



# Lunch Break

Hideaway Pizza

Cupcakes were donated by our new  
OSUAA merchant discount,

**Cake Crazy**

Members can receive 10% off!



# Session III

Chapter Leader Training

May 2014



# EVENT PLANNING & PREP

- It is never too early to start planning
- Assists us in scheduling emails to fit in the OSUAA calendar
- Allows us time to schedule several reminder emails for your event
  - In addition to snail-mail invitations and press releases



# EVENT REQUEST FORM

Please complete the Event Communication Request online form once your event details are confirmed.

[orangeconnection.org/chaptercommrequest](http://orangeconnection.org/chaptercommrequest)

**Form Data:**

**First Name:**

Lori

**Last Name:**

Kandel

**Phone:**

757-229-1095

**Email:**

[fitinwater@cox.net](mailto:fitinwater@cox.net)

**Chapter:**

VA-Southeast (Williamsburg)

**Chapter Email:**

[fitinwater@cox.net](mailto:fitinwater@cox.net)

**Event Name**

Annual Election, Board Meeting and Bar-B-Que

**Event Date**

6/7/2014 5:00 PM

**Event Description**

**(For online listing and email)**

The SEVA chapter annual election and board meeting is to be followed by a family style Bar-B-Que. Bring a chair and a

**Venue Name**

The Kandel's

**Venue Address**

103 Jib Ct. Williamsburg, VA

**Member Cost**

\$0

**Nonmember Cost**

\$0

**Does your event require online registration or an RSVP?**

RSVP Only (No event cost)

The screenshot shows the OSU Alumni Association website with the following elements:

- Header:** OSU ALUMNI ASSOCIATION logo, "Your ORANGE Connection" slogan, and navigation links: Membership, Alumni Programs, Student Programs, News & Events, Shopping & Services, Give to OSU, Alumni.
- Navigation:** Home > Alumni Programs > Chapters/Watch Clubs
- Left Sidebar (Chapters/Watch Clubs):** Chapters/Clubs Calendar, Chapter Leader Training, Cowboys for a Cause, Find a Chapter/Watch Club, Find a Watch Party, Leadership Resources, New Location Request, Scholarships.
- Main Content Area:**
  - Title:** Chapter Event Communication Request
  - Form Fields:**
    - First Name:  \*
    - Last Name:  \*
    - Phone:  \*
    - Email:  \*
    - Confirm:  \*
    - Chapter:  \*
    - Chapter Email:  \*
    - Confirm:  \*
    - Event Name:  \*
    - Event Date:   \*
    - Event Description (For online listing and email):  \*
    - Venue Name:  \*
    - Venue Address:



# COMMUNICATION PLANS

Event Communication Plan					
Chapter Name	Cleveland County				
Event Name	5k Fun Run				
Event Date	4/26/2014				
Chapter Contact	Lynne McElroy				
Project	Due Date	Reference (Weeks)			Date Completed
<b>Website</b>					
Post to Calendar	2/4/2014	8	/ccfunrun		
Open Registration	1/28/2014	8			
Close Registration	4/24/2014	2 days prior			
<b>Print Materials</b>					
Flyers	3/1/2014	8			
Order Invitation	3/22/2014	5			
Invitation In Hand	3/29/2014	4			
<b>E-mail Blasts</b>					
			From Name	Subject	
First	2/11/2014	10.5	Cleveland Co	Save the Date	
Second	3/4/2014	7.5	Cleveland Co	Newsletter	
Third	3/29/2014	4	Cleveland Co	Reminder	
Fourth	4/10/2014		Cleveland Co	T-shirt order deadline	
Fifth	4/19/2014	1	Cleveland Co	Final Reminder	
Confirmation	4/23/2014	0.3	Cleveland Co	Confirmation to registrants	
<b>Press Release</b>					
Pre-Event	4/5/2014	3	Norman, Purcell		
<b>Orange Bytes</b>					
Monthly: Tues of Last Full Week					
<b>Facebook/Twitter</b>					
			Account		
Ad	3/29/2014	4	OSUAA		
Post	Various weekly				



## EVENTS & MEMBERSHIP

- For events with an entry fee, consider offering a discounted price for OSUAA members
- Works well with golf tournaments
  - North Texas, NW Arkansas, Kansas City
- Legacy events
  - Allow legacies registered in the OSUAA legacy program to attend for free



# LIFE MEMBER EXCLUSIVE

- We can help you identify OSUAA life members registered to attend your events
- Show appreciation to life members
  - Special recognition
  - Nametag
  - Life member exclusive event



# DEMOGRAPHICS

We are able to provide demographics for each chapter area.

Demographic reports are saved in each chapter's Google Drive folder and can be requested anytime.

<b>Chapters Included</b>	CA-Los Angeles 35
<b>Total Constituents</b>	1395
<b>Constituents with Email</b>	584
<b>%Constituents with Email</b>	41.9%

Membership	Count	%Total
Active	88	6.3%
Lapsed	524	37.6%
Never a Member	783	56.1%

Gender	Count	%Total
Female	535	38.4%
Male	860	61.6%

Constituency	Count	%Total
Alumni	1148	82.3%
Attended	44	3.2%
Friend	203	14.6%

Marital Status	Count	%Total
Divorced	41	2.9%
Married	593	42.5%
Single	527	37.8%
Unknown	202	14.5%
Widowed	32	2.3%

Age Group	Count	%Total
23-25	10	0.7%
26-30	66	4.7%
31-35	103	7.4%
36-40	137	9.8%
41-45	123	8.8%
46-50	134	9.6%
51-55	186	13.3%
56-60	118	8.5%
61-65	79	5.7%
66-70	44	3.2%
71-75	31	2.2%
76-80	23	1.6%
81-85	12	0.9%
86-90	10	0.7%
91 +	5	0.4%
Not Known	314	22.5%

College	Count	%Total
CAS	343	24.6%
CASNR	44	3.2%
CEAT	274	19.6%
COE	88	6.3%
COHS	77	5.5%
CVHS	18	1.3%
Graduate College	1	0.1%
Not Known	248	17.8%
OSU-Center for Health Sciences	6	0.4%
OSU-Institute of Technology	5	0.4%
OSU-Oklahoma City	23	1.6%
SIS	1	0.1%
SSB	267	19.1%





# OSU ALUMNI IN THE U.S.

⊕ Dallas-Fort Worth, TX-OK	12,934
⊕ Houston-The Woodlands, TX	5,800
⊕ Los Angeles-Long Beach, CA	2,470
⊕ Denver-Aurora, CO	2,453
⊕ Kansas City-Overland Park-Kansas City, MO-KS	2,228
⊕ Washington-Baltimore-Arlington, DC-MD-VA-WV-PA	1,992
⊕ San Jose-San Francisco-Oakland, CA	1,793
⊕ New York-Newark, NY-NJ-CT-PA	1,621
⊕ Wichita-Arkansas City-Winfield, KS	1,444
⊕ Chicago-Naperville, IL-IN-WI	1,349
⊕ Atlanta-Athens-Clarke County-Sandy Springs, GA	1,210
⊕ Seattle-Tacoma, WA	945
⊕ Albuquerque-Santa Fe-Las Vegas, NM	747
⊕ Boston-Worcester-Providence, MA-RI-NH-CT	709
⊕ Little Rock-North Little Rock, AR	687
⊕ Portland-Vancouver-Salem, OR-WA	648
⊕ Philadelphia-Reading-Camden, PA-NJ-DE-MD	613
⊕ Miami-Fort Lauderdale-Port St. Lucie, FL	569
⊕ Minneapolis-St. Paul, MN-WI	485
⊕ Amarillo-Borger, TX	477
⊕ Nashville-Davidson-Murfreesboro, TN	470
⊕ Orlando-Deltona-Daytona Beach, FL	461
⊕ Detroit-Warren-Ann Arbor, MI	445
⊕ Raleigh-Durham-Chapel Hill, NC	442
⊕ Springfield-Branson, MO	414
⊕ Las Vegas-Henderson, NV-AZ	398
⊕ Charlotte-Concord, NC-SC	335
⊕ Joplin-Miami, MO-OK	330
⊕ Indianapolis-Carmel-Muncie, IN	319
⊕ Sacramento-Roseville, CA	318
⊕ Tucson-Nogales, AZ	317
⊕ Salt Lake City-Provo-Orem, UT	292
⊕ Memphis-Forrest City, TN-MS-AR	288



# Session IV

Discussion



# Closing Remarks

OSU Alumni Association President

Chris Batchelder