

GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION



OPERATIONS MANUAL

As of: August 2022

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1. The Grambling University National Alumni Association

A. Purpose

In 1958, graduates of Grambling State University (GSU) organized the Grambling State University, National Alumni Association (GUNAA). The purpose of this Association is as follows:

- To facilitate better communication and relationships between the University, Graduates and Friends;
- To cooperate with the University's Administration, Field services, and other Alumni organizations in the promotion of worthwhile activities for the Grambling State University Faculty, Graduates, Students, Prospective Students, and Friends;
- To encourage the highest type of professional ethics and scholarship among the Alumni and Students;
- To stimulate school loyalty, devotion, and responsibility;
- To further encourage professional enthusiasm, initiative, and growth;
- To provide a National Association to channel information to support local, state, regional and national programs;
- To provide suitable headquarters, offices and facilities to direct alumni affairs and to channel information to support local, state, regional and national programs;
- To study any propositions concerning the mutual relationship of the University and the various allied organizations to the and that both will benefit from their close association;
- To legislate through by-laws or by resolution upon any subject of general concern to the members of this organization;
- To promote a "Greater Grambling State University" through the work of the Alumni Association;
- To secure financial assistance for Grambling State University, through the following methods: Cash, Securities, Bequests, Life Membership Payment, Real Estate, Insurance, Specified Property, Annual Dues and Annual Fund Drives;
- To establish alumni chapters throughout the nation to assist Grambling State University in achieving the above goals, as well as educational excellence, financial security, humanitarian ideals, athletic and social prominence;

- To fulfill the purpose for which the corporation is organized which are exclusively charitable, scientific, literary, and educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 and the corresponding provision of any future United States Internal Revenue law; and
- To avoid any activities not permitted to be carried on by an organization exempt from Federal Income Tax under of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

The association annually sponsors homecoming activities, class reunions, recognition programs for alumni and students, chapter activities, student scholarships, legislative relations programs, and other functions to promote good fellowship among its members.

B. Today and Tomorrow

Today's Alumni Association is a sophisticated, multifaceted organization that supports all areas of the University. The GUNAA has grown from only a handful of members in 1958 to over 3,000 alumni members today. It is composed of over 43 active chapters, organized along geographic lines that will continue to grow and prosper.

Vision, enthusiasm, and energy fueled the growth of the Alumni Association into the dynamic organization we know today. That same vision, enthusiasm, and energy will help today's alumni, volunteers and professionals face the challenges of advancement in the next decade.

C. Programs

The Alumni Association organizes University alumni, supporters and friends and directs their time, talents and resources where they can best serve the university. To promote the interests of the University, the Association provides scholarships to worthy and needy students, conducts an ongoing and active legislative relations program, offers advice to the administration, recruits outstanding students and student-athletes, promotes student retention activities, and involves its members and specialized University needs. The Alumni Association secures funds for its programs through a portion of the donations to the GSU Alumni, and with royalties received from various ventures.

II. The Grambling University National Alumni Chapters

A. Chapter Goals

Grambling University National Alumni chapters are based on membership derived from a specific geographic region (city, parish, metropolitan area, etc.). They are involved in many activities, but their major goals should be:

1. To provide an opportunity for all alumni (graduates or former students) and friends of GSU to interact meaningfully with the University and its activities, and to serve as the community contact for current information about the University and its programs;
2. To consistently seek to increase active club memberships;
3. To recruit, under the guidance and direction of University staff, outstanding students from their area to attend GSU; and
4. To provide financial aid to students from their area for the purpose of attending GSU.

B. Chapter Purposes

The GUNAA chapters were devised to fulfill a dual role of serving alumni and the University. The alumni chapters are a central to the promotion of the interests and needs of the University. No one should underestimate the importance of GSU's alumni chapters. The reputation of the chapter, in a sense, is the reputation of the University in a specific locality or interest area.

Chapters:

- Bring together the organized efforts of GSU alumni to provide for the best interest of their alma mater;
- Encourage participation in GSU programs;
- Allow association with GSU alumni in the same community or interest area;
- Serve as a channel of communication between the individual and the University;
- Inform members on the University's most recent progress and challenges;
- Help those alumni who have recently moved to the area become acquainted and active in the chapter; and
- Promote GSU!! A well-organized chapter can do much to make GSU known within its community

C. Chapter Services

In addition to enhancing GSU's image within the community, individual chapters can improve specific services for the University.

1. ***Recruitment of Scholars***

It should be the interest of every chapter to seek out potential GSU students to attend the University by informing them of the educational opportunities available at Grambling State University.

2. ***Scholar Support for Areas Students***

One of the most outstanding services a chapter can provide to GSU is the donation of a scholarship to a deserving student in the chapter's community. A majority of the chapters are active in awarding scholarships ranging from \$100 to \$1000 or more to local students.

Note: Out-of-State alumni can send their children to GSU for the in-state tuition rate if you meet the university requirements. Review with Office of Admissions.

3. ***Encourage Contributions to the Alumni Fund Raising Activity***

The chapter should make every effort to encourage donations to the alumni association through annual giving. The alumni chapters may use a portion of annual funds to cover operating expenses such as printing, postage, clerical assistance, communications, etc.

4. ***Update Alumni Records***

Each chapter can be of great assistance by providing the National Office and The Office of Alumni Relations with address changes or new information on local alumni. This information should be sent to our office monthly so that it can be recorded.

D. Office of Alumni Relations Services to Chapters

The Grambling University National Alumni Association, through the University's Office of Alumni Relations, may (*if possible*) provide chartered alumni chapters with the following services:

1. Assist chapters in the development of their annual program plans (*speakers, etc.*).
2. Provide an up-to-date list of alumni (*in chapter area*) to the chapter president upon request.
3. Assist the chapter in planning other programs. When requesting speakers or films, the chapter is encouraged to make the request at least one month in advance and cc: office@gunaa.org, GUNAA President, and Vice- President.

4. Assist chapters in publishing announcements. Through the Office of Alumni Relations, chapters may take advantage of reduced non-profit bulk mailing rates. The Office of Alumni Relations will also provide adhesive computer labels, free of charge, to chapters upon request for the purpose of promoting chapter/university activities and communicating the Association's message to alumni. *(if possible)*
5. Publicize any chapter activities in official alumni publications. Meeting notifications should be sent to the Office of Alumni Relations eight weeks prior to the event to ensure publication. Photographs and articles of events that have already occurred will be printed in the next available publication.
6. Give chapters a priority notice of Alumni Association programs (travel packages, activities, etc.)
7. Provide chapters with fund raising solicitation materials and training.

III. Getting an Alumni Chapter Started

A. Why Have a Chapter

The Alumni Association currently supports more than 43 chapters throughout Louisiana and the United States. Chapters are formed primarily because alumni have a special love for GSU, and they want to enhance their relationship with the university and all that it represents. They want to maintain a direct link with the university and remain a vital part of its future through monetary gifts, recruiting, and retaining talented students. They also enjoy getting to know other GSU alums and friends within their community and share their GSU experiences.

Like members who compose it, each alumni chapter will have its own personality and interests. No chapter will progress beyond its infancy unless it offers an overall program of interest and value to its members and to the University.

Therefore, the purpose of the local alumni chapter is to encourage its members to become more knowledgeable and active in the life of GSU. It is the most effective way known to enhance mutual benefit to the alumni, the community, and the University. A chapter that is formed with this basic purpose in mind and a series of programs that will accomplish the purpose is a source of satisfaction to its members since it has brought GSU closer to them.

B. Forming an Alumni Chapter

An individual or group may organize a chapter; however, no matter who is providing the leadership, the Alumni Association should always be informed of chapter plans and activities.

The procedures below should be studied carefully before forming a chapter. (*See Addendum A*)

Organizational Steps

1. The individual or group wishing to organize a chapter should contact the President of the GUNAA through the National Office by emailing: office@gunaa.org or mail informing the office of the group's intent to do so.
2. If a group of alumni is interested in forming a chapter, a temporary chairperson should be selected.
3. The group should write or call the National Office and ask for a current list of alumni from your area.
4. If additional help is needed in organizing the chapter, the Alumni Association, when appropriate, will assign a staff member or designee to assist and give the names of other alumni in the area who have expressed an interest.
5. The group should find an appropriate place and set the date and time for the first meeting including a virtual meeting.
6. The group should send out the letter of intent (*See Addendum B*) and the survey (*See Addendum C*) to potential alumni members in their area.
7. The group should plan an effective meeting built around organizing the new chapter.

The following items may be included in the agenda:

- Organizing the chapter (*how detailed the chapter wishes to be*)
 - Selecting potential activities (*social, fund raising, views-in, etc.*)
 - Planning for the election of officers
 - Financing the chapter
 - Setting the date for the next meeting on the first event
8. Two or three weeks prior to the meeting of the first event, the group should have an organizational meeting. At this, time they should appoint a nominating committee or nominate a slate of officers to be voted on at the first chapter meeting. All nominees should be contacted to make certain they are willing and capable of serving. Also, the group should appoint any other committees or delegate responsibilities to individuals to provide for maximum success of the first meeting.
 9. Several days before the event, the group should have some publicity in the local papers, radio, and television stations. The group should also make as many

personal contacts and telephone calls to alumni in the area as possible.

10. The meeting should be fun and informative.
11. Within five days after the meeting, information should be sent to the GUNAA Office.

C. Chapter Organization

1. Organizational Chart

Each chapter should prepare an organizational chart representative of the administrative structure used by the chapter.

(See Addendum D for an example of an organizational chart.)

2. Chapter Officers and Duties

In each chartered alumni Chapter, we recommend at least seven elected officers. These are President, Vice President, Secretary, Treasurer, Business Manager, Financial Secretary, Parliamentarian, and Reporter (*optional*). Based on chapter size; however, it may be more prudent to have fewer officers. In this case, chapters should have no fewer than a President, Secretary and Treasurer. The officers will assume the duties of their office immediately. Chapters are also urged to appoint a nominating committee for officer elections who will present nominees to the general membership. Nominations may also be taken from the floor. The degree of enthusiasm by which officers carry out their responsibilities determines to a great extent the success of the chapter.

The Duties of the Officers (*See Duties in GUNAA Bylaws for complete list and details*)

The **President** has the responsibility of leadership for the chapter and is the official spokesperson of the group. GUNAA will depend heavily upon the President for all official contacts between the chapter, GUNAA, and the Office of Alumni Relations. The President should be alert at all times to observe the needs of the chapter and to act to improve its activities where necessary.

The **Vice-President** acts, as in most organizations, in place of the President. In some chapters, the Vice-President may have additional responsibilities, such as Chair of Fundraising, Programming, or Membership, etc.

The **Secretary** is responsible for the minutes, reports, and detailed records of the chapter, and to have such matters filed where easily accessible when needed.

The **Financial Secretary** is

The **Treasurer** is responsible for accepting, banking, and keeping records of all the chapter's finances. It is suggested that the signature of the Treasurer be required on all checks along with the President or other designated officers and that the Treasurer be bonded.

The **Business Manager** should

The **Parliamentarian** shall interpret the rules and regulations as prescribed in the Constitution and By-laws of the local chapter and Robert's Rules of Order Newly Revised version.

The **Reporter** should see that all chapter activities of interest should be reported to the public and/or other Gramblinites throughout the world. Methods of publication vary from chapter to chapter; however, possible venues should include local newspapers and in the national alumni newsletter. The Reporter should be responsible for providing information to GUNAA members through the national office.

3. Chapter Leadership

A chapter officer must master the mechanics and responsibilities of the position if a chapter is to be well-managed. A good nucleus of leaders is vital for a strong chapter. **One of the most important jobs of the chapter officer is the identification of potential chapter leaders.**

Elections will most often be held in even years. People, however well-intentioned, tend to grow stale if they are kept in the same position too long. If a chapter leader is unable to give time to the chapter as the year progresses, he/she should ask someone else to serve in his/her place. The leader should remember that the members who elected him/her count on him/her to keep the organization active. Once a chapter has disbanded, it is difficult to reactivate it. Consequently, please notify the national office in the event that it is considering disbanding or has disbanded.

Contact the national office for **reactivation** requirements by mail or emailing: office@gunaa.net.

The size of a chapter and the scope of its programs will determine how many officers and committees it should have. Good leaders delegate responsibility and involve others. Committees are an excellent means of involving a large number of people in the actual operation of the chapter, and personal involvement means greater interest.

Aside from the officers, chapter members might consider some of the following committees:

Finance Committee (Chaired by the Treasurer)

- Handles contributions for Annual Fundraiser, donations, charges for meals at meetings and selling of tickets.
- Approves all expenditures if not budgeted.

Membership and Attendance Committee (Chaired by Membership Chairperson)

- Works to encourage high attendance at meetings.
- Maintains a current membership roster for the chapter.
- Reports address changes to the Alumni Association monthly.
- Encourages contributions to Annual Fundraiser.

Telephone Committee

- Calls members to remind them of upcoming events and organize committees.

Program Committee (Chaired by the Vice-President)

- Works closely with the President on program ideas.
- Plans and arranges the program and entertainment for each meeting.

Reception Committee

- Arranges for receptions prior to the start of the program.
- Introduces guests to members.
- Arranges for a host and hostess to mingle among the group and introduce people.
- Provides local transportation for guest(s) when needed.

Publicity Committee (Chaired by the Reporter and or Secretary)

- Supplies information to all local media outlets.
- Sends all newsworthy facts and pictures from chapter meetings, activities and local individuals to the Alumni Association.
- Submits Chapter Notes to GUNAA and the Office of Alumni Relations.

High School Recruitment Committee (Chaired by the High School Relations or Recruiting Committee Chairperson)

- Works with the GSU Office of Admissions/Recruitment in coordinating recruitment programs in the community.
- Attends local high school College Day programs to represent GSU and provide enrollment information to potential students.
- Arrange/coordinate the presence of a GSU recruiting table at local College Fairs, etc.

4. Chapter Constitution

In order to be officially recognized as a chapter of GUNAA, each chapter must have a constitution and/or By-laws. These documents, filed with the Association, enable the Office of Alumni Relations to provide all the services needed to a chapter. A sample of a chapter

constitution and by-laws is included.

(See Addendum E for sample Constitution)

To qualify for a charter, a chapter must:

- a. Write a Letter of Intent.
- b. Have at least 10 paid members.
- b. Hold and report an initial meeting.
- c. Adopt the programs of the Alumni Association.
- d. Pay the chapter assessment fee and members pay national dues.
- e. Send the national office all of the above listed items along with a copy of the chapter bylaws.

The constitution needs to be completed and submitted to the Alumni Association following the chapter's first membership meeting. After receiving ~~this~~ these documents, ~~it~~ the chapter name will be presented to the Executive Board of the GUNAA for official acceptance.

5. Chapter Membership and Budget

Membership in the chapter should be open to any graduate, former student, or supporters of GSU. Alumni chapters may charge dues for the purpose of membership in the chapter. Chapter members are defined as contributing members to Grambling University National Alumni Association.? we need a better definition for "chapter members" A chapter member is one who has met all of his/her financial obligations with the local chapter and GUNAA and is in good standing with both, unless they are a *Member At Large*.

Chapter activities should be self-supporting, particularly where meals, entertainment, building and room rentals, etc. are involved. An adequate activity fee or cover charge should be assessed to participants to cover these costs.

Chapters should establish a checking and savings (*scholarship*) account at banks in their communities. Regardless of where the accounts are maintained, funds cannot be placed in anyone's personal bank account.

Because a chapter is a part of an association, the chapter's financial information, must be kept accurate and up-to-date, since our auditors could request the chapter's financial statement at any given time. In order to do is, a check record or ledger book is suggested.

The records should be classified according to budget categories with the following items considered:

- Chapter supplies
- Printing and postage
- Individual event costs
- Refunds
- Fund-raising items (tickets, merchandise, etc.)

(See Addendum F for a sample Chapter Budget/Treasurer's Report.)

6. Chapter Checking Accounts

- a. All accounts are GUNAA accounts with signature for specific chapter officers.
- b. All checks will require co-signatures (President and Treasurer; and the Vice-President and/or Financial Secretary may sign as an alternate signatory).
- c. No checks should be made payable to cash.
- d. All checks must have invoices or receipts to support them.
- e. Copies of bank statements and checks may be requested by the GUNAA for audit purposes.
- h. Chapter operating expenses are funded with a portion of membership dues and assessments. Operating expenses are defined as printing, postage, clerical assistance, etc.

D. Meetings

The number of meetings held by a chapter is a matter to be decided by the membership or its executive committee. There seems to be no set pattern within the chapters over the country. Some meet monthly, while others meet quarterly, every six weeks, etc. Whatever way a chapter meets, one of the meetings should be designated as the annual meeting. This meeting should include election of officers, report of the treasurer, and the presentation of programs for the year by a committee appointed earlier. (It would be well for the chapter's annual meeting to be held in December of each year so that reports can be made at that time.)

Some types of meetings are informal with refreshments; informal without refreshments; luncheons or dinner meetings (*with or without speaker*); formal banquet meetings; and outdoor meetings such as picnics, barbecues, or fish fries.

E. Meeting Procedures

The following are organizational steps a chapter might consider in planning its activities.

1. *Yearly Planning*

It is best to plan a calendar on a September through May basis to coincide with the school year. If possible, the chapter should set events dated for the entire year so that members can put these dates aside.

2. *Two Functions*

Most chapters organize two functions a year. One function is usually held in the Fall and the other one in the Spring. We encourage the chapter to plan its Spring functions between mid-January and April. This time of year has been most successful.

3. *Conflicts*

The chapter should plan functions in advance in order to secure a date, location and program. Additionally, this planning will help avoid conflicting programs within the community. To ensure University representation at the event, the University calendar should be consulted to avoid conflicting events, such as homecoming, graduation, alumni reunion weekend, etc.

4. *Location*

The chapter should select a place with quality atmosphere that will appeal to and welcome all alumni and will project the image of a great and friendly University. Additionally, the chapter should aim for a place in town with a convenient location and with meals that are as inexpensive as possible while maintaining quality.

5. *Agenda*

The chapter should establish a program schedule and follow it through in order to prevent confusion or disorganization. Endless business meetings should not be scheduled as a part of the dinner program. The chapter officers and/or responsible committee should be responsible for leadership and introduction of key issues and initiatives to the chapter after thorough research.

6. *Punctuality*

The chapter meetings should start on time. Those who are punctual should not have to suffer for the late arrivals. This will help set a precedent for future meetings and help ensure promptness. Meetings should close promptly as planned. Evening meetings need not run longer than necessary. The chapter should have a strong closing, telling of the next or future events and giving everyone the feeling of continuity.

7. *Size*

Largeness is not a virtue in itself. Chapter size will vary with the size of the community in which it is located and/or the interest of the group. All sizes of chapters have been successful; it just depends on the enthusiasm of its members.

8. *Reception*

A real effort should be made to get the group acquainted at each meeting. If alumni have an enjoyable evening the first time out, they are a good bet for future participation. Coming to an event as a stranger and leaving the same way will certainly discourage people. Everyone should also have an opportunity to meet the speaker and guests. *(Often, one alumnus will monopolize the speaker,*

regaling him/her with boring stories, condemning the football coach or asking impossible questions or favors. Someone should be there to gracefully break in.)

9. *Toastmaster*

This is vital to the enjoyment of an evening. A chapter may wish to have a master of ceremonies who does not have to be the President or an officer. A prominent or talented graduate will be an added drawing card and will bring warmth, cordiality and humor to the program. Valuable meeting time should not be used by a master of ceremonies who recounts dull experiences or stumbles through a series of tasteless or uneventful jokes.

10. *Banquets*

Because of their nature, these dinners merit special attention and thorough vetting (*or discussion*). It should be a widely anticipated event for all chapter members (*and local participants*). The chapter should look for an attractive, unique facility for the banquet. While we are not advocating expensive meals, attendance is higher at better establishments. The price of the dinner should be kept at a minimum without sacrificing quality. In planning for a speaker, the chapter should observe these extremely important parameters in scheduling:

- Notify the Office of Alumni Relations and the Alumni Association six weeks in advance of the intended event.
- Choose a topic that has strong appeal to alumni in the area.
- Request biographical data on the speaker so that proper introductions can be made.

Note: The Association will do its best to provide speakers/representatives for one event annually. Due to these difficult financial times, we cannot guarantee that a speaker (*especially from Grambling*) can be arranged for every meeting and/or event.

On rare occasions, bad weather prevents campus representatives from attending as scheduled. Should this rare misfortune occur, the chapter may wish to have an alternative local speaker.

(See Addendum G for a Checklist for Meetings and Events)

F. Publicity and Promotion

Every means of promotion available should be used to enhance the success and status of the chapter. Publicity lends additional importance and stature to any activity. News releases should be sent to the area newspapers, radio and television stations. Brevity is the style for all releases. When preparing a story, the chapter should keep it short while, including all the pertinent details. Important meetings with an outstanding speaker are always worth an advanced story and a follow-up. Biographical information and photos should be requested from the Alumni Association for an advanced article, and then local media should be

encouraged to cover the event for a follow-up.

Telephone campaigns, following a mailing (*either hardcopy or electronic*) usually ensures good turnouts. This is likely to increase attendance at future meetings as well as the one being promoted. The chapter's telephone committee should contact those who do not reply to the announcement and do it early enough for them to make arrangements to attend. Even though a person does not attend a meeting, he/she is reminded of the Chapter's activities by the notice received, and by telephone calls and personal contacts. This may help a future meeting as well as the one being promoted. Suggestions for creating new and innovative ways to promote chapter events are always welcomed by the Alumni Association and the chapter should feel free to make suggestions.

(See Addendum H for examples of events, flyers, postcards, and news releases.)

IV. CHAPTER PROGRAMMING

A. Programming Options

Programs are the heart of every chapter. Successful ones make a successful chapter. However, having too many programs in a short period of time is asking for trouble, since attendance and participation may be curtailed. Two gatherings a year prove to be most effective in attracting participation and providing regular opportunities for accomplishing the chapter's mission.

In any event, one with "a meeting a year" is better than "three poor meetings." Each function should have a definite purpose, and the chapter should always have a principal speaker, slides, movies, discussion, or some major activity to inform or entertain the group. The chapter should have something of substance to offer in an interesting fashion. **The program should always focus on GSU or GUNAA!**

All functions should provide entertainment, information, and inspiration. The chapter should try to plan an event that can be enjoyed by all alums, friends, parents, and students. Remember, everyone has at least one thing in common: *GSU*! The chapter could consider any of the following common activities or a variation. Program alternatives include the following:

1. *The Social-Dinner Program*

This format has been used when:

- A chapter has only one "big" meeting per year,
- A major speaker is invited to provide the crux of the program,
- There is the election of officers,
- The majority of those participating are adults,
- There is a desire to have a more formal meeting to honor alumni or award student scholarships,

- A less formal dinner for families is desired to ensure a large turnout (i.e., jambalaya),
- There is a need to increase members during a chapter's membership drive.

2. *Informal Cocktail Parties*

This type of activity may be appropriate in the following situations:

- A reception for the newly appointed University official with the interest of acquainting him/her with the alumni in the community or academic discipline.
- An "after work social" function in areas of high alumni concentration. This will present an opportunity for alumni to get better acquainted with each other and to identify those individuals interested in helping with the chapter. This is also a good opportunity for members to network
- A community sponsored event which may have a University official as a guest.

3. *Chapter Picnic/Crawfish Boil*

This type of activity is appropriate for the following:

- A spring/summer activity.
- An event the entire family can enjoy.
- An excellent opportunity to introduce potential supporters, young people, and the local community to the GSU family and to promote the Grambling spirit.

4. *Student Recruitment Programs*

This important activity can be one of the following:

- A formal reception where University officials and the Office of Admissions /Recruitment staff can meet high school juniors and seniors who might be interested in attending GSU.
- A College Recruitment Program sponsored by area high schools to introduce their students to a number of different institutions of higher learning. Alumni can serve as representatives of GSU by attending these functions and encouraging top students to attend the University. The GSU Office of Admissions/Recruitment provides excellent assistance to chapters who wish to help with recruitment.
- A "New Student Party" honoring those students planning to attend GSU in the upcoming semester.

5. *View-Ins*

These provide opportunities for alumni to get together as a group and watch football games, basketball games, or any other sporting events in which GSU is participating.

6. Other Activities

There may be many other activities that a chapter may consider such as the following items. Chapters should send the completed form **(Addendum L)** to GUNAA to use as examples for other chapters to follow. This information is available at the National Office upon request.

- Bus or caravans to athletic events.
- Golf Tournaments.
- Day at the Races.
- Seafood Feasts.
- Holiday Parties (Christmas, Mardi Gras).
- Local Community Traditions (festival, fairs).

(See Addendum L for the Program Activity/Event Evaluation Form)

B. Scheduling

1. Avoid scheduling conflicts among GUNAA chapters and GSU.
2. Avoid conflicts with major university-sponsored events such as Homecoming, Spring Fest, Class Reunions, and Graduation.
3. Sponsor events that appeal to the largest cross-section of our alumni.

C. Financing the Event

Cost should be kept as low as possible. To encourage a family atmosphere and enable all alumni to attend, adequate publicity is needed to attract as many alumni, family members, prospective students, and friends of GSU as possible.

1. The chapter is responsible for all costs of an event. A portion of the contributions to the Annual Fundraiser pays for the chapter's operating expenses, such as printing and postage for letters sent to local alumni. The event itself should be self-supporting.
2. Chapters must inform the Alumni Association for any events involving expenditure of funds or collection of money.
3. Chapters must keep an accounting of collections and expenditures after each event.
4. Chapters must send the Association a proposed budget with expected revenue prepared in advance of each function, along with collection and expenditure of funds anticipated. The chapter should send a report after completion of the

event.

Tips on Finance

- The chapter should make sure that arrangements for food and beverages are made complementary in advance to avoid embarrassment when special guests or speakers are present.
- The chapter should try to have reservations made prior to the event and to get money in advance as well. However, there will always be a few guests who will pay at the door. A small table should be set up near the door to confirm reservations and accept payment from those who fail to make reservations.

D. Program Speakers

The following general guidelines should be followed when considering a University speaker for a chapter event:

- Requests for speakers from the University must be made through the Office of Alumni Relations.
- Speakers requested may be academic or athletic personnel associated with the University, located on/or off the campus.
- Since athletic coaches are popular speakers, chapters must submit their request as early as possible and with at least three (3) optional dates.
- The Alumni Association encourages all chapters to consider having an athletic and academic speaker at the event so that all area alumni and supporters can participate.
- It is not practical for a chapter to request the same speaker each year.
- A chapter should not contact any official or coach concerning a chapter meeting or event without the approval of the Alumni Association. Doing this will only complicate scheduling procedures and create confusion.

E. Promotional Materials

The Office of Alumni Relations can help the chapter to promote interest through the use of promotional materials. For example, GSU literature, alumni brochures, and handouts can be sent to chapters upon request.

In addition, GSU recruitment videos may be available Online, etc. Check with GSU Office of Admissions for available current recruitment information. Items such as GSU clothing and other paraphernalia can be purchased through the University Bookstore and other licensed vendors. *(The use of Google is helpful)*

F. Special Groups

Two particular groups should be singled out for special attention. Every effort should be made

to encourage participation among these people, and in the long run it will really bolster the chapter.

1. *Young Alumni*

Young alumni can be immense contributors to any chapter because of their recent association with the campus. They can provide welcomed enthusiasm that will be of benefit to any chapter. They should be given careful consideration, as the chapter plans programs.

Certain assumptions can be made about young graduates, which can positively influence programming. Their interests are different, and because of their age, they can recommend new, exciting ways of attracting young potential recruits to GSU. In most cases, their occupations are full-time positions and, therefore, programs must be simple, near home, and not excessively time-consuming or financially cost-prohibited.

The objective is to stimulate this large body of young alumni to become involved soon after their graduation. In an effort to achieve this, programs may be tailored to their tastes and interests. A chapter must attract the younger graduates to be successful, especially in the long term.

2. *Parents of Current Students*

These individuals are immensely interested in GSU and are often eager to develop an association with the local chapters. Parents are encouraged to participate, and the Alumni Association is expanding the mailing of chapter meeting announcements, in most cases, to areas where there is a large concentration of parents. If the chapter is familiar with local parents, it should seek them out and encourage them to attend meetings and other chapter-sponsored events. As with the young alumnus, these people will bring new vitality and ideas to the meetings and when planning chapter events.

ADDENDUMS

ADDENDUM A

PROCEDURES FOR ESTABLISHING AN ALUMNI CHAPTER OF GUNAA



Dear Potential Chapter Members,

Thank you for your interest in establishing or reactivating a chapter of Grambling University National Alumni Association (GUNAA). The vision is that all alumni are inspired and empowered to connect with fellow alumni and support GUNAA and the University. In committing to these ideals, GUNAA has updated the process to start a GUNAA chapter.

We first ask the sponsored alumni to check the list of alumni chapters to be sure there is no chapter in your area. A list of chapters can be found online at <https://www.gunaa.org/gunaa-chapters>. Second, contact the alumni association as a liaison will be assigned to work with you through the process. You can email us at office@gunaa.org or call at (318) 247-6770. Access to the GUNAA Charter Application Package will provide the documents needed in which must be submitted to establish or reactivate a GUNAA Chapter:

1. **Contact the National Office** to express interest in serving as a contact person for a particular area.
2. **Determine Feasibility** to determine the need for an Alumni Chapter in your area.
3. **Organize Informational Meeting** in your area to determine interest in starting a chapter and possible leadership assignments.
4. **Understand requirements** and reporting to function as an active GUNAA Chapter.
5. **Identify a minimum of ten (10) GUNAA financial members** who will help start the chapter. *(If members of a current chapter, they must provide notice to losing chapter and proof must be shown of notice and inclusion to gaining chapter).*

6. **Receive approval to develop a chapter** which will be voted by the GUNAA BOD.
7. **Elect Leadership** or designate interim officers until an election is formalized.
8. **Complete Charter Application Package** which includes: Petition to Establish A Recognized Alumni Chapter, Charter Application, Officer/Charter Members Contact Form, Alumni Chapter Bylaws, State Articles of Incorporation, and Federal EIN.
9. **Submit Charter Application Package** and \$500 fees and applicable membership dues.
10. **Review Process for Charter Application** which will be voted on by the GUNAA Board of Directors
11. **Conduct Chapter Installation Ceremony.**

Thomas Jones

GUNAA President

ADDENDUM B

Letter of Intent

October 5, 2007

Dear GSU Alumni:

Do you remember your college days—action-packed days filled with classroom discussions and after class socializing? As a graduate from Grambling State University, you are invited to become a member of the Grambling University National Alumni Association's (GUNAA) Central Louisiana Chapter.

In cooperation with GUNAA, we are in the process of organizing a Central Louisiana chapter. There are hundreds of alumni in the Central Louisiana area, and the potential for a large and active alumni chapter is great!

A Grambling alumni chapter in your area will provide you with an excellent opportunity to meet other people who attended GSU who share the same college memories. Not only will it help you keep up with the latest news from the University, but it will also allow you to have a positive impact on the future of GSU.

If you are interested in being a member of the Central Louisiana Chapter, please attend our **organizational meeting on Tuesday, October 29, 2008, at 5:30 P. M. at the Holiday Inn on Central Boulevard**. Please take a few moments to complete the enclosed survey. The survey was designed to inform the chapter Steering Committee of your desires for participation in our alumni chapter.

Again, we invite you to participate in the formation of our new alumni Chapter. Takes the first step, complete and return the enclosed survey by October 15, 2008. We look forward to seeing you on October 29th.

Sincerely,

Robert Johnson, '87
Leisure Studies

Jennifer Williams '01
Political Science

P.S. Please feel free to contact either Robert, Jennifer, or the GUNAA Office at 318-247 6770, if you should have any questions or would like to add an alumnus, who may not have received this letter, to our mailing list.

ADDENDUM C

Grambling University National Alumni Association Chapter Survey

Central Louisiana Chapter Survey

Name: _____ Social Security: _____
 Major: _____ Degree(s): _____ Year(s) Graduated: _____
 Address: _____
 Phone:(work) _____ (home) _____ (cell) _____
 Email Address (home) _____ (Work) _____

Please answer the following questions as they may pertain to you and your possible involvement in an alumni chapter specifically suited for Central Louisiana residents. The survey is short, so please take a moment or two to complete and return the form.

Please check the following responses:

	Very Willing	Willing	Unwilling
1. I am interested in seeing a Central Louisiana Chapter Organized:	_____	_____	_____
2. I would be willing to assist in organizing a Central Louisiana Chapter:	_____	_____	_____
3. I would be willing to serve as a chapter officer:	_____	_____	_____

Please rank the following: (Example: 1 = Greatest/ Most Important, 2-8 in order of importance)

4. Please rank each of the following activities, if sponsored by the Central Louisiana chapter, would you likely attend:

_____ Social Activities	_____ Banquets featuring a campus speaker
_____ Crawfish Boils	_____ High School Recruitment Program
_____ Athletic Event	_____ Homecoming/Reunions
_____ Family Style Picnic	_____ Fund Raising Activities

5. Please rank which of the following meeting schedules is best for you:
 (1 = Most Favorable; 4 = Least Favorable)
 _____ Monthly _____ Yearly _____ Quarterly
 _____ Accompanying special events (Homecoming, sports, etc.)

6. Is it better to have a meeting during the week or on weekends? _____ Week _____ Weekends

7. What time of day is best for you to meet? _____

Thank you! Your answers will provide important information which will help us program the best activities possible for you. Please return this form to LIST CHAPTER MAILING ADDRESS BELOW:

ADDENDUM D

Grambling University National Alumni Association

Organizational Chart

Board of Directors	
Executive Board	
President of GUNAA	
Chapter Presidents	

ADDENDUM E

GSU CENTRAL LOUISIANA CHAPTER BYLAWS (*SAMPLE CHAPTER LEVEL. Should not be in conflict with national.*)

ARTICLE I - NAME

The name of the organization shall be named after a city, parish (county), or person once affiliated with GSU.

ARTICLE II - PURPOSE

The purpose of the chapter shall be: (1) to maintain contact with the University, (2) to promote interest in the University among prospective students, and (3) to promote fellowship among the alumni.

ARTICLE III – MEMBERSHIP

Anyone interested in GSU is eligible membership. Any eligible person who makes application, pays dues, contributes to the GSU Alumni Scholarship Fund, and is accepted by chapter officers may be a member.

ARTICLE IV - ADMINISTRATION

OFFICERS

The officers of the chapter will be a President, Vice President, Secretary, Treasurer, Business Manager, Financial Secretary, Parliamentarian, and Reporter (optional).

DUTIES OF OFFICERS (*See National Bylaws for complete duties to use as a guide*)

The **President** has the responsibility of leadership for the chapter and is the official spokesperson of the group. GUNAA will depend heavily upon the President for all official contacts between the chapter, GUNAA, and the Office of Alumni Relations. The President should be alert at all times to observe the needs of the chapter and to act to improve its activities where necessary.

The **Vice-President** acts, as in most organizations, in place of the President. In some chapters, the Vice-President may have additional responsibilities, such as Chair of Fundraising, Programming, or Membership.

The **Secretary** is responsible for the minutes, reports, and detailed records of the chapter, and to have such matters filed where easily accessible when needed.

The **Financial Secretary** is

The **Treasurer** is responsible for accepting, banking, and keeping records of all the chapter's finances. It is suggested that the signature of the Treasurer be required on all checks along with the President or other designated officers and that the Treasurer be bonded.

The **Business Manager** should

The **Parliamentarian** shall interpret the rules and regulations as prescribed in the Constitution and By-laws of the local chapter and Robert's Rules of Order.

The **Reporter** should see that all chapter activities of interest should be reported to the public and/or other Gramblinites throughout the world. Methods of publication vary from chapter to chapter; however, possible venues should include local newspapers and in the national alumni newsletter. The Reporter should be responsible for providing information to GUNAA members through the national office.

ARTICLE V - ELECTIONS

Candidates for President and Vice President shall be members in good standing and a graduate of GSU.

Election of officers shall be held on even years. Candidates shall assume office at the close of the election or at the end of the current administrative term.

For a new chapter, the nominating committee can be composed of persons seeking as well as those not seeking an office.

If any office shall be vacated during the year, the President and or Chapter Executive Committee (*Elected and Appointed Officers*) shall appoint a member to fill the unexpired term of that office.

ARTICLE VI - MEETINGS

The number of meetings held by the chapter is a matter to be decided by the membership or its Executive Committee.

ARTICLE VII - AMENDMENTS

Any proposed amendment to the Bylaws after being submitted in writing to the Bylaws Committee Chairperson, Parliamentarian and Secretary shall be read at the next general body meeting and voted upon at the **following** meeting.

Amendments take effect at the close of the meeting they were approved or at such time voted on by the body.

ARTICLE VIII- RATIFICATION

We, the undersigned members in good standing of the Grambling University National Alumni Association, do hereby formally adopt the above bylaws and bind ourselves to be governed by its provisions.

THUS, DONE AND SIGNED on this _____ day of _____, _____

_____	_____
_____	_____
_____	_____

Approved by the Grambling University National Alumni Association Board of Directors

on this _____ day of _____, _____.

President, GUNAA

Secretary, GUNAA

Board approval is included in the procedure of establishing a new chapter.

ADDENDUM F

CHAPTER TREASURER'S REPORT

Name of Chapter: _____ Submitted by: _____ Date: _____

Name and address of bank(s) in which your chapter has account(s), with the account number(s).

Bank balance as of December 31, _____ (1) \$ _____

INCOME from January 1, ____ to December 31, ____

Fund Raising projects \$ _____

Tickets and Sponsorships _____

Registration Fee _____

Cash Bar _____

Interests, dividends _____

Overhead on events _____

Donations _____

Other _____

Other _____

TOTAL INCOME (2) \$ _____

Total of (1) and (2) (3) \$ _____

EXPENSES from January 1, ____ to June 30, ____

Facility Rental

Rental \$ _____

Audio/Visual _____

Other _____

Other _____

Total Facility Expenses \$ _____

Food and Catering

Food \$ _____

Equipment _____

Bartender _____

Store _____

Store _____

Other _____

Other _____

Total Food/Catering Expenses \$ _____

Event Planning

Decorations \$ _____
Prizes _____
Trophies _____
Certificates _____
Security _____
Insurance _____
Transportation _____
Florist _____
Tour _____
Rental Equipment _____
Entertainment _____
Other _____
Other _____

Total Event Planning Expenses \$ _____

Publicity

Printing \$ _____
Signs _____
Art Work _____
Invitations _____
Photography _____
Other _____
Other _____

Total Publicity Expenses \$ _____

Postage

Invitations \$ _____
Tickets _____
Publicity _____
Flyers _____
Other _____
Other _____

Total Postage Expenses \$ _____

Travel

Hotel \$ _____
Automobile _____
Food _____
Other _____
Other _____

Total Travel Expenses \$ _____

TOTAL EXPENSES (4) \$ _____

Balance as of December 31, _____

[Subtract (4) from (3) \$ _____

ADDENDUM G

CHECKLIST FOR MEETINGS AND EVENTS

Plan your calendar of events one year in advance. Keep in mind University sponsored events.

Ten to eight weeks (or earlier) before the event

1. Has the purpose of the event been discussed with chapter officers? Is the majority in support of the event?
2. Has planning begun early enough to ensure obtaining the date, time, location, and program (speaker, etc.)? Have you given the speaker a time period and topic?
3. Does the chapter's program of events over the year represent the interests and financial means of the majority of the members?
4. Will the date and time conflict with any other major activity in the area such as national, religious, or local holiday or some special local event already scheduled?
5. Is the location convenient? Is there adequate parking available?
6. If the event is an outdoor meeting, is there an alternative site in case of inclement weather?
7. Is your affair worthy of the cost you have set?
8. Have taxes, gratuity, and a "little extra" been added to help pay for incidental expenses?
9. Has an estimate been made for the purpose of pro-rating the costs?
 Consider the following costs: site rental, food/person, incidental cost, cups, napkins, utensils, ice, etc.; music or entertainment, decorations, and door prizes.
10. Will reservations be paid for in advance?
11. If the program includes entertainment, check to see if applicable taxes have been considered and checked? Will a contract be needed?
12. Will there be a cash or open bar and has this been considered in determining the cost per person? (Normally, a cash bar is advisable.)

Eight to six weeks before the event

1. Have the details of the announcement notice been provided?
2. If the chapter is doing the mailing, has GUNAA been notified? Has the Social/Special Events committee drafted a notice to be printed and copied?
3. Will notices require advance reservations? The only time notices should not require advance reservations is when there is no money involved.
4. Will a follow-up notice or a telephone committee be needed?
5. Have all special guests been invited? If speaker and special guests come from the campus, have guest meals, accommodations, and other arrangements been made?
6. Have materials been prepared by the Publicity Committee to be sent to newspapers, radio and television stations?
7. When notices are printed and mailed by the chapter, has a copy been sent to the GUNAA Office for publicity purposes?
8. Have supplies such as name tags, bumper stickers, door prizes, raffle/auction items etc. been ordered?
9. Are tickets necessary, or will a list of reservations be used? If tickets, will they be printed in time? Who will sell and collect tickets?

Five to four weeks before the event

1. Have committee assignments and status reports been shared with the officers?
2. Have the invitations been mailed?
3. Has the event been publicized at civic meetings (if appropriate) and with businesses that will help promote the event?
4. If entertainment has been secured, has a contract been signed and all details finalized?

Three to two weeks before the event

1. Has a final check been made at the meeting place to confirm arrangements, head table, etc.?
2. Will decorations or flowers be needed? Who will provide them? Are banners needed? Are reserved signs needed?
3. Will a program be made?
4. Who will arrange chairs, etc., in the meeting room?
5. Has special equipment been secured, e.g., P.A. system, speaker's rostrum, mobile equipment, electric cords, overhead projector, record player, VCR/TV, charts, etc.
6. Have you checked out (in advance) all special equipment to be used?
7. Will clean up or rearranging be necessary following the meeting? If the facility crew cannot complete the task, the chapter must appoint a cleanup committee.

One week before the event

1. Has the telephone committee contacted alumni who have not responded?
2. Has the program been reviewed with the emcee for the event and with the Office of Alumni Relations and the Alumni Association if someone from the University will be present?
3. Have travel arrangements and accommodations (if needed) for University official(s) been made and confirmed with the Office of Alumni Relations or GUNAA?
4. If you must collect money for any purpose, is change available?
5. Has the chapter secured tickets or paid in advance for the special guests or speakers in order to avoid embarrassment when tickets or money are collected?
6. For a banquet, does a guarantee have to be made to the hotel or restaurant? Is the guarantee reasonable? (Based on money in hand and not promised)
7. Will a host and hostess be designated to meet early arrivals and special guests?
8. Are registration sheets available? Will they be forwarded to the Alumni Office or GUNAA after the meeting or event?
9. Have name tags been ordered? Have auction, raffle, door prizes, etc. been obtained?
10. If a social hour is desired, have you made complete arrangements?
11. Do you have seats reserved for speaker(s) at the head table? Have those who are to sit at the head table been notified?
12. Will pictures be taken? Have arrangements been made with the photographer? Do you have black and white film?
13. Has someone been asked to give the invocation?
14. Do the speaker(s) and emcee know what the program is? Has the speaker been informed of the time to be allowed? Ask the speaker in advance if he/she desires to answer questions after his/ her talk.

ADDENDUM H

SAMPLE POST CARD



The GUNAA Los Angeles Chapter Alumni Gathering

You are invited to a Quarterly Luncheon

DATE: Wednesday, September 15, 2007

PLACE: The Continental Plaza

TIME: 11:30 - Registration
12:00 - Lunch
12:30 - Guest Speaker

EVENT: Come out and enjoy a wonderful time with fellow alums at the Wilson Inn. The guest speaker will be Wilbert Ellis, award winner and former GSU Head Baseball Coach. This is one luncheon you will not want to miss.

OTHER INFORMATION: Please RSVP to Jannie Huggins, President,
By September 3, 2007
Or by calling 213-555-1212 or sending your \$25.00 check made payable to GUNAA Los Angeles Chapter, 1314 Crenshaw Blvd., Los Angeles, CA 97506

ADDENDUM I

Grambling University National Alumni Association News Services

Press Release

NEW GUNAA ALUMNI CHAPTER TO HOLD FIRST BANQUET

Farmerville, LA - a new Grambling Alumni Chapter is planning its first banquet to raise money for freshmen scholarships to Grambling State University.

The Alumni chapter will hold its banquet on July 5, 2007, at the Greenery Restaurant, beginning at 7 p.m.

“This new chapter is vibrant and eager to assist students in the community,” said Karen Robinson, chapter president. “The planning committee consists of ten dynamic people who really want to make a difference in the Farmerville area.”

The group’s first banquet will honor a prominent Gramblinite, and the guest speaker for the evening is Dr. Helen Richards-Smith, former Associate Dean of the College of Education and Dean of the Earl Lester Cole Honors College.

The evening is also the culmination of a fund reserve that has a grand prize of a seven-day Caribbean cruise for two to Montego Bay, Cozumel and the Grand Cayman Islands, compliments of the Carnival Cruise Line. Second prize will be two round trip tickets to anywhere in the United States compliments of Southwest Airlines.

“Funds generated for this project will go toward a scholarship fund for a deserving first-time freshman,” Robinson said.

For Tickets and additional information, call Mrs. Karen Robinson at 318-247-1111.

Rose Landry - 318-257-1234 (office); 318- 247-6124 (fax); gunaanews@rob.com

ADDENDUM J

SAMPLE EVENT FLYER



GSU ALUMNI AND FRIENDS

THE ELIZABETH ROBINSON CHAPTER INVITES YOU TO ITS ALUMNI FOOTBALL ROUND-UP

Saturday, September 2, 2007

Grambling City Park

3:00 -7:00 p.m.

Free Admission

There will be:

- ☐ Live music by the Broken Jazz Band
- ☐ Children's Games
- ☐ Punt, Kick and Throw for prizes
- ☐ Silent Auction (*GSU Football items*)
- ☐ Raffle of trip to New Orleans to the Bayou Classic Football Game
- ☐ Name and Meet the Player Contest

- Barbecue Chicken/Ribs Plates -	6.00	- Hamburgers	3.00
- Fried Fish Plates	6.00	- Drinks	1.00
- Hot Dogs	2.00		



For more information, contact Angela Yancy at 318-247-6666

ADDENDUM K

SAMPLE EVENT FLYER

MARTHA ADAMS ALUMNI CHAPTER



ANNUAL BARBECUE COOK-OFF

You are invited to attend the Annual Barbecue Cook-off and Social! Last year's event was a great success, and this year promises to be even better. Come and taste the best barbecue in the south!

DATE: Saturday, June 4, 2007

TIME: 11:00 A.M. Contest Time

12:00 Serving Time

PLACE: Broussard State Park

Northwest Ave., Amite, LA

R.S.V.P. Please respond as soon as possible by completing the registration form below. Make checks payable to the Martha Adams Chapter.

X-----

MARTHA ADAMS ALUMNI CHAPTER BARBECUE COOK-OFF RESERVATION FORM

Name: _____

Address: _____
Street City State Zip

Email: _____

Phone: _____ (home) _____ (cell)

Cook-off Participant: _____

Guest(s): 1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

Continue on back if necessary

_____ Cook Off Participants - \$75.00

_____ Adults (non members) -\$10.00 _____ Children - \$5.00 Total Enclosed \$_____

Please return this form to Steven Thomas, 55530 Mandella Rd., Amite, LA 70422

ADDENDUM L

Grambling University National Alumni Association (GUNAA) Chapter Monthly Activity Reporting Form

Month: _____ 20____

All chapters must complete this form in order to provide the national office with vital information on the chapter's community, area, region and national involvement on behalf of GUNAA. Please complete and return to the GUNAA Alumni Center by the 10th of each month for the preceding month. If multiple activities are held, please duplicate this form as needed.

Chapter Name: _____ Location: _____

Individual completing report: _____ Phone Number: _____

Activity Name: _____ **Date of Event:** _____

Description: _____

Outcome: _____

Financial Report:

Speaker	\$ _____
Facility Rental	\$ _____
Equipment Rental	\$ _____
Refreshments/Food	\$ _____
Publicity	\$ _____
Printing	\$ _____
Postage	\$ _____
Other (specify)	\$ _____

Total Program Expenses

\$ _____

Attendance/Contacts made: _____

Would you recommend this activity to other chapters? _____

Please check (T) the appropriate area below that best describes your program

	Excellent	Good	Average	Poor
The Setting/Location				
The refreshments/food				
The program/speaker				
Other (specify)				

What comments/recommendations would you make to others if they want to try this activity?

Signature: _____

GUNAA PO Box 565 Grambling, LA 71245 318-247-6770 Fax 318-247-6706 office@gunaa.org

www.gunaa.org

Check us out on Facebook ~ Grambling University National Alumni Association - GUNAA!

ADDENDUM M

GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC Membership Application

Name _____
(Last) (First) (M) (Maiden)

Address _____
Street/Post Office Box City State Zip

Telephone # Home () _____ Work () _____ Cell () _____

Email Address _____ Date of Birth _____

Type of Membership: Regular _____ Associate _____ Life _____

Did you attend GSU? Yes _____ No _____

Did you graduate? Yes _____ No _____

If yes, what year did you graduate? _____ If no, what year(s) did you last attend? _____

What was your major? _____

What was your minor? _____

Present Place of Employment _____

Company Name

PO Box or Street Address

City

State

Zip

Please indicate Area of interest in the Association:

High School Recruiting _____ Public Relations/Publishing _____

Membership _____ Fund Raising _____

Current Membership Dues:

A. Regular - 70.00 Dues Enclosed: \$ _____

B. Associate - 65.00 Scholarship \$ _____

C. Life -

1. Single - 1000.00

2. Couple - 1500.00

D. Corporate - 500.00

E. Recent Grad - FREE 1st Year (immediately following graduation) Total Enclosed \$ _____

GUNAA, Inc. P.O. Drawer 565, Grambling, LA 71245

318-247-6770 Fax 318-247-6706 office@gunaa.org www.gunaa.org

Check us out on Facebook ~ Grambling University National Alumni Association - GUNAA!

ADDENDUM N

If you enjoy reading about where your former classmates are now and what they are doing, consider this: they would like to read about you also. Please fill out the form below and mail it back to GUNAA Alumni Association.

Name _____
(First) (Middle) (Last) (Maiden)

Address _____
Street/Post Office Box City State Zip

Telephone # Home () _____ Work () _____ Cell () _____

E-Mail _____ Fax _____

Major and Date of Graduation _____
(Or semester you last attended)

Current Job title? _____

Professional Duties: _____

Accomplishments: _____

Spouse's Name _____
(First) (Middle) (Last) (Maiden)

Spouse's GSU Graduation Date _____
(and major, if a former GSU Graduate)

Children (if any are GSU students or graduates, please indicate)

Current Date _____

Please mail this form to GUNAA, PO Box 565, Grambling, LA 71245
318-247-6770 Fax 318-247-6706 office@gunaa.org www.gunaa.org
Check us out on Facebook ~ Grambling University National Alumni Association - GUNAA!