

CLUB AND SOCIETY LEADERSHIP

OU Alumni Association

2009



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Table of Contents

I.	Getting started _____	3
	Getting Started Introduction	
	Suggested Constitution	
	Confidentiality Policy	
	History of the Alumni Association	
II.	Organization and Roles _____	8
	Club/Society Officer and Committee Roles	
	Leadership Roaster Update	
III.	Club/ Society and Alumni Association Partnership _____	10
	The 4 C's	
	How the Alumni Association assists Clubs/Societies	
	Roles and Expectations	
IV.	Membership, Fundraising and Finance _____	12
	Club/Society Membership	
	How to Fundraise for your Club/Society	
	Club Accounts	
	Statements	
	Reimbursements	
	Gift Receipts and Donations	
V.	High School Recruitment and Scholarships _____	14
	How Clubs/Societies can help with Student Recruitment	
	NCAA Regulations regarding Student Athletes	
	Scholarship Guideline	
VI.	Special Events _____	16
	Programming Ideas	
	10 Steps to a Successful Event	
	Alcohol Policy for Events	
VII.	Marketing and Publicity _____	18
	Marketing Materials	
	Website Guideline	
	Use of Logos	
VIII.	F.A.Q.s _____	19
IX.	Contact Information and Club/Society Directory _____	21

Getting Started

As a club or society leader, you play an important role in the success of the OU Alumni Association. We thank each of you for representing the University in such an outstanding way. Our clubs and the dedicated alumni and friends that support them provide a way for Sooners around the world to connect to the University and one another. Providing support for faculty, staff and most importantly students helps the University achieve the excellence we're known for in higher education. As an Alumni Association staff we're striving to constantly improve our programs and help our clubs and societies provide quality programming and information to our alumni. I'd ask you to take a few minutes and read this manual. Our hope is that it will provide you and your leadership the tools to have a successful club or society.

An alumni club can do many different things. It can serve as a social outlet for Sooners and friends; it can assist the university with student recruitment; and/or it can help promote the university in a community. But, most importantly, an alumni club should create an opportunity for alumni, students and friends to get together and have fun! The *Getting Started Packet* is available on-line in its entirety.

Beginning

- A. Contact the Alumni Association of your interest to start a club. You can send an email to alumni@ou.edu or call 405-325-1710.
- B. Once you've filled out confidentiality agreement, the Alumni Association will order a list of alumni and friends for your area.
- C. The Alumni Association will assist a new club in sending out an interest survey or postcard or email to let the Sooners in the area know you're starting a new club
- D. Get started planning an Organizational Meeting

Organizational Meeting

It is your responsibility to find a location and get alumni and friends to attend an organizational meeting where the goals of the club will be discussed and officers will be elected. Below are tips and advice to keep in mind:

- A. Decide upon a time, date and place to hold an organizational meeting. If possible, plan the meeting with an activity like a watch party for a football or basketball game to attract a larger number of people.
- B. Determine who will serve as the temporary chairman of the club and prepare an agenda for the organizational meeting. Most likely, you will be temporary chairman.
- C. Contact via telephone or e-mail those people interested in the club. The Alumni Association will help design a postcard or letter for you to let them know when the organizational meeting will be held. The more notice you can provide, the larger your turnout will be.
- D. Discuss goals for the club. What do you want to accomplish during the first year as a club? Do you want to provide social activities for members? Offer a scholarship for an area student? Perform community service in your town or county?

Follow-Up

- A. Forward a report of the meeting to the Alumni Association. Include the names and contact information of the officers on the Leadership Roster and an adopted constitution.

- B. Ratify the suggested constitution
- C. Obtain 10 signatures on the club constitution.
- D. Turn in the leadership roster of officers to the area field representative each year new officers have been chosen

Suggested Constitution for Clubs/Societies

This suggested constitution is subject to adoption by the local club. After it is adopted, the local secretary shall keep a permanent copy and an additional copy must be mailed to the University of Oklahoma Alumni Association. The OU Alumni Association must approve any major deviation from this constitution before a chapter can be officially chartered.

I. ARTICLE I – NAME

The name of this organization shall be the OU Club of _____.

II. ARTICLE II – CHARTER

The OU Club of _____ shall not be financially obligated to or by the University of Oklahoma Alumni Association nor shall the University of Oklahoma Alumni Association in any way be obligated or responsible for the financial affairs of the chapter.

In the event of dissolution of the local club, all assets of the club remaining after payment or settlement of the indebtedness of the club shall be allocated to the University of Oklahoma Alumni Association in totality and with no encumbrances. This is in no way to be construed as to obscure the separateness and independence of the club from the Association during the chapter's legal existence.

III. ARTICLE III – PURPOSE

The purpose of the OU Club of _____ shall be:

- A. To support the activities of the University of Oklahoma toward the realization of its educational mission in every way possible, AND
- B. To establish and promote goals and chapter programs which strengthen the ties among the members, the club, the community and the university, AND
- C. To unite for social purposes those persons who have an interest in the University of Oklahoma, AND
- D. To assist the University of Oklahoma with regard to student recruitment by promoting OU's excellence within the local community and offering scholarships for local students who will be attending the University of Oklahoma.

IV. ARTICLE IV – MEMBERSHIP

Membership in the OU Club of _____ is open to graduates, former students, spouses/children of graduates or former students, or any other supporters of the University of Oklahoma. Dues will be determined by the officers and approved by the club membership. A contribution system can also be adopted.

V. ARTICLE V – OFFICERS

The officers of the OU Club of _____ shall consist of:

- A. President
- B. Immediate Past President
- C. Vice President/President Elect
- D. Secretary
- E. Treasurer
- F. _____
- G. _____
- H. _____
- I. _____

A description of officer duties is outlined in the Elected Club Officers section.

VI. ARTICLE VI – MEETINGS

It shall be the policy of the OU Club of _____ to hold at least two (2) meetings per year. The local officers will determine the time, location and purpose of these meetings. Additional meetings can be scheduled by the officers as needed. The club is required to notify the University of Oklahoma Alumni Association of scheduled meetings at least 14 days prior to the date of the meeting and will send due notice of time, place and purpose of the meeting to all club members.

VII. ARTICLE VII – COMMITTEES

The president, with the approval of the other officers, can create committees that help further the mission of the local club and can appoint chairs and members to those committees.

VIII. ARTICLE VIII – ELECTIONS

Each year, the officers shall appoint a nominating committee to prepare a slate of officers to manage the club for the following year. The nominating committee will select only one person for each office, but provisions will be made on the ballot for write-in candidates. At the meeting designated for elections, the person receiving the majority vote will be declared the winner and shall serve in that office beginning at the next meeting. Elections will be held in August or September. Office terms will begin by October 15th every year.

IX. ARTICLE IX – AMENDMENTS

This constitution may be amended by a two-thirds majority vote of all members present at any duly called meeting of the chapter membership. Any major changes must also be approved by the University of Oklahoma Alumni Association.

X. ARTICLE X – ADOPTION

This constitution shall be officially adopted upon its approval by a majority vote of the members of the local club in attendance at any regular or special meeting. A copy of the adopted constitution should be forwarded to the University of Oklahoma Alumni Association office.

These bylaws were adopted by the OU Club of _____ at a regular meeting held on _____, 200_.

President

Ten Signatures (need not be present at meeting to sign, but must live in the club area).

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

* The University of Oklahoma reserves the right to refuse or dissolve clubs and societies as necessary

Confidentiality Policy

Any club or society with access to alumni contact information must fill out the confidentiality agreement. A copy must be filed with the Alumni Association. The agreement can be found online.

History of the OU Alumni Association

Charles Ross Hume and Roy Philston Stoops were the university's first graduates in 1898. One year later, the two founded the OU Alumni Association along with graduates of the class of 1899: Jesse Lehmanowsky Hefley, Roscoe Shively Helvie and Lawrence Wooster Cole. Cole served as the Association's first president.

At the first alumni meeting held on June 9, 1899, a constitution was adopted establishing the Association as an organization of alumni and friends of the university. In 1901, members of the Association paid annual dues of 50 cents and by the end of 1902, the Association had an account balance of \$3.25.

Today, the Association's primary purpose is to promote the university by fostering a spirit of loyalty and commitment among students, former students, faculty, staff, parents and friends of the University. An alumna or alumnus must maintain a current address with the Association, pay annual or life membership dues to remain an active member. There are over 208,000 total alumni and of them over 21,500 are current alumni life and annual members. Today alumni and friends participate in over 100 clubs and societies throughout the United States and abroad.

Organization and Policy

Each club and society may build whatever structure that works best. The following structure serves as a suggestion. Most clubs and societies have four or five officers. **The election of officers should take place during the organization meeting of the club/society and yearly thereafter.** The most successful are those that actively engage a number of volunteer leaders.

Suggested Club Officers:

President: Maintains contact with area Club Manager, Responsible for making sure that the club is in compliance with university policies and procedures, Arranges all club and board meetings

Vice President: Assumes presidency if president resigns or is removed, Attends executive committee and board of director meetings, Works with other officers and committees to learn chapter operations, Assists the president in the fulfillment of his or her duties

Secretary: Takes the minutes of all club meetings, Sends out notices of chapter meetings and club activities, Sends a copy of notices prepared locally to the area OU field reps to keep the Alumni Association aware of activities, Establishes a roster of all club member's names, addresses, e-mail addresses and phone numbers, Makes sure membership list is up-to-date, Sends a copy of membership roster to the area field representative each year for coding, Has custody of the printout for all alumni living in the designated club area, Forwards interesting news and photographs from club activities to the OU Alumni office for possible use in *OU People*

Treasurer: Maintains the chapter funds, pays obligations of the chapter and keeps a record of all chapter financial transactions, Establishes a budget for the chapter's yearly activities to be approved by the board of directors, Provides a full and accurate account of all receipts to the OU Alumni Association for disbursements from the club's foundation account held in Norman, Reviews quarterly reports provided by the OU Alumni Association for accuracy.

Suggested Club Committees:

Activities: Social events, Caravans, Fundraising events

Young Alumni: Committee charged with involving more young alumni in club activities and in leadership roles.

Membership: membership campaigns, dues

Publicity: Club/Society Web Site, Calling Committees, E-mails, Invitations, Newspaper Ads

Scholarship: Scholarship forms, Award Assemblies, Contact the Alumni Association regarding recipients

Academic Recruitment: Notify Schools, Recruitment Events, College Day/Night Programs

More information regarding officer and committee duties and ideas are located on the club resources link on the OU Alumni Association Website at http://www.ou.edu/alumni/home/clubs/club_resources.htm

OU CLUB OF _____ LEADERSHIP ROSTER

Please complete this form and return it to the Alumni Association after elections are held. This information will be used by our office. The President will receive leadership mailings and other information throughout the year. Thank you for your support of the Alumni Association!!

PRESIDENT:

Name: _____
Mailing
Address: _____
Home Phone: _____ Work Phone: _____ E-Mail Address: _____

VICE PRESIDENT:

Name: _____
Mailing
Address: _____
Home Phone: _____ Work Phone: _____ E-Mail Address: _____

SECRETARY:

Name: _____
Mailing
Address: _____
Home Phone: _____ Work Phone: _____ E-Mail Address: _____

TREASURER:

Name: _____
Mailing
Address: _____
Home Phone: _____ Work Phone: _____ E-Mail Address: _____

Scholarship Chair

Name: _____
Mailing
Address: _____
Home Phone: _____ Work Phone: _____ E-Mail Address: _____

Club/Society and Alumni Association Partnership

The 4 C's:

1. Communicate – web, newsletters, e-mails, etc.
2. Connect – events, tours
3. Celebrate – watch parties, scholarships
4. Contribute – time, talent, treasure

The Alumni Association will assist Clubs and Societies in the following ways:

Club or Society Manager – The Alumni Association assigns a staff member to work with each club and society.

Campaign newsletter – Newsletters go out once a year to alumni in your defined constituency at no cost to your club. The newsletter is primarily used as a fundraising tool, to promote events and provide club/society information.

Membership Campaign and Organizational Meetings –Your club manager will help you define your constituency and work with you to figure out the best way to target alumni in your area. Marketing materials can be created and mailed to assist and promote your initiatives.

Postcards and other mailings – For most mailings allow four total weeks to produce, print and mail your invitation, postcard or flyer. You must provide to your club manager the text needed to produce the mailing. You will receive a proof before it is printed which you need to approve before the mailing will be produced.

Deposits and Reimbursements – The OU Foundation will hold funds for you in an account named for your club. Any funds that you receive can be forwarded to Norman for deposit to the OU Foundation. Funds may be used for any purpose the Club deems appropriate e.g scholarships, etc. If you or any member of the club makes an approved purchase at personal expense, forward your original receipt to your club manager and a reimbursement will be processed and mailed back to you usually within a business week.

Account Statements – Each club may request a copy of their account statement at any time. Contact the Alumni Association to have it e-mailed to you or your club treasurer.

Scholarships – Follow the guidelines set by the Alumni Association regarding awarding scholarships.

Speakers or Campus Tours - Contact the Alumni Association to find a speaker or set-up a campus tour. Have dates ready for tours and an idea of what type of University speaker your club/society would like to invite.

Athletic Tickets – Contact the Alumni Association regarding the athletic event you would like tickets to attend. You will need to provide a number of tickets and know how you are going to pay for them. There are no guarantees that we will be able to get the tickets from athletics, but we will try our best.

Event and Auction Items –The Alumni Association can provide table tents, stickers and other event decorations in the form of a watch party kit. We are also able to procure items for auctions, such as autographed basketballs, footballs, posters and OU memorabilia.

Leadership Training Weekend – Every two years the Alumni Association offers a leadership training weekend.

Roles and Expectations

Every club and society president should review and be familiar with the *Getting Started Packet*.

In order to be an official club or society of the OU Alumni Association you must have a signed constitution and confidentiality agreement on file with the Alumni Association. It may be found in the *Getting Started Packet* or on-line. These documents go over issues regarding University policy for the use of alumni addresses and e-mails.

All officers and committee chairperson(s) should have a copy of his or her roles and duties provided in the leadership manual or from the web site.

Presidents should contact each person that turns in an interest survey or a contribution form. The club should thank every person that has given their time or their money to the club.

Extend the University of Oklahoma physically, intellectually and socially beyond the boundaries of the campus.

Renew and encourage OU friendships and camaraderie.

Provide an on-going presence of OU within the community by assisting with local and community projects.

Promote membership in the OU Alumni Association and participation in campus and university events across the U.S.

Support student recruitment initiatives, scholarship fundraising and career networking.

Inform local club members of the progress and challenges at OU.

Bring OU to your community by providing outstanding faculty, administration and students, but to also bring your members to the university when there is opportunity.

Assist in identifying new members and key prospect for your club and the Alumni Association.

Follow all University policies regarding logos, alcohol, alumni lists and website.

Membership, Fundraising and Finance

Club/Society Membership

The definition of Club Membership is decided independently by each club. Some clubs choose to have a dues-based membership structure while others define membership by participation. Both systems have proven effective depending on the types of events, benefits of membership, fundraising goals and priorities, etc. offered by each club. For more help in deciding which structure works best for your club, please call your Club Manager at the OU Alumni Association.

How to Fundraise for your Club or Society

Direct Solicitation: Underwriting may be necessary to provide the “start up” funds needed for large events. Discuss with the chapter and prospective donors. Send letters of solicitation call donors personally or visit with them. Most people are willing to contribute to a good cause. They just need to be asked.

Watch parties: Some local vendors may be willing to give you a discount on food or beverages as a group for a football or basketball watch party. You may also be able to hold a raffle or auction with donated items. Passing the hat at halftime is another way to ask people for support.

Happy hour: Advertise that the local club is getting together for a happy hour. Charge a cover charge for entry. This is a very effective method of fund raising in large metropolitan areas.

Golf tournament: Sponsor the event in the spring for the highest interest and response. Seek advice from the golf course for planning information. The event should be open to the public for greater participation. Hold this event annually to build a solid reputation.

Casino nights: Can be simple or elaborate, consisting of silent auctions, gambling tables, live cash auctions, live chip auctions or a raffle. A live band or disc jockey can be present to make it fun for participants. Dinner can be served. These events need to be planned well in advance, and they require a strong commitment from organized volunteers.

Club Finance

Club Accounts: Each Club or Society has an account established for them at the OU Foundation. Any deposits or requests for payments for club activities can be sent to Norman and processed by the Alumni Association staff. Some clubs choose to have both an operating and a scholarship account. Funds in an operating account may be used for any purpose deemed appropriate by the club (e.g. watch party decorations, auction items, prepayment for event space etc) while scholarship account may only be used to provide OU Students with scholarships. Gifts are donations to the club account that are tax deductible for the donor. Other income includes payments to the club for event tickets; for example, by a member or friend who will receive a direct benefit from that payment. There are many instances in which these two types of payments are combined. For instance, a scholarship fund-raiser banquet meal is not deductible but the amount given in excess of the meal’s cost is deductible. All Checks should be

made out to the **OU FOUNDATION**. Our Finance Director will deposit the money into your specific OU Club or Society Account.

Club Statements: Club and Society statements are reconciled at the beginning of each month and the balances of any accounts associated with the club are available at any time from the Alumni Association staff.

Reimbursements: Should you or an authorized club member incur expenses related to the club, you may be reimbursed from the club's Operating Account. An original receipt is required to process reimbursement.

Gift Receipts and Donations: Donations of funds made to your club will receive a tax letter of receipt from the Foundation. Any gifts in kind (e.g. donations of goods or services other than money) can be accepted but should be accompanied by a gift receipt.

More details on the OU Foundation including more policies and procedures not covered here can be found at <http://www.oufoundation.org>.

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>.

Scholarship Guidelines

Overview:

Almost half of all alumni clubs raise and award scholarship money to students from their area to attend the University of Oklahoma. It is up to each club to select their recipients and how much they want to award. Every scholarship awarded by the local club will be matched with a tuition waiver up to \$1000 per year (\$500 per semester). The minimum match is \$125.

Note: if a student receives other waivers, which will exceed their total tuition, the OU tuition waiver match will only be equal to the resident or non-resident tuition amount. For non-resident students this only includes and will apply to their non-resident tuition. The matching waiver cannot be applied to fees, only tuition.

Scholarships are typically divided between the fall and spring semesters. Students will be contacted by the Alumni Association about claiming their awards. Awards are distributed during the second week of school at the beginning of each semester. Students will be notified by the Alumni Association about scholarship the scholarship disbursement dates.

Getting Started:

Every spring scholarship forms are sent out to club leaders and scholarship chairs. The forms include:

- Letter to all clubs outlining scholarship procedures
- Scholarship Request Form
- Sample Scholarship Application
- Sample Certificate
- Scholarship request should be turned in to Andrew Wertz no later than June 1st. (continued on next page)

Once the scholarship recipients have been selected the scholarship request form must be filled out and submitted to the Alumni Association office so they can begin the scholarship process.

Important Dates:

Late March: Scholarship forms are sent out to club leaders and scholarship chairs.

June 1st : Scholarship Request forms are due. Please send copy to the following address

OU Alumni Association
Attn: Andrew Wertz
900 Asp Ave., Suite 427
Norman, OK 73019

Late August: Fall scholarships are distributed to students

Late January/Early February: Spring scholarships are distributed to students

If you have any questions about alumni club scholarships please contact Andrew Wertz at (405) 325-2787 or by email, awertz@ou.edu.

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*

Marketing and Publicity

Club and Society Marketing Materials

Postcards: The Association staff can produce a postcard announcing an event or inviting Sooners to participate in your Club or Society. We can arrange for them to be mailed at the non-profit rate and can expand or narrow the list of OU Alumni to which the postcard is mailed depending on the particular needs of the club. Prices and timelines vary but a quarter-page postcard costs about \$.50 to produce print and mail and usually needs to be mailed about three weeks prior to an event. For more details regarding the postcard process, contact your club manager.

Broadcast Emails: An alternative to the sometimes high cost of mail is the broadcast email. We can use them as an alternative or a supplement to a mailing piece to announce an event or club initiative. The downside to email is the relatively smaller number of email addresses we have for graduates compared to mailing addresses. Encouraging your club members to register their email address with the Alumni Association will help you communicate even more effectively.

Website Policy

Make sure you are registered at alumni.ou.edu. After you are registered let your club manager know the login name that you (or the person who will be editing your page) will use on the site. The Alumni Association will add your name as an administrator for your club's page. For more information and detailed instructions editing, see the PDF document, *Editing Your Club Webpage* at http://www.ou.edu/alumni/home/clubs/club_resources.html.

Use of University Logos - The University of Oklahoma Department of Trademark Licensing

The University of Oklahoma's excellence in academic and athletic pursuits has long been the strength of the University's prestigious reputation as a pacesetter public institution. Its academic and athletic achievements and the continual growth of its alumni base contribute to a strong demand for products and services that display the trademarks, logos and symbols associated with the University.

Nationally and internationally, the public identifies the University of Oklahoma and the excellence it has come to represent through the University's name and the graphic representations of its identity. The recognition of the University of Oklahoma has created a great value in the University's name and symbols resulting in public trust and confidence in the University and economic rewards that benefit the University and its faculty, staff and students. The Department of Trademark Licensing promises to protect and promote the University of Oklahoma's reputation in the classroom and on the field by ensuring proper usage of its marks.

The next page illustrates the registered trademarks of the University. The Department of Trademark Licensing must approve the use of these marks for any promotional or commercial purpose. Please fill out the *internal licensing form* that can be found at <http://soonersports.com/marketing/okla-licensing.html>. If you have any questions about the use of the marks, please contact the Department of Trademark Licensing at (405) 325-7008 by email at oulicensing@ou.edu.

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, *OU People*, *Sooner 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.

Contact Information and Club/Society Directory

Alumni Association

900 Asp Ave., Suite 427

Norman, OK 73019-4051

E-mail Address: alumni@ou.edu

Phone Number: 405-325-1710

Web Site: <http://www.ou.edu/alumni/>

Club Managers –

Rennie Cook

405-325-1710

rennie@ou.edu

Black Alumni Society Atlanta
Black Alumni Society Dallas/Ft. Worth
Black Alumni Society Houston
Black Alumni Society Oklahoma City/Norman
Black Alumni Society Tulsa
Dance Partners
Latino Alumni and Friends Association

National Black Alumni Society
OU Band Alumni
OU Club of Army ROTC
OU Club of Construction Science
OU Club of Dallas
OU Club of Houston
University of Oklahoma Theatre Guild

Dave Hail

405-325-1710

davehail@ou.edu

American Indian Alumni Society
OU CAGO
OU Club of Alaska
OU Club of Ardmore
OU Club of Arizona
OU Club of Canada
OU Club of Central America
OU Club of Chicago
OU Club of Clinton
OU Club of Elk City

OU Club of Iowa
OU Club of Las Vegas
OU Club of Love County
OU Club of New Mexico
OU Club of San Diego
OU Club of Singapore
OU Club of Wichita
OU Club of Wisconsin
OU Club of Venezuelan Alumni Association
OU Colombian Alumni Association

Michael Dean

405-325-1710

mtdean@ou.edu

Alabama Gulf Coast Sooners
Emerald Coast OU Club
OU Club of Atlanta
OU Club of Austin
OU Club of Birmingham
OU Club of Central Arkansas
OU Club of Central Florida
OU Club of Central Texas
OU Club of Charlotte
OU Club of Collin County
OU Club of Corpus Christi
OU Club of Enid
OU Club of Fort Worth
OU Club of Greater Kansas City
OU Club of Kay County
OU Club of Knoxville/East Tennessee
OU Club of Lafayette
OU Club of Memphis & Midsouth

OU Club of Mississippi
OU Club of Nashville
OU Club of New Orleans
OU Club of Norman
OU Club of North Dallas
OU Club of NW Arkansas
OU Club of Okmulgee
OU Club of Palm Beach
OU Club of Piedmont
OU Club of Raleigh-Durham
OU Club of San Antonio
OU Club of Shreveport/Bossier
OU Club of South Florida
OU Club of Stillwater
OU Club of Tulsa
OU Club of Washington County
OU Club of Woodward
Suncoast Sooners

Andrew Wertz

405-325-1710

awertz@ou.edu

Friends of the Bio Station
OU Club of Ada
OU Club of Altus
OU Club of Boston
OU Club of Central Kentucky
OU Club of Cincinnati/Dayton
OU Club of Cleveland
OU Club of Colorado
OU Club of Columbus
OU Club of Connecticut & Western Mass.
OU Club of Duncan
OU Club of East Texas
OU Club of Greater Los Angeles
OU Club of Greater Oklahoma City
OU Club of High Plains
OU Club of Hobart
OU Club of Indianapolis
OU Club of Lawton

OU Club of McAlester
OU Club of McCurtain County
OU Club of Nebraska
OU Club of New York
OU Club of Permian Basin
OU Club of Portland
OU Club of Puget Sound
OU Club of Purcell
OU Club of Shawnee
OU Club of Southern Colorado
OU Club of St. Louis
OU Club of Texoma
OU Club of the Bay Area
South Central Pennsylvania Club
The Capitol Club
Twin Lakes OU Alumni Club
Tallahassee Sooners

Club Programming

Deborah Foster

debfooster@ou.edu

Athletic Tickets, Watch Party Kits, Caravans, Auction Items, Confidentiality Agreement

Brenda Gass

brendag@ou.edu

Foundation Account, Account Statements, Reimbursements

Suzanne Harris

suzyg@ou.edu

Leader Database, Campus Tours, Speakers, Student Recruitment Lists, Leader Address Updates

Andrew Wertz

awertz@ou.edu

Scholarships

OU Alumni Association Staff

Rennie Cook, '99, '04

Associate Vice President for Alumni Affairs

Executive Director, OU Alumni Association

alumni@ou.edu

(405) 325-1710

Dave Hail, '02

Associate Executive Director

(405) 325-0318

Suzanne Harris, '00

Director of Special Events

(405) 325-1224

Michael Dean, '02

Director of Marketing and Development

(405) 325-7927

Lea Ann Quirk

Coordinator of Alumni Services

(405) 325-1710

Deborah Foster

Director of Athletic Events

(405) 325-9258

Amy Spehar, '00

Director of Alumni Communications

(405) 325-8252

Brenda Gass

Director of Alumni Finance

(405) 325-3453

Jill Stephens

Assistant to the Associate Vice President

(405) 325-1710

Mishell Gass

Coordinator of Financial Services

(405) 325-2571

Andrew Wertz, '07

Assistant Director

(405) 325-2787

Important Campus Numbers

Athletic Ticket Office	1-800-456-4668 or 405-325-2424
Prospective Student Services	1-800-234-6868 or 405-325-2151
Admissions and Records	405-325-2251
Financial Aid Services	405-325-4521
Sooner Club	1-800-522-0772 ext. 8000 or 405-325-8000
President's Associates	405-325-3701