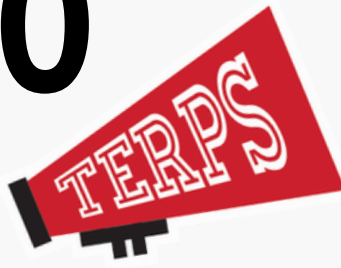


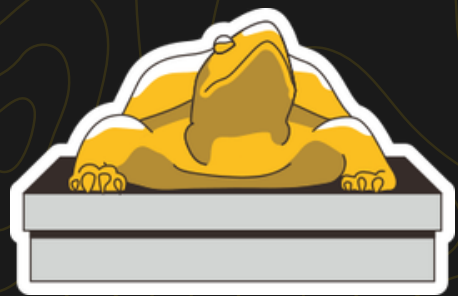


WELCOME TO THE BOARD



Checklist for Volunteer Leaders

**For Regional & Affinity leaders only*



OPPORTUNITIES AS A VOLUNTEER LEADER:



Plan meaningful
events to engage
alums



Enhance your
leadership skills



Help grow a
vibrant, connected
Terp community



1. GETTING STARTED



- ☐ Sign Code of Conduct & Expectations
- ☐ Review Volunteer Leaders Handbook
- ☐ Become an Alumni Association Member
- ☐ Attend monthly Network Leaders call
- ☐ *Request a nametag from AA staff liason

2. PLANNING EVENTS



- ☐ *Review Funding Incentives & Pricing Guidelines
- ☐ Submit event details for Affinity or Regional networks
- ☐ Request event swag from your liaison
- ☐ Learn how to check in attendees & use Wingman

3. MARKETING EVENTS



- ☐ *Provide content for network Sunday emails
- ☐ Use Canva Pro account for event marketing
- ☐ Join the Network Leaders Google Space
- ☐ Follow university Brand Guidelines and ADA accessibility requirements

4. ENHANCING YOUR EVENTS



- ☐ Bring Terp spirit to life with a branded tablecloth, Maryland centerpieces, pom-poms and giveaways
- ☐ Complete check in at every event
- ☐ Wear your network nametag and Terp gear
- ☐ Take photos & videos of attendees for future promotions