CLUB ACTIVITIES AND FAQ’S

Special Events
Successful OU Clubs and Societies are the foundation for many of the Alumni Associations’ programs. OU Clubs promote the University by serving as a liaison between OU and its alumni, former students and friends. Clubs and Societies serve as an extension of the university. It is important to engage your alumni with programs and events that interest them and also to incorporate the University and what it has to offer to your alumni.

Event or Program Ideas:
Bus trip to campus
Watch Parties
University Speaker
Happy Hours
Ice Cream Social
Golf Tournaments
Theme Events
Community Service Projects
Family Picnics/Outings (zoo, theme parks)

Ten Steps to a successful alumni event or program:
1. Decide on what type of alumni event or program you would like to hold.
2. Select a date and time.
3. Is this event free, will it cost something for your alumni to attend, or would you like to add a fundraising component to the cost.
4. Contact your club manager with the event information. If this event requires our office to locate a speaker, procure auction items or secure athletic tickets let us know as soon as possible. Remember, it takes longer to secure a University speaker due to scheduling and making travel arrangements.
5. Have a postcard, mailing or e-blast created and mailed to promote your event. Keep in mind that it takes at least four weeks for the mailing to be created and mailed.
6. Arrange for the Alumni Association to send nametags, table tents and other decorations if necessary.
7. Get volunteers to work the event. (set-up, registration, program and clean-up)
8. Most importantly have fun and promote the University!
9. Have any deposits or reimbursements made immediately following the event. Turn in all receipts for repayment and all monies for deposit to your account.
10. Afterwards, follow-up with the board to evaluate the overall event. Discuss what went well, what you would do differently and what new you would try.
Alcohol Policy for Club and Society Events
OU clubs and societies are sovereign entities that operate independently from the University of Oklahoma. Although OU clubs and societies are not funded, supervised or managed by the University of Oklahoma in any way, the Alumni Association aims to provide assistance to and resources for our volunteer organizations. To that end, the Alumni Association has created several new services and tools for alumni OU clubs and societies that we hope will help you as volunteers.
To limit exposure to liability with respect to alcohol consumption at OU Club and Society events, the Association recommends that all chapters adhere to the following procedure.
• If alcohol is to be sold or provided at an event, the chapter should attempt to insulate itself as much as possible from the liability associated with the serving or selling of alcohol by retaining a caterer, as an independent contractor, who will provide professional bartenders that are license bonded to assume the responsibility of following the provisions of the law. The servers are liable, so members serving alcohol take on possible individual as well as chapter liability.
• The chapter should obtain a copy of the caterer’s current liquor license and a certificate of insurance outlining the caterer’s liability insurance coverage.
• Under no circumstances should chapter representatives allow alcoholic beverages to be served to an individual when it should be "apparent to the provider that the individual being provided with an alcoholic beverage is intoxicated to the extent that he presents a clear danger to himself and others," or when it is suspected by the chapter representative that the individual could be a danger to himself or others.
*** Consult your local and state laws to determine what options are best for your club or society

High School Recruitment and Scholarships
How Clubs/Societies can help with Student Recruitment
Our OU Clubs and Societies are invaluable in helping us identify and recruit the best students from around the country the University of Oklahoma. You allow us to connect with more prospective students than we could on our own and you provide a special link between the university and students who are looking for more information about OU.
To assist you in better serving prospective students Recruitment Services have prepared a specialized web site and printable manual that should answer many, if not all, of your questions about OU. You can find that information and more at http://recruitment.ou.edu/alumnitraining/.
Of course you can always contact Recruitment and Prospective Student Services directly at (800) 234-6868, or at (405) 325-2151 or via e-mail at ou-pss@ou.edu.

NCAA Regulations regarding Student Athletes
In general, the basic rule of thumb regarding boosters or alumni organizations and student-athletes or potential student athletes is that they cannot be offered any extra benefit not offered to other students or potential students. Obviously there are many questions that can arise and we strive to be very proactive in staying in front of any potential issues. The best rule is "When in doubt, ask!" Our colleagues in OU Athletics are more than willing to work with you to answer specific questions you may have. There is a list of FAQ’s and contact information for OU Compliance located at http://soonersports.com/compliance/okla-compliance.html /compliance/okla-compliance.html.
F.A.Q.s
Frequently Asked Questions

Q. Can people who never attended the University of Oklahoma join the Alumni Association?
A: Yes. OU is the flagship school of Oklahoma. Therefore, many citizens feel a tremendous amount of loyalty to it even though they may have never attended a class. Any individual or couple who is willing to give of their time or money will not be turned down.

Q. Can an alumni club charge membership dues so we can have more activities?
A: Yes. OU Clubs are allowed to raise funds locally to support their activities. Local clubs can collect money to help with mailing and other operational expenses. You can also establish a scholarship fund in the same manner.

Membership dues are usually between $15 and $25 annually. The Alumni Association recommends you use a contribution system that asks for a range of support such as $10____, $25____, $50____, $100____ and Other_____.

Q. Does belonging to my local club automatically make me a member of the national OU Alumni Association?
A: No. The Alumni Association has a membership drive that encourages alumni and friends to be a part of the national Alumni Association. This program provides dues-paying benefits, such as a membership card, Sooners Magazine quarterly, and many discounts by a variety of vendors. We encourage local club members to also pay their national dues to receive these benefits so that they may stay in contact with OU.

Q. Who can obtain a list of alumni in our area?
A: Lists can only be released to the local club president or interim president for those that are trying to establish a new club. The alumni list will have the name, address, phone number to assist clubs in identifying new members and marketing events. A confidentiality agreement will have to be signed and returned before we can release a list of alumni to you. The lists cannot be given to any outside person or organization, nor can they be used for commercial purposes. The University of Oklahoma Alumni Association respects the privacy of our alumni and we will not release your information to anyone not affiliated with OU.

Q. What types of programming options are available for our club?
A: The university will try to help arrange guest speakers for your club. The local club will be asked to bear the majority of the travel expenses for these guests. The Alumni Association has a list of university speakers who have indicated a willingness to speak to alumni groups. On occasion, athletic department representatives are available to speak to groups. However, their schedules are set months in advance. If you have a particular request, please let the Alumni Association know as soon as possible. Other groups, such as vocal and musical groups, may be available from time to time. These groups will likely have additional expenses that the local club will need to finance.

Q. How involved will our Club Manager be in our activities?
A: Your Club Manager exists to provide the local leadership of each club with good advice and stewardship. Each Club Manager is responsible for many clubs and, therefore, is not capable of carrying out the daily business and responsibilities of the club’s elected officers or other activities that should be carried out at the local level. Of course, we will do everything possible to lend our help and support; however, the Club Manager must rely on the local leadership to organize and maintain the club’s business.