

# Truman State University Alumni Chapter Honor Points Worksheet

Chapter \_\_\_\_\_ Year \_\_\_\_\_

Bronze Level: 100-140 Points/\$200 • Silver Level: 145-200 Points/\$350 • Gold Level: 205-325 Points/\$500 • Diamond Level: 330+ Points/\$600

Activity	Requirements	Points Per Activity	Maximum Points Allowed	Points Earned
Chapter Board Meeting	Circulate minutes from meeting and cc: Director and Coordinator of Alumni Relations	5	20	
Major Social Event: (banquet, freshman send-off, golf tournament, sporting event, cultural event, etc.)	Notify Office of Advancement to publicize event at least six to eight weeks prior to the event.	15	n/a	
Major Fundraising Event	Collaborate with the Office of Advancement to plan, organize and promote event	20	20	
Informal Social Gathering (happy hours, networking events)	Notify Office of Advancement to publicize event <b>at least four weeks</b> prior to the event.	5	n/a	
Major Service/Student Project: (care packages, intern welcome event, graduation gifts)	Notify Office of Advancement to publicize event at least four weeks prior to the event.	10	n/a	
Minor Service/Student Project: (community service projects, college fairs)	Event approved by Director or Coordinator of Alumni Relations, notify Alumni Relations to publicize event <b>at least four weeks</b> prior to event.	5	n/a	
Major Communications: (invitations, letters, etc...does not include membership mailing sent by Truman Office of Advancement)	Sent via US Postal Service at least to all current members. Send a copy to Director of Alumni Relations. Mailings should be approved by Director of Alumni Relations prior to mailing—to proof and check logo usage.	10	n/a	
Chapter Newsletter	Sent via US Postal Service or email. Send an electronic copy to Director of Alumni Relations. Content should be approved prior to mailing.	15	n/a	
Minor Communication, (Email)	Send to Director of Alumni Relations. Email will be sent via their office but should be written by chapter.	5	30	
Maintain an updated and current chapter Web site	Keep current with schedule of events, contact info of officers, updated several times per year, checked quarterly by Alumni Relations.	10	10	
Points for membership	90% of goal	10	10	
Points for membership	100% of goal	20	20	
Points for membership	110% of goal	30	30	
Points for membership	120% of goal	40	40	
Alumni Leadership Conference	Chapter representative to attend	5 per person	20	
Alumni Board Retreat	Board member or chapter representative to attend	10	10	
				<b>Total Points</b>

**Send completed form to:** Denise Smith, Director of Alumni Relations, Truman State University, Office of Advancement, 202 McClain, 100 E. Normal, Kirksville, MO 63501-4221 • **EMAIL:** dsmith@truman.edu • **FAX:** (660) 785-7519