



## ISEP Alumni Association Mission Statement

As a trusted educational community, we are committed to helping students overcome the financial and academic barriers to study abroad. In partnership with our member institutions, we're able to connect students to high-quality, academic programs at more than 300 universities in over 50 countries.

Regardless of academic major, socio-economic status and geographic location, we believe no one should be held back from being able to study abroad. Since our foundation, we have sent over 60,000 students abroad.

## The ISEP Alumni Association Local Chapters

ISEP Alumni local chapters are specific sites where alumni from ISEP's international education programs can connect with each other, their local community and ISEP.

Located in hub cities around the world, volunteer leaders plan programming to ensure life-long learning and support that make the most of each ISEP Alumni's communal international experiences. Each chapter is the in-person contact point to attract, secure and hold fast the attention, efforts and passion of the ISEP Alumni Association's members. But most of all, we want to help ISEP Alumni become international leaders that draw on the power of international education and an international network of more than 60,000 ISEP Alumni so that we can make international education more accessible for every student.

### ISEP Alumni Association Chapter Goals

- 1) To create global leaders in all disciplines, industries and countries who are committed to making international education more accessible to all students.
- 2) To extend the value of each ISEP program through networking, cultural exchange activities and events
- 3) To enrich the careers, lives and friendships of our global alumni.

### Chapter Structure and Guidelines

In 2019-2020, ISEP will launch the first ISEP Alumni Association local chapters in the following locations:

- Washington D.C. , United States
- Seoul, South Korea
- Charlotte, North Carolina, United States
- US West Coast
  - San Jose California, United States
  - San Diego, California, United States
- Western Europe Chapter (France/Germany)
- Casablanca, Morocco
- Tokyo, Japan

Each official chapter designation will be as follows:

ISEP Alumni Association “City Name” Chapter

Example: ISEP Alumni Association Seoul Chapter

Chapter communications will utilize the official ISEP Alumni Association Logo:



## ISEP Alumni Association Local Chapter Membership

Membership is free and a benefit of participating on an ISEP program.

### Member qualifications

Each chapter includes ISEP program family living in the area.

### Member expectations

- Chapter members will be invited by ISEP Alumni Relations to participate in various events in coordination with the chapter's leadership
- Chapter members can share their ideas for chapter events with their chapter leadership and ISEP Alumni Relations via the ISEP Alumni portal ([isepalumni.org](http://isepalumni.org)) or [alumni@isep.org](mailto:alumni@isep.org)
- Chapters are inclusive of all alumni, regardless of their program affiliation.

### Member Benefits

- All ISEP Alumni Association members have access to the online resources at the ISEP Alumni Association portal ([isepalumni.org](http://isepalumni.org))
- Attend networking and social events in your area, as well as virtual events and life-long support
- Reconnect with friends from your program and make new friends in your city
- Develop your professional network on a local and global scale
- Make an impact in your community through mentoring and community service opportunities
- Gain professional experience by serving as chapter leadership
- Become a global leader who understands the value of international education and grows with ISEP's mission to make international education accessible to all students.

## Event Planning Guide

Activities for each chapter include, but are not limited to, the following four requirements:

- 1) Annual meeting
- 2) Annual social gathering
- 3) Informal social or education gatherings
- 4) Community service activities

### Annual Meeting

Starting in 2020, each ISEP Alumni Association Local Chapter agrees to hold one annual meeting to discuss the past year and make plans for the year ahead. The chapter leadership may hold more than one meeting as it deems necessary.

### Annual Social Gathering

Each ISEP Alumni Local Chapter agrees to hold at least one annual social gathering to bring members together for networking and supporting leaders who know the value of international education. Each chapter is required to hold one “gathering” or “meet-up” per year, ideally at a cultural institution, community space or privately-owned space such as an art gallery or bar.

These events should involve time for networking and potentially highlighted speakers who can share their experience or ideas with the audiences. The proposed location must be submitted by the chapter president and approved by ISEP staff.

[Examples: Reserve section at restaurant or bar, view a play and meet afterward, hold a happy hour at a member university or corporate office]

### Informal Social or Educational Gatherings

- Each ISEP Alumni Local Chapter agrees to engage in social and educational gatherings throughout the year as determined by the chapter leadership and chapter members
- The scale of these events can vary, but each will be planned and coordinated with the ISEP Alumni staff

### Community Service

Each ISEP Local Chapter agrees to engage in at least one community service project each year but is encouraged to participate in multiple projects and mentor current ISEP students.

### Social and cultural events:

- Happy hours
- Breakfast networking
- Picnics or potlucks
- Book readings
- Lectures

- Sporting events/games
- Meals
- Holiday or cultural celebrations
- Career and cultural speakers
- Hikes or nature walks
- Government Advocacy meetings
- International education conference meet ups with ISEP staff

**Sample Annual Event Calendar**

This is a sample, you're welcome to have more frequent events!

<p><u>January</u></p> <p>Chapter Planning meeting: <i>Meeting with ISEP staff</i></p>	<p><u>February</u></p>	<p><u>March</u></p> <p>Annual Social Gathering <i>Happy hour planned with alumni team</i></p>
<p><u>April</u></p>	<p><u>May</u></p>	<p><u>June</u></p>
<p><u>July</u></p>	<p><u>August</u></p> <p>Community Service: <i>Mentoring current ISEP students at a local school</i></p>	<p><u>September</u></p>
<p><u>October</u></p>	<p><u>November</u></p> <p>Annual meeting: <i>Meeting with chapter and ISEP staff representative at member university</i></p>	<p><u>December</u></p>

### **Allocated Funds**

- A limited amount of financial support will be allocated for each ratified ISEP Alumni Association local chapter on an annual basis for activities. Any funds for the fiscal year are available on July 1 of each year and must be used prior to July of the following year. Outstanding allocations will not carry over.
- Expenses for chapter activities will be covered by the alumni chapter president and reimbursed following the submission of receipts and sign up through the alumni portal.
- If anticipated expenses are larger than \$500, you **MUST** contact ISEP to discuss a cash advance.
- All registration and expenses must be submitted in a timely fashion and not later than two weeks following an event.

## Chapter Leadership

Each ISEP Alumni Association Local Chapter is run by a president and vice president. The volunteer leader is responsible for organizing and hosting activities in their area, including local networking events and community service activities. After their term of volunteer service, each chapter president and vice president will coordinate a local election to choose new leadership of the chapter. Additional roles may be added based on discussions with ISEP Alumni staff.

### Alumni Chapter President

The ISEP Alumni Association Local Chapter President is the primary contact for local alumni. The position is initially selected by the Alumni Relations team.

#### Responsibilities:

- Maintain contact with the Alumni relations team monthly
- Schedule and plan meetings with local alumni to develop and maintain the events for the coming year
- Communicate with local chapter via alumni portal and through text messages
- Coordinate local events for chapter
- 2-year term limit

### Alumni Chapter Vice President

- Serve as the treasurer for the local chapter
- Submit receipts when necessary
- Attend all staff and chapter events
- 2-year term limit

Each local chapter may create other positions as necessary in discussion with ISEP Alumni staff.

## Chapter Communications

### Alumni Portal

Chapter communications will be primarily organized through the ISEP Alumni Portal as [isepalumni.org](http://isepalumni.org).

### ISEP Social Media Channels

In addition to the main Facebook group, other social media channels may be used to promote events. These include ISEP's twitter, Instagram and especially the ISEP Alumni and Friends LinkedIn Group.

### Alumni relations support

The ISEP Alumni staff will provide support for communications, including

- Collateral like t-shirts and stickers
- Design for logos, flyers, social media images, emails
- Providing guidance and support



## Clubs (Communities that are not chapters)

ISEP will support seven chapters in 2019-2020.

If you're not in one of these seven locations but would like to organize informal ISEP Alumni Association events and gatherings, you can form an ISEP Alumni Association Club.

Chapters and clubs are similar in structure and concept. Clubs, like chapters, will

- Be organized through the Alumni Association Portal
- Have a volunteer president and vice-president
- Follow the same guidelines as outlined by the chapter leadership agreement
- Maintain regular contact with the ISEP Alumni Staff
- Have access to many chapter benefits, especially promotion, marketing and design support

Alumni clubs will NOT receive funding. ISEP has limited resources for supporting local chapters. However, we will collaborate with you to hold free or low-cost events.

To ensure the success of the group, we require 7 local inquiries for a Club to be formed in any location.

### From Club to Chapter:

At the end of 2020, ISEP will outline a process for an ISEP Alumni Association Local Club to become a Local Chapter and be eligible for funding for future events. This application process will be evaluated based on club membership numbers, the engagement of local leadership and the potential for growth as a chapter.