Steps to Create a Regional Club in your Area

The Office of Alumni Relations has provided this step-by-step document on how to implement a regional club in your region in hopes it will make the process seamless and successful.

1. Identify and recruit a lead regional volunteer

2. Identify and recruit at least 1-2 more alumni to serve on your region’s steering committee

3. Reach out to Meghan Gray msgray@colby.edu in the Office of Alumni Relations to express your interest in creating a regional club in your area

4. Review the Alumni Regional Volunteer Job Roles and Responsibilities document provided by the Office of Alumni Relations to ensure you are willing and able to follow the requirements put forth

5. Discuss the resources you can expect from the Office of Alumni Relations including time and funding

6. Collaborate with the steering committee to identify the types of events and times of year you want to implement the specific event programs

7. Start planning the events in your area while keeping the Office of Alumni Relations fully informed along the process

8. Act as a host and ambassador for Colby while in attendance to the events