

Yale University



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ASSOCIATION OF YALE ALUMNI
P.O. Box 209010
New Haven, Connecticut 06520-9010
203 432-7099 FAX 203 432-0587

Re: Year End Items

August 4, 2003

As your club or association finishes its annual cycle, please take a few moments to send us the information which will help you with next year's planning and which we need to publish in the AYA leadership directory.

- 1.) Leadership Directory Listing: Your Club President information will be included in the 2003-2004 AYA Program Information & Leadership Directory, which is available via the internet (<http://www.aya.yale.edu/clubs/officers.html>). Please indicate if there is any information that you would rather not appear on the internet.
- 2.) President's Year End Report: This brief report is vital to our efforts to assist you in planning for the coming year. Please list any events for the coming year that are already in the planning stages. You may file an electronic version of this report through the Club Officer's Toolbox at <http://www.aya.yale.edu/clubofficers/yearend/report.htm>
- 3.) Officer Roster Update: Please check the enclosed roster for accuracy and make any necessary corrections in name, address, e-mail, phone number or position directly on the attached sheet. If you have any additions to the list, please add those names on the enclosed form. This information is important to us as it allows us to properly track volunteer involvement in Yale Clubs and Associations.

Thank you for your service to Yale and to our alumni during this past year. Please do not hesitate to contact me or your Club Relations Officer if you have any questions.

Best wishes for a pleasant summer.

Encls.

Please return all three of the forms and the corrected roster by September 15, 2003 in the enclosed envelope, or fax to Darlene Moore at 203-432-0587

Each year club leadership information is made available on the Web at www.aya.yale.edu/clubs/officers.html. We would like your information to be as accurate as possible and your efforts to be acknowledged.

2003-2004 AYA LEADERSHIP DIRECTORY LISTING

Please print:

Club or Association Name: _____

Name of President for 2003-04: _____

Length of term: _____ Term Expires: _____

Degree/year of President: _____

Mailing address to be used:

Publish this telephone number: _____

- This number is the permanent Club number.
- This number is my home number.
- This number is my business number.

Publish this fax number: _____

- This number is the permanent Club fax.
- This number is my home fax.
- This number is my business fax.

Publish this e-mail address: _____

- This number is the permanent Club e-mail.
- This number is my home e-mail.
- This number is my business e-mail.

**Please return this form to the AYA no later than September 15, 2003
or fax to Darlene Moore at 203-432-0587.**

**Association of Yale Alumni
Box 209010
New Haven, Connecticut 06520-9010**

2002-2003 President's Year-end Report

1.) Club or Association Name: _____

Your name: _____

Phone (H or B) _____ Fax: _____ E-mail _____

2.) Administration:	Y	N
Does your Club or Association collect dues?	[]	[]
Does your Club or Association publish a membership directory?	[]	[]
Is your Club or Association registered as a 501c3?	[]	[]

3.) If your Club or Association collects dues, how many dues paying members does your Club or Association have? _____

4.) Communication:	Y	N
Does your Club or Association have a newsletter?	[]	[]
How often do you mail? _____		
Do you publicize events via e-mail?	[]	[]
What percentage of club membership is reachable via e-mail? _____		
Does your Club or Association have a Web Page?	[]	[]
Is it linked to the AYA Home Page? _____		
Who is your Web Master? _____		
Web Master's e-mail address _____		

5.) Activities and Services:	Y	N
Does your Club/Association have an Alumni Schools Committee?	[]	[]
Is the ASC Chair an ex-officio member of your Board? _____		
Did your Club or Association contact current Yale students from your local area this year in some way?	[]	[]
Does your Club or Association participate in the Yale Book Award?	[]	[]
Does your Club or Association have a Scholarship Program/Fund?	[]	[]
Did your Club or Association have a Yale speaker visit this year?	[]	[]

6.) Board Activities:	Y	N
Does your Board meet on a regular basis?	[]	[]
Do you forward copies of Board minutes/financial reports to your Club Relations Officer?	[]	[]

[over, please]

7.) Please list the primary activities (with dates) held by your Club or Association in 2002-03. (Please feel free to use reverse side of page, or add additional page if necessary.)

8.) Please list any programming ideas or plans for your Club or Association in 2003-04.

9.) Are there any special issues of concern for your Club of which you would like us to be aware?

**Please return this form in the enclosed envelope or
fax to Darlene Moore at 203-432-0587
by September 15, 2002**

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Club Volunteer Roster Update

We have attached the roster currently on file in Yale's alumni records for Board members and other volunteer leaders for your Club or Association. Volunteer work becomes a part of an individual's permanent record of service to Yale, and it is important to both them and Yale that we recognize their participation as active volunteers. Please examine the list carefully and take the following steps:

- 1.) Cross out any individual who no longer occupies any position at all within the organization.
- 2.) Amend or correct any records that do not match the information that you have on file for one of your Board members, committee Chairs and Coordinators and AYA Delegates. (Please make these changes directly on the roster.)
- 3.) Use the space provided below to add any individuals that do not appear on our roster who now occupy Board, committee or coordinator positions, including the Alumni Schools Committee Coordinator and AYA Delegates. If you have programming, young alumni, graduate & professional, minority or club scholarship coordinators, please be sure to list them as well

Name and Yale Degree	Business Address, Phone, Fax, E-mail	Home Address, Phone, Fax, E-mail	Club Position(s)

**Please return this form and the updated roster form to the AYA
no later than September 15, 2002
or fax to Darlene Moore at 203-432-0587**

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