Alumni Regional Volunteers are essential for the Office of Alumni Relations to execute their strategic and engagement goals. Regional clubs are important to help maintain a Colby presence and connection within local communities. These clubs exist to support the College’s goals and strengthen the ties between alumni, the community, and the College. With the dedication, enthusiasm, and skills of volunteers, Colby’s alumni can enjoy opportunities to connect with the campus and each other at various events.

**Responsibilities and Expectations:**
The primary role of a lead regional volunteer is to plan events, which typically involves selecting a program format, finding a venue, and helping to promote the event. Regional volunteers should attend the events and greet guests, while handling any necessary on-site logistics such as registration check-ins.

Most regional clubs have steering committees that range in size from 3-7 volunteers. The time commitment of these volunteers varies, but can expect an increased time commitment during the weeks leading up to an event.

**Regional Volunteers are expected to:**
- Plan at least two alumni engagement events per year
- Work collaboratively with other volunteers in the region
- Suggest ideas for types of events
- Research and visit potential event venues
- Promote events on social media and among personal networks
- Work with staff in the Office of Alumni Relations to develop event programs
- Arrive 15 minutes early at events to set-up which includes; check in table with name tags, putting up signage, and/or checking in with the facility
- During the event, attend to event logistics
- Track and forward attendance lists to Office of Alumni Relations staff

**Regional Volunteers are also encouraged to:**
- Attend and assist at other events that have been planned by other volunteers or staff
- Recruit additional volunteers
- Make an annual gift of any size to the Colby Fund
What Regional Volunteers Can Expect from the Office of Alumni Relations:

- Create and send out email invitations
- Collect RSVPs
- Attend and staff the events whenever possible
- Provide supplies such as nametags, signage, and giveaways
- You will be provided a funding amount each year for your regional club
  - Note: Additional events can be planned at a fee to alumni, which includes tickets to a sporting event or museum tour etc., or additional funding can be provided by local alumni

To learn more, participate, or suggest someone as a Regional Alumni Volunteer, contact Meghan Gray at msgray@colby.edu