



## UP Chapter of Excellence

Chapter of Excellence status is given to Chapters whose efforts during a given fiscal year are exemplary. Criteria include welcoming and connecting alumni in their area, supporting UP students and faculty, strengthening branding, and increasing donor and volunteer engagement that go well beyond the minimum requirements for a Chapter. Chapters of Excellence receive additional UP support and resources that are consistent with their commitment to serving the diverse needs and interests of all Pilots and their families.

All Chapters interested in the Chapter of Excellence status must apply by **May 24**.

### Chapter of Excellence Requirements:

- ◇ Submit a Chapter leadership roster and update any changes throughout the year:  
[https://uportland.qualtrics.com/jfe/form/SV\\_cTNcGMiwHMKsXRj](https://uportland.qualtrics.com/jfe/form/SV_cTNcGMiwHMKsXRj)
- ◇ Submit an annual report
- ◇ Submit an event request form at least 6-weeks prior to all events
  - [https://uportland.qualtrics.com/jfe/form/SV\\_5o13mWWV1UDoziZ](https://uportland.qualtrics.com/jfe/form/SV_5o13mWWV1UDoziZ)
- ◇ Submit an event follow-up form for all events within 1-week after the event
  - [https://uportland.qualtrics.com/jfe/form/SV\\_0D0Q7zUSpd7k805](https://uportland.qualtrics.com/jfe/form/SV_0D0Q7zUSpd7k805)
- ◇ Maintain an active social media presence (Facebook/Twitter) that demonstrates consistency in posting (at least 2 per month) and keeps users involved.
- ◇ Submit a nomination for the annual Alumni Awards (*Contemporary Alumni Award*, *Distinguished Alumni Award*, *Outstanding Service Award*). Online links to award nominations found at: <https://www.up.edu/alumni/alumni-awards/index.html>
- ◇ Sponsors **three** diverse events annually:
  - Service Events
  - Faith Events
  - Social Events
  - Educational Event
  - Pilot Landing Event
- ◇ In addition to the three diverse events, participate in any **two** engagement opportunities from the following list:
  - A **Development Office** campaign:
    - Host a *community building* event of your choice within the 24-hour window of Pilots Give in early April.
      - This event **does not** have to be giving centric.

- Participation might require additional steps and coordination with the Office of Development including (but not limited to) sharing event photos real-time to be streamed as part of the larger celebration and general promotion of the giving campaign on your social media page(s).
  - An **Admissions** related activity such as:
    - Participate in the “Welcome Pilots” call campaign in July.
      - Chapter leaders will call incoming Pilot families from across the country to welcome them to our family.
      - This activity is hosted by the Office of Alumni & Parent Relations in partnership with the Admissions Office. Your Chapter will be invited by our team to participate in Spring.
    - Attend and support a University of Portland sponsored *Welcome Reception* (in specific regions only) to welcome first-year students and their families.
      - Chapter leaders will work with the Office of Alumni & Parent Relations to coordinate their responsibilities for the event.
    - Participate as volunteers at an Admissions sponsored event in your city or region:
      - Coordinate with the Admissions representative assigned to your area to see if they need assistance at local college fairs, UP sponsored receptions, and/or any other recruitment efforts in the Fall or Spring.
      - Please contact your representative in the Office of Alumni & Parent Relations to be introduced to your Admissions contact.

**In addition to the standard Chapter-level support, a Chapter of Excellence will receive:**

- ◇ An additional \$250.00 in the Chapter budget to be applied towards new events and activities (or to enhance existing events).
- ◇ The choice of a Chapter tabletop banner or a tablecloth that displays the Chapter logo.
- ◇ Recognition in UP’s *Portland* Magazine.
- ◇ Recognition at the President’s Welcome and Alumni Awards Ceremony at Reunion in June.