

## UWSP Alumni Chapter Meeting Template

Host name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Attendees: (Required for reimbursement. No alcohol is eligible for reimbursement.)

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Notes for the host: Maximum per person food allowance is \$10. No purchases of alcohol are eligible for reimbursement. The UWSP Alumni Association will pay for up to two chapter meetings per year with a maximum reimbursement of \$100 overall. The event budget may not exceed \$1,000 and the goal should be between \$500 and \$700 including mailings. Best guesses are needed in all areas. Numbers do not need to be exact. Each chapter has a budget of up to \$200 per year to utilize on an event in a supplemental capacity. The goal should be to break even with event registration fees, but this \$200 may be used to offset the cost of one event in order to keep the per person price lower.

## UWSP Chapter meeting Agenda Template

1. Introductions

2. Brainstorm Event Ideas

3. Pick a Date and Time for the Event

4. Who will do follow-up for the Event and report to the host?

5. List all questions, event details hoped for and other information you can think of

Budget for our event:

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RSVP date for event: \_\_\_\_\_