with venues to negotiate **deposit amounts** and **payment due dates**.
- Arrange for Purdue to pay venues **directly via ACH** when appropriate.

For this to work effectively, **please loop Denise in as early as possible**, as vendor payments still follow the standard **4–6 week processing timeframe**.

- If your club works with certain venues frequently, please connect Denise with your contact person. She can:
 - Set them up as a **preferred vendor**, and
 - Process payments for your events seamlessly.

Operational Updates, Emails & Resources

- **Email submissions**
 - Digital Team is short-staffed — please submit email requests at least 6 days in advance when possible.
 - Standard turnaround: ~4 days from submission if all information is complete and accurate.
 - Best practice: Ensure your email request is fully complete and correct to avoid delays from follow-up questions.
- **Reminder:** Event forms submitted fewer than two weeks before the event date do not allow enough time to properly plan, execute, and communicate the event to alumni, friends, and family.
- **Alumni Leaders Portal Reminder** – Access your resources, training, recognition program, etc. and more. Link: <https://www.purdueforlife.org/alumni-leaders/>

Operational Updates ~~Event~~ Waiver for All Events

New organizational-wide policy we've been asked to include on all events: <https://connect.purdue.edu/portal/s/event-waiver>.

Event Waiver, Release and Hold Harmless Agreement

1. I acknowledge that participating in this Activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage, or other harm could occur to me or others. I accept and voluntarily incur and assume all risks of any injuries, damages, or harm that arise during or result from my participation in the Activity, including any associated travel, regardless of whether or not caused in whole or in part by the negligence or other fault of Purdue University, The Trustees of Purdue University, Purdue Research Foundation, Purdue For Life Foundation, and/or its or their departments, trustees, affiliates, employees, officers, agents, or insurers ("Released Parties").
2. I am aware that COVID-19 is an infectious virus that spreads easily through person-to-person contact and could cause serious illness to individuals who have certain medical risk factors. Federal and state public health authorities and the Released Parties have issued basic health and safety guidance aimed at mitigating the spread of the virus. I understand that my participation in Activity or accessing facilities owned or managed by Released Parties could increase the risk of contracting COVID-19. Released Parties in no way warrant that the protective measures prescribed for the Activity or in order to access the facilities will completely prevent exposure to the COVID-19 virus. I agree to follow all public health and safety guidelines for the Activity and freely and voluntarily assume the risk of COVID-19 exposure.
3. I waive all claims against any of the Released Parties for any injuries, damages, liabilities, losses or claims, whether known or unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.
4. I agree to indemnify and hold the Released Parties harmless from and against any and all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses that arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of any of the Released Parties.
5. I hereby grant permission to Purdue University and any organization associated with Purdue to use, for any legitimate purpose, including future advertising of the Activity on the Purdue website or in other promotional materials, my name and likeness to the extent it may appear in any photographs or records of the Activity.
6. I have carefully read and reviewed this Waiver, Release and Hold Harmless Agreement which is governed by Indiana law. I understand it fully and I execute it voluntarily. I further acknowledge that any dispute or claim related to the subject matter hereof would be subject to the sole and exclusive jurisdiction of courts of competent authority located in Tippecanoe County, Indiana, with such courts to be the sole and exclusive venue for any such action.



Operational Reminders & Updates:

Attendee Lists & Data Privacy Requirements

- **We will provide the registrants' contact information only in the final attendee list, sent after registration closes.**
- **A reminder that only individuals who have completed the Volunteer Data Privacy Training may receive, handle, or view lists containing contact information.**
 - **Any club leader handling event need to:**
 - **Watch the video**
 - **Review the slides**
 - **Fill out the agreement.**
- **We now offer two secure delivery methods for attendee lists: OneDrive and Filelocker**
 - **Please ensure your designated list recipient is trained and able to access files through one of these platforms.**

Operational Updates: Use of Attendee Lists with Contact

DOs

- **Restrict Access:** Ensure data is handled only by individuals who have completed Volunteer Data training.
- **Limit Scope:** Use information strictly for the specific event registered for—including communications before, during, and up to 30 days after the date of the event.
- **Protect Privacy:** Always use the BCC field for group emails to keep recipient addresses confidential.
- **Ask for Help:** Contact alumniclubs@purdueforlife.org for any communication or technical support.
- **If in doubt, complete the training:**
[Volunteer Data Training Slide Deck](#)
[Volunteer Data Training Video](#)

What to Avoid

- **Unauthorized Sharing:** Do not share lists with anyone (board members or volunteers) who hasn't completed mandatory training.
- **Irrelevant Outreach:** Never contact registrants about programs or events unrelated to their original registration.
- **"Ghost" Databases:** Do not store data in separate, unofficial, or offline spreadsheets.
- **Expired Usage:** Stop using registration lists **30 days** after the event concludes.
- **Stale Data:** Do not use old lists for ongoing outreach; they lack real-time updates on unsubscribes and contact changes.

Updates:
Tournament Time



Basketball Tournament

March Madness - March 17 - April 6, 2026

Fan HQs expected for every game

- **Engagement Staff Support**
 - Rounds 1 & 2 (Saint Louis, MO) – Ilenia & Denise
 - Sweet 16 & Elite Eight (San Jose, CA) – LeAnne & Darien
 - Final 4 (Lucas Oil Stadium, Indianapolis, IN) - Alumni Clubs & Volunteerism Team Members
-
- Game Watch Requests: Please submit by **12:00pm (noon, ET) on Mondays** if you want your game watch(es) included on the Game Watch website update that week.



March Madness Resources

Share Tournament posts by the PFL and Purdue Alumni Association accounts

[PAA Facebook](#) // [PAA Instagram](#)

[PFL Facebook](#) // [PFL Instagram](#)

Clubs' Social Media Posts:

- Create your own designs but one key requirement is => Please add your official club logo to the design
- Club Logos: <https://www.purdueforlife.org/alumni-leaders/alumni-clubs/alumni-clubs-logos/>

Athletics



Tournament Time

Assets provided:

- One graphic sized for Facebook/LinkedIn/X (16:9)
- One graphic sized for Instagram (9:16)
- Suggested social media copy

Download “Tournament Time” graphics from our [social media toolkit](#)



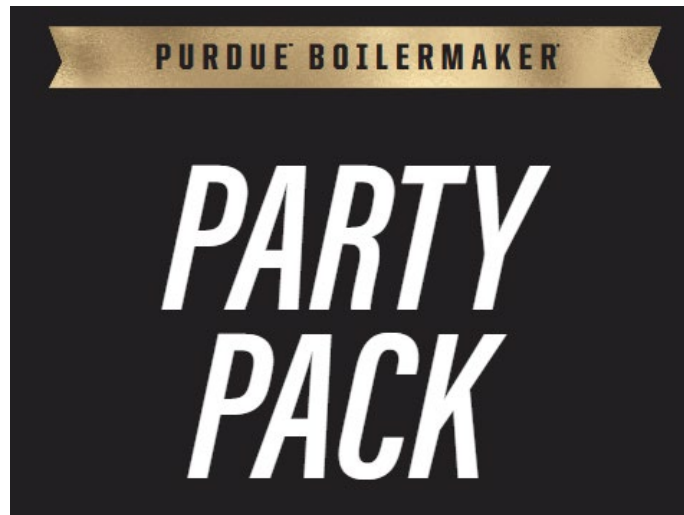
10 Quick Game watch Ideas to Boost Engagement

- 1. Print the Tournament Bingo Sheets from our Tournament Handbook** - Hand to all attendees upon arrival and provide a prize to the winner
- 2. “Points for Purdue” Giving Challenge - Boost your scholarship fund** - \$3 Donation for X number of Three-pointers/ \$10 for every Purdue win
- 3. Bring-a-Friend to the Game** -Encourage alumni to bring someone who is an alumni, fan or friend
- 4. Best Purdue Gear Contest** - Have attendees vote on the most spirited Purdue outfit and feature on your social media
- 5. Do a “Sandstorm” dance class** – Host a pre-game lesson or during half-time for newbies
- 6. Set up a volunteer/Board Recruiting Table** - Designate one board member to talk with people about getting involved. Have a list of open roles ready
- 7. Half-Time Spotlight:** Recognize board members, upcoming events, PDoG plans, share key club accomplishments, and thank supporting businesses (including the game watch venue).
- 8. Group Photo & Social Moment:** Near the end of the game, gather attendees for a photo with the club flag and post on social media.
- 9. Welcome New Attendees:** At halftime, acknowledge newcomers—new-to-town alumni, admitted students/parents, first-time attendees.
- 10. Board Member Connectors:** Assign 1–2 board members as “floaters” to greet guests, make introductions (industry/interests/young alumni), and encourage them to follow club socials or join the email list



Tournament Party Printable Digital Assets

- New! Downloadable digital assets for tournament parties. Go to: [//www.purdueforlife.org/march-madness/](http://www.purdueforlife.org/march-madness/)
- It will be also included in the footers of all e-mails going out about the tournament .



Printable Banners

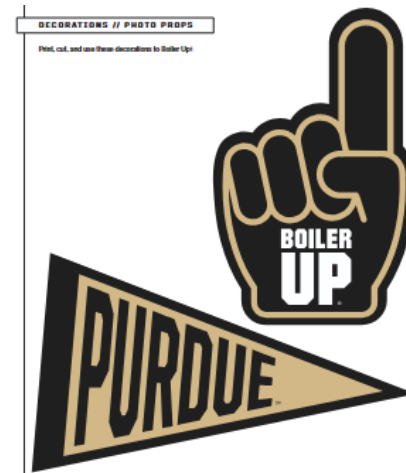


Photo props

RECIPE: PURDUE DINING G OLD-FASHIONED CHOCOLATE CHIP COOKIES

INGREDIENTS

1/2 cup butter	1 tsp vanilla
1/2 cup margarine	2 1/4 cup flour
1/4 cup sugar	1/2 tsp salt
1/2 cup brown sugar	1 tsp salt
2 eggs	1/2 cup chocolate chips

DIRECTIONS

cream together butter, margarine, and both sugars. add eggs and mix. add vanilla. combine dry ingredients and mix until just combined. do not overmix. add in chocolate chips.

chill dough for at least 30 minutes. scoop by rounded tablespoon onto baking sheet and bake at 350 degrees for 11-12 minutes.

cool on baking sheet for one minute. then transfer to wire rack to cool completely.

Purdue Recipes



Cupcake Toppers



And other goodies!

ADDING BLEACH

Pour the bleach directly on the rubber bands and let it soak into the shirt for about 10 to 15 seconds. Pour the warm bleach all over the shirt. Wait about 20 seconds for the rest of the bleach to saturate the shirt. Make sure you remember to get both sides of the shirt.

TAKING OFF RUBBER BANDS

Carefully use the scissors to cut the rubber bands in order to untangle the bunched sections on your shirt. If you are using a rinsing station with a drain, make sure to clear the rubber bands from the drain in order to prevent plumbing problems.

RINSING BLEACH

Thoroughly rinse the bleach from the shirt with warm water. You will notice orange tinted water coming from the shirt. Rinse cold water to clear again.

WASHING SHIRT

A pair of shorts and a t-shirt that have been bleached, showing a mottled, orange-tinted pattern.

Updates:

Purdue Day of Giving Weekend



Weekend Prior Events! ~~New Events!~~

Units may now choose to host an event the weekend prior to Purdue Day of Giving to begin engaging donors early.

- **What this means:**
 - Events may take place **Friday, April 24 – Sunday, April 25, 2026**
 - Giving during these events will be supported through **Purdue Day of Giving early -access links** (provided by PFL)
 - Events should also encourage giving on **Purdue Day of Giving (April 29)** to participate in hourly challenges and honor the spirit of PDOG
- **Additional details:**
 - Early-access giving links will be distributed **no later than April 22, 2026**
 - Note: Purdue Day of Giving leaderboards will go live on **April 29, 2026**



Submit your event by **Wednesday, 4/1/26** for the PDoG URLs to be created.

- If you submit, **30 days out to the event, 3 emails**
- If you submit less than 30 days out, **2 emails (the invite + 1 reminder only)**. Please plan on promoting further via social media.

Purdue Day of Giving (

Purdue Day of Giving Weekend – Share the “Why”

Goal: Help clubs tell the story behind their scholarship fund and inspire participation.

Focus on Impact

- Share *why your club’s scholarship matters* to local students
- Highlight how gifts make an **immediate impact on future Boilermakers**
- Encourage **participation at every level** — every gift counts

Ways Clubs Can Engage Alumni

- Host a **Purdue Day of Giving Weekend** event to connect with local alumni
- **Share stories about students supported by your scholarship**
- **Use email and social media to spread the message**
- **Promote the club giving link and QR codes when available**

Key Message to Alumni

- **Your gift supports students from your region**
- **Together we can open doors for the next generation of Boilermakers**

Purdue Day of Giving (

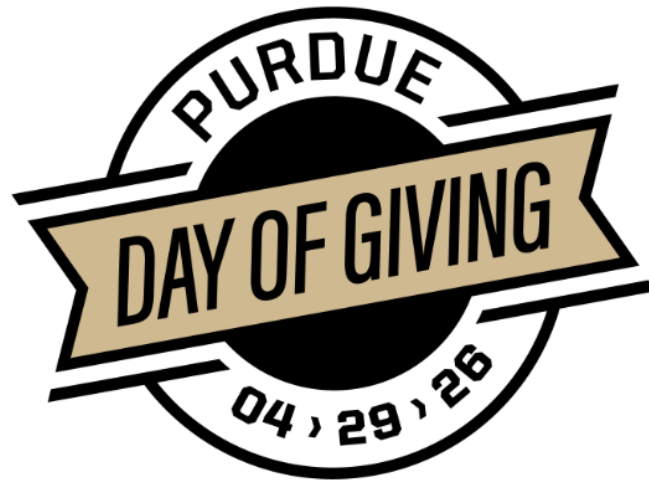
Activating Alumni & Building Momentum

- **Before & During PDoG**
 - Promote the scholarship fund through emails, newsletters, and social media
 - Encourage alumni to give and share with fellow Boilermakers
 - Recognize donors and celebrate participation – Share at event & on social media (if they approve)
 - Brief remarks highlighting the club's scholarship impact
 - Encourage real-time giving and social sharing – Share the "Why"
- **After Purdue Day of Giving**
 - Thank donors and participants
 - Share results and impact stories
 - Invite alumni to stay connected with the club
- **The Bigger Impact**
 - Strengthens club engagement
 - Elevates local Purdue pride
 - Supports future Purdue students through scholarships

Purdue Day of Giving ~~Resources~~ (sources)

The Purdue Day of Giving Website is live!

<https://dayofgiving.purdue.edu/>



Access Toolkit => [Here](#)

The toolkit has access to:

- Logos
- Social Media Content
- Impact One Pager
- Email Graphics/Footer
- Print Advertisements
- Save the Date Cards

PDoGheck Handling Process

- **Check Deadline:** Checks must be delivered to Dauch by 5:00 p.m. ET on Wednesday, April 22 to be counted toward PDoG.
- **Advanced Coordination:** If your club anticipates delivering a large number many provide advance notice via @alumniclubs@purdueforlife.org prior to April 22nd so we can coordinate with Gift Processing and plan accordingly.
- **Collection Timeline:** Checks should not be collected or dropped off prior to April 15.

Important Considerations

- To preserve the integrity and energy of PDoG, we strongly encourage use of official PDoG Giving Links.
- While we are willing to work with clubs that collect checks, this is not the preferred or advertised method, as it increases operational complexity.
- **Our goal:** Support clubs while maintaining a streamlined, consistent process for everyone.

Volunteers Needed to Enhance Student Experience

PASE // Career Readiness Night // UPCOMING April 15 //

- **Location:** Stewart Center
- **Question:** Do you know professionals in driving distance that would be able to advise on resumes, art of networking, building skills on interviews, and can speak about the hiring process?
- Volunteers can sign up at: [PASE Career Readiness Night 2026 - Volunteer Form – Fill out form](#)



PURDUE ALUMNI

STUDENT EXPERIENCE



Coming Up Next

March

Men's BB Tournament

- Clubs help promote March Madness events:
- 1) Purdue Fan HQs at each NCAA West Region Round Location
 - 2) Local Game watch
- General PFLF Email
 - Every round happens quick so plan for social media posts as next rounds are announced.

PDOG Planning

- Purdue Day of Giving (PDOG) Planning
- Weekend prior to PDOG event by April 1
 - 4/29 – Decision to compete for challenges, social media posts and general reminders
 - Plan for the rest of Spring and Summer Calendar of Events

April

PDOG Elections & Board Planning

- April 22 Forum – 2:30pm
Time changed due to speakers' availability
- Agenda
- Latest updates on PDOG
 - Election
 - Readiness Recognition Program Status
- Purdue Day of Service Options
- April 24-26 PDOG weekend events (More to come!)
 - April 29– Purdue Day of Giving (PDOG)

Board Call outs sessions (zoom and/or in person)

May

Wrapping up Election Summer Readiness

Board Call outs sessions (zoom and/or in person)

Start planning your board transitions, student send-offs, family friendly events!

Might be a good time to host an event welcoming back students – volunteer activity

Forum – 5/27 7:30pm

Election results submitted to Alumni Clubs Team by May 31, 2026

June

Board Transitions

June 15 – Club leadership roster due

June 25 – Statement of Integrity submitted by all board members

The Alumni Clubs Team will be at:

- PWN Annual Conference (Indy)
 - June 24-25
- Grandparents U
 - July 16-17
 - July 23-24
- 4th of July PFLF shut down (June 29-July 3)



THANK YOU!

- The next forum will be Wednesday, April 22, 2026 at 2:30pm ET.
- Recordings of past forums are available on the Alumni Club Resource Library website: <https://www.purdueforlife.org/alumni-leaders/clubs/resource-library/>

**IT'S A PRIVILEGE TO BE A
BOILERMAKER**



**PURDUE FOR LIFE
FOUNDATION**