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I. INTRODUCTION

WELCOME

We’re delighted to have you play a part in one of the Bryn Mawr College (BMC) Clubs. Clubs are one of the best ways to connect alumnae/i across the nation and around the world. We’ve created this handbook to help you understand your roles and responsibilities as Club officers and make your job easier.

This Handbook provides general guidelines for Clubs, suggestions, and resources that can be used to build community within your area. It includes practical information on how to start a BMC Club, how to organize and manage volunteers, and how to plan successful events. It outlines the specific ways in which the Alumnae Association can help your Club succeed. This handbook also includes valuable samples, including bylaws, budgets, calendars, newsletters, and more.

BMC Clubs reflect the diversity of the BMC community. The Alumnae Association is committed to making sure that the Clubs demonstrate the values of inclusion and equity in carrying out their activities. We are ready to work with Clubs to ensure that they engage a broad variety of alumnae/i, create a welcoming group, and meet the needs of the local community.

Every BMC Club President will receive a copy of this Handbook. Additional copies may be obtained from the Alumnae Relations and Development (ARD) Office. The Handbook is also available on the College’s website at (https://www.brynmawr.edu/alumnae/get-involved/club-affinity-volunteers/club-affinity-resources).

On behalf of the College and the Alumnae Association, thank you for the important work you are doing and for the vital link you are creating with Bryn Mawr College. The Alumnae Association looks forward to helping support you in any way we can.

Adopted by the Alumnae Association Executive Board in June 2019
BRYN MAWR COLLEGE ALUMNAE ASSOCIATION’S HISTORY AND MISSION

In 1890, a group of highly dedicated alumnae sought a way to stay connected to Bryn Mawr College, expressing keen interest in the curriculum and working to raise money for scholarships. The Association was chartered and incorporated in 1897, “to further the interests and the general welfare” of the College and “to cultivate intimate relations and friendly feelings” among its alumnae.

Today, the mission of the Bryn Mawr Alumnae Association is to support alumnae/i as they continue to transform throughout their lives, connecting them to the College and Bryn Mawr community, while enlisting their talents and encouraging their generosity in support of the College.

The Alumnae Association fosters a strong sense of community and tradition; promotes lifelong learning; enriches the personal, professional, and cultural lives of our alumnae/i; and supports service to the College.

WHO IS A MEMBER OF THE ALUMNAE ASSOCIATION AND BRYN MAWR CLUBS?

Anyone who has spent at least one semester as an undergraduate or graduate student at Bryn Mawr College, in addition to those receiving degrees or completing four credits while attending as a special student, is a member of the Alumnae Association.

Club members are all alumnae/i who reside within the Club’s geographic boundary. Active members are all dues-paying or otherwise engaged members who reside within the geographic boundary of the Club. There should be no barrier to engagement or exclusion of any type of alumnae/i.

THE ALUMNAE ASSOCIATION EXECUTIVE BOARD

The Alumnae Association Executive Board (AAEB) acts in an advisory capacity to the College, the Association and its Director, serving as a strategic resource to provide an outside perspective and voice of alumnae/i, contributing strategic skills, and identifying contacts and relationships to provide opportunities and enhance the curricular and extracurricular life of the College. Board members serve as ambassadors of the Alumnae Association, attending alumnae/i events whenever possible and helping coordinate programs and activities with other members of the College community.

For the current AAEB, see: https://www.brynmawr.edu/alumnae/executive-board

THE ALUMNAE/I RELATIONS AND DEVELOPMENT OFFICE

For the current Alumnae Relations and Development (ARD) staff see: https://www.brynmawr.edu/giving/contact-us
II. CLUBS AND REGIONAL GROUPS

BMC CLUB GOALS

Bryn Mawr’s Clubs and Regional Groups help alumnae/i stay connected with one another and with the College. These groups are run by alumnae/i volunteers and reflect Bryn Mawr’s core values of education, community, and service.

The overarching goal of BMC Clubs is to connect alumnae/i within a defined geographic area to each other and to the College. Clubs should also endeavor to reflect the diversity of the alumnae/i in the applicable geographical region, both through its leadership and in the inclusivity and accessibility of Club programming.

Depending on your Club’s size and resources, your programs should achieve some or all of these goals:

• Foster alumnae/i connections through events and building community
• Support the College by helping recruit students for the Office of Admissions
• Provide professional networking opportunities
• Raise the visibility of Bryn Mawr College through community service projects
• Encourage club members to stay engaged with the College by sharing campus news

For a current list of Clubs and Regional Groups see: http://bit.ly/BMC_Clubs

STRUCTURE OF BRYN MAWR CLUBS

Clubs function within a general structure of seven regions throughout the world, and under the umbrella of the Alumnae Association. Clubs focus their activities on specific geographic areas and are (usually) named after the major city within that area, such as Houston, New York City, Seattle, etc. Clubs are tax-free entities under the Alumnae Association’s General Exemption Number (GEN) and have their own Employer Identification Number (EIN), obtained from the Internal Revenue Service (IRS).

TYPES OF CLUBS

The ARD Office has established three types of Clubs for engaging alumnae/i regionally: Tier One Clubs, Tier Two Clubs and Tier Three Clubs. Regional Groups may form in regions with no clubs. Each model has a different set of expectations in its structure and activities. Remember to consider the level of resources (volunteers, time, money, energy) within your group as you are determining the type of Club that is the best fit for you. You can always exceed the required programming, but don’t over-extend at the start!
EXPECTATIONS

<table>
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<th>TYPE OF CLUB</th>
<th>PROGRAMS</th>
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<td>Tier One Club</td>
<td>6+ programs annually</td>
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<tr>
<td>Tier Two Club</td>
<td>2 – 5 programs annually</td>
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<tr>
<td>Tier Three Club</td>
<td>1 program annually</td>
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ALL CLUBS:

- Communicate with the entire Club membership at least once a year
- Submit summaries of event participants and event outcomes to the ARD Office
- File end-of-year reports with the ARD Office
- Participate in Alumnae Volunteer Summit (Club leadership)
- May choose to implement a dues structure to support Club programming

REGIONAL GROUPS & AMBASSADORS

Regional Groups are organized by alumnae/i who live in a geographic area with fewer than 50 alumnae/i that do not have a Club. Regional Groups gather for occasional events, like a faculty speaker event, or an informal coffee. ARD staff provides the names of alumnae/i living in a geographic area for those who are interested in Regional Group activities. Alumnae/i who organize Regional Groups are called Alumnae Ambassadors.

Clubs with wide geographic boundaries and alumnae/i who are spread throughout the boundaries may also identify Ambassadors to facilitate engagement opportunities for a specific area within the Club’s boundaries.

ALL REGIONAL GROUPS:

- Engage alumnae/i occasionally
- Submit a summary of event participants and outcomes to ARD staff
- Are not required to file end-of-year reports with ARD staff
- Are welcome to participate in Alumnae Volunteer Summit
- Do not collect dues (events are self-funded)
III. CLUB LEADERSHIP

OVERVIEW

Since Clubs vary in size and activities, their leadership structure also varies. Some groups are governed by elected officers who assume various responsibilities (see below). Other groups are run by a core group of volunteers (i.e., alumnae/i who are not elected officers). All Clubs should have an appointed treasurer if dues are collected. The ARD staff can assist in identifying potential leaders who can help with the Club responsibilities.

Although individual Clubs set their own terms of office, two- to three-year terms are strongly recommended. These terms should be staggered to provide continuity on the board and help with succession planning. Setting term limits fosters diversity and maintains enthusiasm so leaders don’t burn out and new volunteers have the opportunity to take on leadership roles. Officers should be elected by May 31.

Whenever new officers are selected, the club president will notify the ARD Office.

It is important—and healthy for the organization—for Club officers to reflect the array of alumnae/i backgrounds, in terms of length of time since graduation, age, ethnicity, cultural affinity, etc. Such diversity helps ensure that all alumnae/i feel welcome to participate and that the Club benefits from hearing a variety of viewpoints and opinions.

SUGGESTED RESPONSIBILITIES OF BRYN MAWR CLUB OFFICERS

PRESIDENT/CO-PRESIDENTS

- Determine overall direction of the Club
- Call and preside at meetings
- Appoint specific committees (e.g., nominating, young alumnae/i, public relations)
- Write annual president’s letter
- Make sure that at least one newsletter goes out each year
- Maintain records of Club activities and communicate about club activities for the year (see Appendix A-1 for the Annual Report)
- Participate in Alumnae Volunteer Summit
- Keep informed about the College
- Thank and nurture volunteers
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund
VICE PRESIDENT

- Assist the president
- Carry out specific duties as assigned (e.g., social chair, benefit chair, membership chair, young alumnae/i representative, Seven Sisters/Ivy representative, publicity chair, webmistress)
- Take the lead in planning annual Club programs that appeal to the Club’s diverse constituency
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

SECRETARY

- Write and keep a file of minutes of all meetings
- Distribute minutes to board members (by mail and/or email)
- Maintain current membership list
- Notify board members of meetings (by telephone, mail, or email)
- Notify the ARD Office of address changes
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

TREASURER

- Work with president to prepare a budget
- Maintain appropriate bank account in the Club’s name
- Receive and keep accurate records of all incoming money (e.g., dues, gifts, fundraising)
- Pay all Club bills and keep accurate records of all expenses
- Ensure that the Club complies with laws relating to fundraising and taxes; file necessary forms
- Report on finances at board meetings
- Keep a file with bank account numbers, bank statements, copies of tax forms and exemption certificates, bulk mail permit (if any)
- File an Annual Finance Report to the Alumnae Association (see Appendix A-2)
- Ensure there are adequate funds in the treasury to support ongoing programs
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund
In addition to the above leadership positions, Clubs may also have the following positions:

**WEBMISTRESS / COMMUNICATIONS**

- Update and maintain the Club website, ensuring the accuracy of information and timely publication of events and activities
- Expand on-line services and capabilities commensurate with interests of the Club and the College
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

**YOUNG ALUMNAE/I (I.E., GOLD) REPRESENTATIVE**

- Work with the Club president to establish a set of program activities geared to alumnae/i 10 years out and younger
- Collaborate with ARD to plan annual “Welcome to the City” in the fall for recent graduates who have moved to the Club’s area (some Clubs also invite young alumnae/i five years post-graduation and/or alumnae/i who are new to the area to the Welcome event)
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

**PROGRAM CHAIR**

- Work with the vice president to design programs that will appeal to the Club’s diverse constituency
- Inform ARD staff about plans and activities by forwarding copies of all newsletters and special reports
- Plan the year’s calendar of events for the Club in cooperation with designated officer(s)
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

**MEMBERSHIP CHAIR**

- Maintain accurate records of Club membership
- Work with treasurer to develop a procedure for entering information from dues envelopes (or other mechanism) into a spreadsheet program (or other mechanism)
- Coordinate the work of one or more committees to welcome newly-arrived alumnae/i to the Club area
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund
NEWSLETTER EDITOR

- Create a print and/or electronic newsletter that publicizes Club activities
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

NOMINATING COMMITTEE CHAIR AND MEMBERS

- Research and reach out to potential candidates for board positions (ARD staff is available to help identify potential candidates)
- Communicate the responsibilities of the specific position to potential candidates
- Field a slate of officers who will continue the business of the Club in the next term, ensuring that the Board, as a whole, represents the Club’s constituencies
- Present a complete slate of nominees to the members at the Club’s annual meeting
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

GIVING TIME, TALENT, & TREASURE

Alumnae/i leaders give their time and talents to the Clubs or other groups in their area. There’s one more component: treasure! In addition to the specific job descriptions for Club leaders (see above), all officers are expected to make an annual donation to the Bryn Mawr Fund of any amount. Making a financial contribution to support the College is an important component of leadership, demonstrated by the gift of time, talent, and treasure! In addition to providing the College with valuable financial support, leaders will inspire other alumnae/i to give.

People often ask if they can take the time they donate to the College as a tax-deductible expense. Sadly, the IRS does not allow this, nor can volunteers deduct the value of the income lost while an alumna/us works as an unpaid volunteer. For more information about this, contact the ARD Office.
THE BRYN MAWR FUND

The Bryn Mawr Fund is a reliable revenue source that provides stability to both the College and its students. The Fund is made up of annual, renewable, and unrestricted contributions that the College uses where it is most needed, from providing scholarships, to supporting internships, to meeting immediate campus and student needs. For example, the average Bryn Mawr student pays roughly half of the cost of their college education. The Bryn Mawr Fund helps make up the other half and ensure that students can attend and benefit from a Bryn Mawr education. The Fund also helps mitigate unexpected risks and problems, such as a decline in the stock market (and, hence, the College endowment), or natural disasters.

A strong alumnae/i participation rate also helps the College’s rankings (such as in U.S. News and World Report). Prospective students, families, and grant makers alike view gifts as a key indicator of the confidence alumnae/i have in their alma mater. Bryn Mawr has a higher donation rate than some of our peers, but lower than others.

Thank you in advance for helping us to lift this rate and demonstrate alumnae/i support for, and confidence in, the College!
IV. STARTING OR GROWING A CLUB

STARTING OR GROWING A CLUB

Any alumna/us interested in starting or growing a Club should email clubs@brynmawr.edu to discuss the feasibility of the new group.

THE FOLLOWING STEPS ARE RECOMMENDED:

• Contact ARD staff for a list of alumnae/i in the geographic area.

• Recruit a core organizing group (3-10 alumnae/i) to talk about what alumnae/i needs could be met by the Club, what kind of activities you’d like to host, and what goals you have for the group.

• Determine which type of Club will work best for your area (see the Type of Clubs section of this Handbook). Consider the group’s resources (e.g., volunteers, time, money, energy), when selecting a specific type. Remember, you can always exceed the required programming, but don’t over-extend at the start!

• In consultation with the ARD staff, decide on the Club’s name (names that specifically identify a geographic region or city work well in helping alumnae/i identify the Club that is most proximate to them).

• Plan your first event; the ARD staff will help publicize the event through Alumnae/i Connections. (See Communications Section.)

• Provide feedback to the ARD Office following your first meeting or event.

ATTRACTING, SUSTAINING, & INCREASING ACTIVE MEMBERSHIP

Members are the lifeblood of Clubs. Attracting and engaging alumnae/i in events and activities is one of the most important things a Club does. There are many ways to foster connections and build rapport among alumnae/i in your area.

HERE ARE SOME TIPS:

• Send newsletters, dues notices (membership forms), and/or alumnae/i surveys to all area alumnae/i in your Club.

• Use social media to communicate about Club activities and ask alumnae/i to get involved and attend events (e.g., Twitter, Instagram, Facebook, etc.)

• Promote activities through the Association’s Alumnae Connections email calendar.

• Ask alumnae/i to get involved and ask for help at events.

• Reach out to all alumnae/i who are new to the area and invite them to join the Club and attend an upcoming event.
• Ensure that all alumnae/i feel welcomed at meetings and events.
• Plan an engagement telethon a month after the dues notices have been sent out. Find an alumna/us caller for each decade who can welcome new members and encourage membership.
• Reach out to inactive members and invite them to participate in Club events.
• Send targeted emails or other communication to specific groups of alumnae/i (e.g., GOLD, seniors, graduate school alumnae/i, etc.).
• Plan special events for dues-paying members or offer one price to members and a higher price to non-dues-paying members.
• Assign alumnae/i to specific, well-defined short-term projects.
• Ask members what programs or events they’d like to attend. Vary program content, times and locations in order to accommodate your constituency.
• Take advantage of the soapbox when you host an event and ask people to join committees.
• Plan joint events or activities with proximate Clubs (e.g., New York City and Connecticut Clubs; Philadelphia and Delaware Clubs; Maryland and DC Clubs; Tucson and Phoenix Clubs).
• Use the Alumnae Association’s on-line event registration system.
• Note who attends Club events and follow up with them afterwards about membership or getting involved in other ways.
• Offer free or reduced dues membership for those for whom it would be a financial challenge (some Clubs have complimentary or reduced membership for seniors and GOLD alumnae/i).
• Work with the ARD staff to host “Send Off” and “Welcome to the City” events for area alumnae/i.

BUILDING & MANAGING YOUR BOARD & COMMITTEES: LEADERSHIP DEVELOPMENT

Organizations are only as strong and vital as the people involved in making it work. While everyone is busy, there are some who are happy to volunteer for BMC and your Club. The challenge lies in finding them and determining the volunteer job that provides the best fit for them. It is also important to remember to feed the pipeline of alumna/us who are engaged with the Club, so that current leaders don’t burn out, and the group can benefit from multiple perspectives, points of view, and interests.
HERE ARE SOME TIPS:

**FINDING VOLUNTEERS**

- **Ask.** Give members an opportunity to sign up on your dues form, at an event, or through a survey or newsletter. Some Clubs include a check-off on the membership form where people can indicate they are interested in a Board position or getting involved with the Club in some other way.
- **Contact the ARD Office for recommendations on alumnae/i volunteers in your area.**
- **Ask other alumnae/i if they know of anyone who would be a good volunteer.**
- **Approach a potential volunteer personally.** Let them know that what they would be doing is important to the Club and to the College.
- **Follow up on all offers of help!** Don’t lose the chance. They may never volunteer again.
- **Break major jobs into smaller tasks.** People are more likely to sign up for a “one shot deal” than to assume major responsibility. (Stuffing and mailing invitations for a few hours can be a good way to involve volunteers; also asking one or two people to work a sign-in table at an event is a good way to get people involved.)
- **Appoint co-chairs rather than a single chairperson.** It’s more fun and less work to share a job with someone else.
- **Make sure volunteers knows what they are being asked to do and when.** Set clear expectations.
- **Strategize about long-term succession planning,** ensuring the new volunteers will be ready to step into leadership roles.

**FOSTERING LEADERSHIP & MANAGING VOLUNTEERS**

- **Create small groups or committees to conduct specific tasks.** (e.g., planning a specific event, preparing the newsletter, communications, outreach to GOLD alumnae/i, etc.) This helps share the work and identify potential new leaders for the Club.
- **Ensure that all leadership positions are clearly defined with specific tasks and responsibilities.**
- **Create term limits;** this helps ensure that current leaders do not burn out and helps ensure that new voices and perspectives get incorporated into the Club leadership.
- **Listen to your volunteers’ ideas and be receptive.** There are many ways to do things.
• Support the volunteers in what they are trying to do. Praise and thank them.

• Pair experienced volunteers with new ones, older with younger, to serve as mentors and sounding boards.

• Make use of people’s professional expertise when you hand out the tasks. For example, have an accountant as treasurer, an educator to plan an educational lecture, etc.

• Vary the tasks or reapportion them occasionally so no one individual does the same thing event after event, or year after year.

• Always try to give volunteers assignments for which they have an aptitude and that you know they’ll enjoy! Ask the ARD Office for a list of area alumnae/i (this includes place of employment and other information that can help with this task).

• Make volunteering fun. Don’t have lengthy or too-frequent meetings; when you have meetings, ensure that they are organized, efficient, fun, and offer time for socializing as well.
V. PROGRAMMING—WHAT YOU AND YOUR CLUB CAN DO

PROGRAMS

The types of programs that BMC Clubs sponsor vary according to the interests of the members. In deciding what types of programs to undertake, consider the requirements of your type of Club and your goals for the program(s). Try to create variety in the sorts of programs the Club offers over the course of a year as a way to involve and engage as many area alumnae/i as possible.

Ideas include holding programs in different locations in your geographic area, to attract different groups of alumnae/i; varying the cost or fee for programs to engage alumnae/i with different economic means; and seeking feedback about what types of programs are appealing to different age groups.

Many Clubs have benefitted from engaging with other local alumnae/i groups, particularly Haverford alumnae/i and Seven Sisters’ groups. Regional club/group leaders are listed on each College’s website:

BARNARD COLLEGE
http://our.barnard.edu/s/1133/16/index.aspx?sid=1133&gid=1&pgid=2610

HAVERFORD COLLEGE
Contact clubs@brynmawr.edu for contact information.

MT. HOLYOKE COLLEGE
https://alumnae.mtholyoke.edu/clubs-and-groups/

SMITH COLLEGE
https://alumnae.smith.edu/clubs/clubs-groups/clubs/

VASSAR COLLEGE
https://alums.vassar.edu/community/club/

WELLESLEY COLLEGE
https://www.wellesley.edu/alumnae/groups/clubs/usclubs

The ARD Office provides assistance with registration, and email reminders for events (e.g., May Day gatherings, “Welcome to the City” events, and lizard-making and send-off parties for first-year students).
PROGRAMMING IDEAS

Below are programming ideas that Club leaders have recommended in past years that have resulted in good attendance and feedback:

- Invite a current BMC student to speak to your Club when they are home for winter break or summer vacation. Contact clubs@brynmawr.edu for information.
- Ask a member who attended Reunion to report/reminisce.
- Host a “Welcome to the City” party for new graduates and others who are new to the area.
- Host a May Day party (see end of handbook for instructions on creating your own May Pole!).
- Host a summer send-off party for incoming first year students who live in your area.
- Have a party for area students and alumnae/i during winter break (e.g., in early January).
- Invite a professor or administrator to speak through the Faculty Speakers Program.
- Invite alumnae/i to speak in their area of expertise (the ARD Office can help you find alumnae/i in your area who are knowledgeable on specific topics).
- Attend a local cultural event as a Club.
- Establish a Book Club.
- Host a reading with an alumnae/i author.
- Conduct a one-time (or ongoing) seminar on the care of aging parents, financial planning, gender issues, or other hot topics.
- Volunteer as a Club at a local food pantry, shelter or literacy program.
- Organize a tour for your group to local parks, museums, or historic neighborhoods.
- Host a Lizard Party where alumnae/i come together to create “lizards” for current students.
- Create and deliver May basket to senior alumnae/i.
- Plan a Club-sponsored Graduates of the Last Decade (GOLD) happy hour or social event
- Work with the Admissions Office to send a message to all accepted applicants from your region. For example, have a party at which participants write welcome notes.
• Organize lunch and weekend events to meet schedules of alumnae/i who have limited availability during the workday/week.

• Organize career panels or networking events for Mawters in specific fields or areas of professional interest.

• Create ways for Mawters in the same field to connect (e.g., a dinner for medical professionals, lawyers, educators, comptrollers, etc.).

FACULTY SPEAKER PROGRAM

The Faculty Speaker Program provides an opportunity for alumnae/i to meet Bryn Mawr’s faculty and hear about their cutting-edge research, engage in intellectual conversations, and connect with other Mawters and the College. A list of current faculty participating in the program and the Speaker Request Form are available at: https://www.brynmawr.edu/alumnae/faculty-speaker-program. (See Appendix A-3 for the Faculty Speaker Request Form.)

• A Club’s initial request for a member of the faculty (or College staff) should be made by emailing Clubs@brynmawr.edu three to six months in advance of the desired date. (Any club/group that arranges for a speaker directly, without submitting a Faculty Speaker Request Form to ARD staff will assume responsibility for the faculty/staff’s travel and lodging expenses.)

• Provide three speaker choices and three date choices. The Club will be notified when a speaker is confirmed.

• Once a speaker is confirmed, please stay in touch with the speaker and copy the ARD staff on all correspondences.

• The ARD Office will arrange and provide round-trip transportation and overnight hotel accommodations for the faculty speaker. The Club is responsible for the speaker’s ground transportation and meals.

• The ARD Office would like to receive feedback on your program. A program evaluation sheet (See Appendix A-4) should be completed and submitted to the ARD Office along with a list of attendees.

WHO DOES WHAT, AND WHEN FOR EVENTS?

When planning an event, be sure to consider the following factors and action steps.

GOALS:

• What should this event accomplish? (It could be simply to bring alumnae/i together, or to help promote networking among alumnae/i.)

• Determine whether this event can be used to reach out to new groups of alumnae/i.

• Remember, a single program or event cannot be all things to all people.
**LEADERSHIP:**
- How many volunteers will be needed to run the event?
- What are their responsibilities?
- What are the specific tasks that need to be completed?

**VENUE:**
- Choose a location that minimizes travel for most potential participants.
- Remember to consider handicap accessibility, parking situations, and availability of public transportation.
- Vary the locations of programs during the year to accommodate members in different areas.
- Use unique locations that alumnae/i do not normally have access to (museums, historical homes, etc.).
- Check with your Club members. Some may have access to a corporate meeting room that can be used for free. The local library and colleges may have meeting rooms for community events and restaurants often have small to medium size rooms that can be rented.

**DATE:**
- Check the calendar for significant events (e.g., holidays, elections, school vacations, significant local events) that may conflict with the date you have in mind for your event.
- Share the date with the ARD staff to be sure it does not conflict with any College programming taking place in the area.
- Vary the days of the week and the times of the day to reach different audiences.

**COMMUNICATIONS:**
- Contact the ARD Office to develop a communication plan.
- Plan a creative mailing with a telephone and/or email follow-up for best attendance.

**SPEAKERS:**
- The speaker for an event should be confirmed before a space is rented.
- Speakers should be asked to speak four to six months in advance of an event and should receive a communication confirming their agreement to speak.
- One month before the event the speaker should be asked if they require any audio or visual equipment or a special set-up.
- Send a thank-you letter following the presentation.
**BUDGET:**

- With the assistance of your Club treasurer, draw up a budget for the event. Use a copy of the budget sheet to estimate how much an event will cost and the cost per person. This is the minimum price you can charge each person and expect to break even. See Appendix A-5 for an example of an event budget worksheet.

- When calculating expenses, remember to include less obvious expenses such as complimentary tickets for speakers (and spouses?), overtime pay at some facilities, tips, etc. Do not forget to include your invitation printing and postage costs!

- Set a reasonable price for the event that will cover your costs, and perhaps leave a cushion in your treasury. If the event is a fundraiser, you will need to decide how much additional money you would like to raise after covering expenses.

- Two miscalculations frequently create a deficit: the first is to underestimate expenses before setting the price, and the second is to overestimate the number of people who will attend.

- We do not want to exclude anyone! You may want to note on the invitation that volunteers for the event are needed and may attend for free or at a reduced cost.

- You can also charge dues-paying Club members a lower rate than non-dues-paying members for the event, or charge more for a person who buys their ticket on-site.

**FOOD AND DRINK:**

- Many events rely on alumnae/i to bring food and drink, or for an alumna/us to host the event.

- Sometimes you can find a restaurant to donate food and drink in exchange for a mention in the invitation and program.

**CATERING:**

If you hire a caterer, plan arrangements three to six months prior to the event regarding dates, menus, approximate counts, and prices. Make sure the caterer is insured to serve wine and alcohol.

- Check that the caterer’s price per person quote includes all gratuities, rental costs for equipment, if necessary, and overtime. Look carefully at the contract to see what is being provided in the quoted price.

- A caterer should be flexible in presenting menus and in following your suggestions.
• When you call a caterer, ask and/or think about the following questions:
  • How easy is it to get into the building? Is there a special delivery entrance?
  • Is a kitchen available?
  • Is water available? Sinks? Electrical outlets? Refrigeration?
  • What is size/shape of tables? Who is providing/renting tables, chairs and linens? Will there be a full bar or just wine/beer/sodas? (You might investigate buying drinks on a consumption basis rather than a package deal.)
  • Would you like glassware or disposables? (very nice plastic often works just fine!)
  • Will there be vegetarian, kosher, etc., meals?
  • What is the price range per person?
  • Can you guarantee a final count of guests (you’ll pay for this number of attendees) at least three days before the event?

• When you’ve chosen a caterer, decide how payment will be made, if there will be a deposit, when the contract will be signed, who will be in charge at the affair, how many servers will be there, and how the room will be set up.

• Check the caterer’s cancellation and refund policies.

MATERIALS:
• Remember nametags, pens, tape, signage (if permitted), Club information, and membership sign-up forms, single $1 bills for change and tips, printed handouts, audio visual equipment.

FOLLOW-UP:
• Write thank-you notes to all involved.
• Invite those who attended to consider volunteering.
• Have leaders and attendees evaluate the event—keep notes!
• Summarizes event/meeting with the ARD Office (include attendance list and photos).

MISCELLANEOUS:
• Provide water and glasses at podium for speakers.
• Post signs at the dinner table for reserved tables.
• Consider gifts for participants that recognize special service.
• Consider offering reduced admission to events for those who staff the registration table or perform other necessary jobs.
VI. SUPPORT & SERVICES FROM THE ALUMNAE ASSOCIATION

Whether you are looking to organize a new Club or group, revitalize an inactive one, or informally engage alumnae/i in your area, the Alumnae Association and ARD staff are here to support you.

GENERAL SUPPORT

The ARD Office can assist you in connecting with alumnae/i in your area and executing exciting events. ARD provides the following support and services to Clubs:

CLUB PRESIDENT LISTSERV

The Club president’s listserv is an online community linked through email. It is different than a “chat room” in that one receives the correspondence via regular email. The discussions are ongoing; each member of the listserv receives all correspondence posted to the list. The ARD Office adds incoming presidents to the listserv when they become a club leader. The address for the Club president’s listserv is bmcpresidents@brynmawr.edu.

ALUMNAE TRAINING: ALUMNAE VOLUNTEER SUMMIT

Training for Club leaders is provided at Alumnae Volunteer Summit. Each year, the ARD staff focuses on an area of alumnae/i volunteer work and invites Club presidents and other volunteers to campus for a weekend of training and information-sharing.

ALUMNAE/I CONNECTIONS

The ARD Office will broadcast Club/group events across the globe, via Alumnae/i Connections, the Alumnae Association’s bimonthly event e-calendar. Alumnae/i Connections is emailed to all alumnae/i on the 15th and 30th of every month. Club leaders are encouraged to send event information to clubs@brynmawr.edu by the 10th and 25th of the month. Events listed in Alumnae/i Connections will also be posted on the Alumnae Association’s online event calendar.

E-BROADCASTS AND E-NEWSLETTERS

The ARD Office will send e-newsletters and e-invites to a Club’s constituency on behalf of the Club. These Club communications are emailed on Thursdays. Content should be emailed to clubs@brynmawr.edu at least five days before the email is scheduled to be sent. Please advise your club membership to keep their contact information up to date with the ARD Office to ensure that
they receive all Club/College communications. This can be done easily online. Visit the Alumnae Association homepage for the link.

ATHENA’S WEB

Athena’s Web is an on-line community for Bryn Mawr alumnae/i. The secure site allows each alumna/us an opportunity to search the site for alumnae/i by geography, profession and class year, post their own profile and photos, invite other BMC friends into their network, link a personal blog feed and find interest groups. Club leaders can establish their Club as a “group” and invite alumnae/i to join. Photos, message boards, and event announcements to group members can be maintained by the Club.

CLUB WEBSITES

The ARD Office will host your Club’s site on the Bryn Mawr College server or put a link to your Club’s site on the Alumnae Association’s homepage. In order to take advantage of this service, the Club must designate a webmistress to maintain the site. The webmistress should contact the ARD at clubs@brynmawr.edu.

ADDRESS CHANGE REPORTS

Upon request, ARD staff will provide address updates on alumnae/i who have moved into a Club’s area. These updates will be emailed to the Club presidents.

LISTS AND LABELS

The ARD Office provides lists and labels to Club presidents for the purpose of Club business. Labels will be in last name order unless otherwise specified. Lists are sent as an Excel spreadsheet via email. To request your Club’s lists or labels, contact clubs@brynmawr.edu.

Mailing labels can also be sent as an MS Excel file directly to a mail house provided the mail house signs a confidentiality statement and sends it to the ARD Office before the labels are transmitted. A copy of all correspondence to Club members should be forwarded to the ARD Office for records purposes.
VII. COMMUNICATION

Communicating with the alumnae/i in your area is essential to keeping a Club active, thriving, and growing. Every Club must send (either by US mail or email) one communication to all alumnae/i in its area annually. Following is a description of different communication vehicles, and an explanation of how ARD staff can help your communication efforts.

ANNUAL LETTER FROM CLUB PRESIDENT
Club presidents send an annual letter to all area alumnae/i, inviting and encouraging them to participate in upcoming Club activities. Many Clubs include this letter as part of the Summer/Fall newsletter. The letter is a personal way to reach out to alumnae/i, introduce the Club and its officers, and publicize the benefits of membership (e.g., lower prices at events, additional newsletters, special events, camaraderie, etc.) if the Club collects dues. Any request for dues should make clear that dues are used for basic Club operating expenses. See Samples Section of this handbook for sample Club President’s Letters.

NEWSLETTERS
Newsletters are good vehicles for keeping in touch, publicizing Club events, providing ballots for elections, reporting on members’ activities, fundraising, soliciting volunteer help, and sharing information about the College. Additional newsletters may be sent and may go to current Club members as a benefit of membership. Mailing labels may be requested from the ARD Office. See Samples Section of this handbook for an example of a Club newsletter.

ALUMNAE/I CONNECTIONS
The Alumnae Association will broadcast Club/group events across the globe, via Alumnae Connections, the Alumnae Association’s bimonthly event e-calendar. Alumnae Connections is emailed to all alumnae/i on the 15th and 30th of every month. Send event information to clubs@brynmawr.edu by the 10th and 25th of the month. Events listed in Alumnae Connections will also be posted on the Alumnae Association’s online event calendar.

WEB PAGE
A web page can be a valuable tool for communicating quickly with your members. As with a newsletter, web pages can be used to convey event information, news about upcoming elections, or a place to share news and comments. Remember that a web page needs to stay current. You will need a volunteer to serve as webmistress (create your web page, update and maintain it). The College will host your Club’s site on the College server or put a link to your Club’s site on the Association’s website. Contact clubs@brynmawr.edu for details.
SOCIAL MEDIA

Clubs also may set up other social media activities, such as a Facebook group, Twitter, Instagram, etc. It is recommended that the logins, passwords, and other credentials for these accounts be set up in a way that ensure easy transition when there is a change in Club leadership.

The College’s Social Media Guidelines may provide a useful template for establishing similar guidelines for Clubs. The Guidelines are available online at: https://www.brynmawr.edu/identity/social-media-guidelines.

In addition, many organizations create guidelines and recommendations for their social media posts; a particularly useful resource is provided by the League of Women Voters’ guidelines on Facebook, Twitter, and Instagram posts: https://www.lwv.org/league-management/guides/social-media-tool-kit

BRANDING

Bryn Mawr branding resources are available on the College website, at https://www.brynmawr.edu/identity. There is a wealth of information on this site, including language about BMC’s visual identity style guide, design elements, guidelines for design elements, logos, color palettes, and more. Contact clubs@brynmawr.edu if you have any questions about the use of these branding materials.

PUBLIC RELATIONS

Favorable publicity that keeps the College name and reputation in the local public eye is always desirable. Clubs may want to have a publicity committee or representative to help spread the word about BMC. BMC alumnae/i are the College’s very best ambassadors! The ARD Office will assist Clubs with public relations efforts by providing information, Club logos, and pictures. Contact clubs@brynmawr.edu for assistance.

STATEMENT OF CONFIDENTIALITY FOR ALUMNAE/I INFORMATION

The following statement pertains to the confidentiality of all information provided to volunteers by the Alumnae Association, ARD, and the College. This includes address, career, and volunteer information, as well as training materials and other non-public statements. Information on alumnae/i will not be given to anyone outside the Bryn Mawr College community, nor should it be shared with non-alumnae/i of Bryn Mawr College. The confidentiality statement applies to all Club lists, labels, and directories and must be included when distributing alumnae/i information to your Club. If your Club formats its own directory with information provided by the ARD Office, please include the following disclaimer.

This information is being made available only to Bryn Mawr College alumnae/i, faculty, and/ or staff. It is not to be given or sold to anyone else, nor may it be used for solicitations, political endeavors, or any commercial purpose.
VIII. FINANCES

CLUB FINANCES

Treasurers are responsible for maintaining the Club’s finances for the duration of their term. The responsibilities of the treasurer include:

- In consultation with the Club president, create an annual budget for approval by the Club’s Board or Executive Committee
- Maintain complete and accurate financial records for the Club
- May work with the Membership Chair to solicit membership dues
- Pay and/or reimburse all expenses incurred by the Club
- Report on finances at Club’s Board meetings
- Report annually to the Club president and the Alumnae Association on the status of the treasury (sample Financial Report form and instructions for completing the form are provided in Appendix A-2)
- Ensure that the Club complies with laws relating to fundraising and taxes; file necessary forms
- Make a personal annual donation of any size to the College’s Bryn Mawr Fund

Retiring Treasurers - The outgoing treasurer should turn over all financial statements, records, and other related materials promptly to the newly elected treasurer at the conclusion of their term. Newly elected treasurers should perform an audit of the financial records and have a clear understanding of the Club’s financial history. The transfer of financial records should occur following the close of the fiscal year (May 31) and the submittal of the annual financial report to the Alumnae Association (annually by July) and the Club president.

The ARD Office recommends that Club financial records be maintained on a computer accounting/spreadsheet system and that funds be disbursed only with the authorization of a Club officer other than the treasurer.

Club funds are to be used solely to benefit the Club. The treasury is maintained to meet Club obligations such as printing and mailing of newsletters and the Club activity expenses.

Treasurers should ensure that Club officers understand the system for expense reimbursement. All invoices should be in the name of the Club and occur only after the authorizing Club officer approves the payment. The treasurer should also make clear to all officers the amount of discretionary money that is available for them to spend on a particular project.
The treasurer is also required to file the year-end financial statement with the Alumnae Association. The Alumnae Association provides the form for this purpose. At the annual meeting, the treasurer is also required to report on the financial condition of the Club.

In accordance with the bylaws and the Federal regulations governing tax exempt status, treasurers must adhere to rules governing disclosure of the Club’s financial status.

BUDGET

No matter what the size of the Club or group, it is useful to maintain a budget to serve as a guide for planning. The budget is usually prepared by the Club treasurer and president and approved by the Board or Executive Committee. The annual budget estimates income and basic operating expenses such as the cost of newsletters, telephone networking, postage, and officers’ expenses. It is useful for setting the Club’s dues (if any) and determining how much to charge for events.

SAMPLE CLUB BUDGET CATEGORIES: INCOME

- Donations
- Event Income
- Membership Dues
- Other Income

SAMPLE CLUB BUDGET CATEGORIES: EXPENSE

- Bank Charge
- Board Postage
- Gifts Given
- Mailing
- Meeting Expenses (e.g., refreshments, flowers, room fees)
- Newsletter Postage
- Newsletter Production
- Printing
- Special Event Expenses (e.g., refreshments, flowers, room fees, mailings)
- Supplies
- Miscellaneous
DUES

Some Clubs collect dues in order to generate income to pay for Club-related activities, including printing newsletters and hosting events. The level of dues depends on the Club’s specific plans and goals. Dues generally range from an annual rate of $15 to $25.

Choose a dues structure that works for your group. Potential membership categories and dues might include:

- Graduates of the Last Decade (GOLD) — reduced rates
- Seniors who graduated 50 or more years ago — free
- Regular members — everyone who is not a GOLD or senior alumna/us
- Sustaining members — those who pay higher dues with the understanding they will not be called upon to handle volunteer tasks

Dues are not tax-deductible; please contact the ARD Office for more information on this issue.

NON-PROFIT STATUS & FEDERAL TAXES

Under Section 501(c)(3) of the Internal Revenue Service Code, the Bryn Mawr College Alumnae Association, as a “charitable or educational organization,” is exempt from paying federal income taxes, and contributions to this organization are income tax deductible. These tax advantages are also available to Clubs and groups associated with the Alumnae Association in an umbrella arrangement if they have notified the ARD Office. Some Clubs have their obtained their own 501(c)(3) tax status.

Since the procedure for obtaining a 501(c)(3) exemption can be involved and cumbersome for a Club, we suggest that individual Clubs be listed as subsidiaries under the Alumnae Association’s 501(c)(3) exemption.

The Club should have an Employer Identification Number (EIN) before the Club can be listed as a subsidiary of the Alumnae Association. The ARD Office can obtain this number for the Club or the ARD Office will send the necessary forms and instructions for obtaining an EIN number to the Club’s contact person. This number is also referred to as a “Tax ID Number.” It is used when opening bank accounts.

While tax-exempt organizations do not have to pay income taxes, they do have to report income. If a Club has gross annual receipts (e.g., from dues, investments, donations, assessments for special events, etc.) exceeding $25,000, it must file an IRS form 990 or its short form 990EZ and Schedule A four and a half months after the end of its annual accounting period. If a Club has gross annual receipts less than $25,000, the Alumnae Association will file
an e-postcard annually with the IRS on behalf of the Club. All Clubs should send an Annual Finance Report or a copy of a filed 990 report to the ARD Office, to be submitted to the Alumnae Association at the end of their fiscal year regardless of the amount received (see Appendix A-2 for sample form and instructions).

The ARD Office should be notified when a new Club is being formed and/or if the contact person changes for an existing Club, so that the information the Alumnae Association files with the IRS stays current. Changes should be sent to clubs@brynmawr.edu

STATE TAXES

Because state laws vary, each Club should consult an accountant or local tax office for information about state and local filing requirements. If your Club is in a city or state with a sales tax and you anticipate many purchases, it would be to your advantage to file the appropriate form for state or city sales tax exemption. Investigate these possibilities on your local level. Sales tax exemptions are not available in all states.

FINANCIAL RECORDS

In addition to reporting annually to the IRS, some Clubs are required, because of location, size, and/or financial status, to have an annual professional audit. Even if this is not a government requirement for your particular Club, you might want to protect yourself by having the Club’s books audited by a paid or a volunteer accountant who is not a Club officer.

There is more information about financial record keeping and reports in the Club leadership section under “Treasurer’s Responsibilities.”

BANK ACCOUNTS

The Club treasurer should open the bank account as the principle signature authority. A second officer, usually the president, should have signing authority as well. For security purposes, it is recommended that two signatures be required on all checks. The account should be opened in the name of the Club. Treasurer should consult with the bank for a list of materials needed to open an account for the Club.

If you need a Club Employer Identification Number (EIN), and your Club does not have one (or you don’t know what the number is), contact the ARD Office. Filing for an EIN number is fairly easy and a number is usually assigned quickly.

Do not open an account for a Club using your personal Social Security Number. This will cause problems with the Internal Revenue Service when
you file your personal income taxes. It is important that Club funds not be commingled with any other bank account at any time, however temporary.

**INSURANCE**

In most cases, insurance for events is provided under the umbrella policy of the venue in which the event is held. Please contact the ARD Office if you have questions about specific insurance issues. Insurance requests will be reviewed on a case-by-case basis.
APPENDIX A: BACKGROUND & FORMS

A-1  ANNUAL REPORT
A-2  FINANCIAL REPORT FORM & INSTRUCTIONS
A-3  FACULTY SPEAKER REQUEST FORM
A-4  PROGRAM EVALUATION SHEET
A-5  EVENT BUDGET WORKSHEET
Club Name:

Club Leader:

Number of Years in Position:

Date:

Club’s accomplishments/successes during the last year

Club’s challenges /issues/areas with little progress during the last year

Club’s goals for the coming year

Other comments
INSTRUCTIONS: HOW TO FILL OUT THE ANNUAL
FINANCIAL REPORT FORM

EIN NUMBER/CLUB TAX EXEMPT NUMBER
If your Club has received tax exempt status, these numbers, most likely, will be the same. If your Club does not have tax exempt status, you should still have an Employer Identification Number (this is required to open a checking account).

SECTION I-ACCOUNT BALANCES AS OF JULY 1
Enter account balances as of the beginning of the fiscal year for which you are filing a report (i.e. For the 2018 - 2019 fiscal year, you would enter account balances as of June 1, 2018).

SECTION II-REVENUE
Itemize all revenue received during the fiscal year. If necessary, attach an additional page.

SECTION III-EXPENSES
Itemize all expenses incurred during the fiscal year. If necessary, attach an additional page.

ACCOUNT BALANCES AS OF MAY 31
Enter account balances as of the end of the fiscal year for which you are filing a report.
(i.e. For the 2018-2019 fiscal year, you would enter account balances as of May 31, 2019).

Please be sure that your financial report balances: TOTAL I+ TOTAL II - TOTAL III= Total Account Balances as of May 31. (If you cannot make it balance, please attach a note of explanation.)

Sign and date your report.

Note: You will need three copies of your financial report - you should keep one for your records, send one to your Club president by May 31, and send the original to the Alumnae Association by May 31. If you have any questions, please do not hesitate to call us at 610-526-5227.

Questions should be directed to clubs@brynmawr.edu
ANNUAL FINANCIAL REPORT FORM
Fiscal Year June 1, 20____, to May 31, 20____

BMC Club of

Club EIN Number

Club Tax-Exempt Number (if applicable)

I. ACCOUNT BALANCES AS OF JUNE 1, 20____

Checking account $______________
Savings account $______________
Investment account $______________
Other accounts $______________
I. TOTAL (+) $______________

II. REVENUE FOR FISCAL YEAR

Annual dues $______________
Interest from accounts $______________
Event/Program revenue $______________
Other revenue $______________
II. TOTAL (+) $______________

III. EXPENSES FOR FISCAL YEAR

List/Label orders/Office supplies: $______________
Printing/Newsletter/Postage $______________
Telephone/FAX $______________
Bank fees/Service charges $______________
Admissions programs $______________
Miscellaneous $______________
III. TOTAL (-) $______________

ACCOUNT BALANCES AS OF MAY 31, 20____ $______________
I. TOTAL BALANCE FORWARD (T) $____________
Checking account balance $____________

II. TOTAL REVENUE (+): $____________
Savings account balance $____________

III. TOTAL EXPENSES (-): $____________
Interest Account Balance $____________
Total Balance: (=) $____________
TOTAL BALANCE $____________

Submitted on behalf of the BMC Club of

By (Name of person preparing report)

Date

This constitutes the financial statement for your Club.
Please submit by July 1 to:

Alumnae Association
101 North Merion Avenue
Bryn Mawr, PA, 19010
clubs@brynmawr.edu
A-3 FACULTY SPEAKER REQUEST FORM

Club/Group Name:

Date of Event: (Please make request at least 12 weeks ahead of event.)

1st choice

2nd choice

3rd choice

Faculty speaker requested:

1st choice

2nd choice

3rd choice

Discussion topic:

Type of Event (e.g., May Day, Annual Meeting, Fall event, etc.)

Event Location

Event Time

Name of person submitting request form

Date

Please return this form at least 12 weeks before your proposed event.
Questions: Email clubs@brynmawr.edu
Submit form to Alumnae Relations Office: clubs@brynmawr.edu
Program Event Evaluation
To be filled in after the event to help plan future programs.
Send a copy to clubs@brynmawr.edu.

Type of Event:

Day/Date/Time:

Place:

Volunteer(s):

Actual Attendance:

Cost: Revenue:

Was this event designed to appeal to a particular group? Specify:

Who came to the event? (Attach a list of attendees. Note changes in contact info.)

Rate the following on a scale of excellent to poor:

Facilities
Content of Program
Guest Speaker
Overall Event

Comments and ideas for improving this event in the future:

Would you recommend this type of event to other Clubs? Why/why not?
A-5 EVENT BUDGET WORKSHEET

Event Budget Sheet To be filled in during planning stages to estimate costs/budget.

Type of Event: ________________________________________________________________

Day/Date/Time: ________________________________________________________________

Place: ______________________________________________________________________

Contact Person: ______________________________________________________________________

Estimated Attendance: ________________________________________________________________

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<tr>
<th>Item</th>
<th>Cost</th>
<th>Cost Per Person</th>
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<td><strong>Room</strong></td>
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<td>Room deposit</td>
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<td>Audio/visual equip.</td>
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<td>Tech fees</td>
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<td>Coat check fee</td>
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<td>Permits for event (outdoor)</td>
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<td>Other</td>
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<td><strong>Food</strong></td>
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<td>Wine/beer/liquor/soda</td>
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<td>Hors d’oeuvres</td>
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<td>Bar setups</td>
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<td>Gratuities</td>
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<td>Flowers/decorations</td>
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<td>Taxes—EXEMPT</td>
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<td>Other</td>
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<td><strong>Travel Expenses</strong></td>
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<td>Honorarium</td>
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<td>Non-paying guests</td>
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<td>Miscellaneous extra supplies</td>
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<td>Printing, postage and other</td>
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<td>Promotional costs</td>
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Total: __________ Per Person: __________
SAMPLES

EVENT PLANNING CALENDAR

BYLAWS (WASHINGTON, DC)

NOMINATING COMMITTEE PROCEDURES (WASHINGTON, DC)

PRESIDENT’S LETTERS (DELAWARE, TWIN CITIES)

ALUMNAE/I SURVEY (AUSTIN)

INSTRUCTIONS FOR CREATING & ERECTING A MAYPOLE (BROWARD AND PALM BEACH COUNTIES)

INVITATION (PRINCETON)

CLUB E-NEWSLETTER (BOSTON)

ANNUAL CALENDARS (HOUSTON, PHOENIX)
EVENT PLANNING CALENDAR

4-6 MONTHS BEFORE THE EVENT

- Decide on a speaker or other entertainment and confirm availability.
- Choose the event date and time; make sure there are no obvious schedule conflicts.
- Choose an event site and make sure it is available on the preferred date.

12-14 WEEKS BEFORE THE EVENT

- Appoint chair(s) and committee to handle site, caterer, invitation design/printing/mailing, speaker(s), staffing at the event.
- Get all the information for the invitation (address, parking, directions)
- Line up caterer, etc.
- Decide on whom to invite.
- Use the budget sheet to calculate cost per person. Set event price.
- Design invitations. Talk to designer and printer about deadlines.
- Make travel and program arrangements with speaker, if applicable.

9-10 WEEKS BEFORE THE EVENT

- Print invitations.
- Request labels from ARD (See Support & Services from the Alumnae Association.
- Confirm alumnae/i volunteers for the event itself (welcomers, check-in, Club reps to recruit new members).

6-7 WEEKS BEFORE THE EVENT

- Mail or e-mail invitations. A committee may meet to write personal notes and send.
- Make sure there are enough nametags for the event and give to person taking reservations.
2-3 WEEKS BEFORE THE EVENT

- Check on RSVPs and attendance.
- Phone or email invitees who have not responded and encourage them to attend.
- Confirm all plans with speaker(s), caterer, site, etc.
- Visit site, if necessary, to check audio visual and other set-up.

1 WEEK BEFORE THE EVENT

- Confirm event plans with all volunteers.
- Give final count for food and drinks to the caterer.
- Make sure the treasurer knows what checks are owed and when.

1 WEEK AFTER THE EVENT

- Send Program Event Evaluation form and list of attendees to the club president and assistant director of clubs in the Alumnae Association office.
- Write thank you notes to speaker(s), host and committee members if necessary.
- Notify Alumnae Association of any changes in alumnae/i contact information.
I. Name: The name of the organization shall be the Bryn Mawr Club of Washington, DC (the “Club”).

II. Club Mission: The purpose of the Bryn Mawr Club of Washington DC is to serve the region’s alumnae/i by fostering the Bryn Mawr College values of community, connection and intellectual enrichment in order to explore and expand the presence of the College and its alumnae/i in the greater Washington DC area.

III. Membership: Club membership and eligibility to serve on the Board are limited to persons who have been enrolled as students at the College and former members of its faculty or staff, who have applied for membership and have fulfilled any obligation to pay dues. Any change in the amount of dues, exemption from dues, and categories of membership (including regular, senior, junior, and recent graduates) or definitions thereof shall be recommended by the Executive Board, and approved by the Board. The Board shall endeavor to provide the members notice and an opportunity to comment in advance of the effective date of any change which would result in the payment of higher dues by any member or category of members.

IV. Executive Officers: The Executive Officers (collectively, the “Executive Board”) shall have the power to do all things necessary and appropriate to carry out the above objectives. The Executive Officers shall consist of the President, Vice President, Secretary, and Treasurer, each of whom shall be elected by the membership to serve two-year terms, and may not serve more than two consecutive terms in the same office. An interim appointment of one year or less is not a “term” for purposes of this limitation.

V. Other Board Members: Other Board members may be appointed by the Executive Board to serve two-year terms and may serve more than two consecutive terms in that office, with the approval of the Executive Board in consultation with the Nominating Committee. Appointed Board members may include, but are not limited to: Junior Vice President, Program Chair, Membership Chair, Mailing Chair, Newsletter Editor, Web Manager, and At-large Board members.

VI. Shared Positions: Executive Offices and appointed Board positions may be shared by two members, duly elected or appointed as described in Articles IV or V, who may have the same term of office or whose terms of office may be staggered, provided that each term ends at an annual meeting. In the case of shared positions, each person is entitled to one vote.

VII. Nominating Committee: The Nominating Committee shall consist of four or more members (to the extent possible, representative of a broad range of graduating classes) who shall be elected by the membership to serve two-year terms. Nominating Committee members may not serve consecutive terms.
Nominating Committee Chair, determined annually by that Committee, shall serve as a Board member. The Nominating Committee shall be responsible for (1) recommending to the Board a slate consisting of one or two nominees for each Executive Board office to be elected at an annual meeting, and (2) in consultation with the Executive Board, identifying (i) candidates for appointment by the Executive Board to other Board positions, and (ii) in the event of vacancies on the Executive Board, members to serve as interim replacements.

VIII. Board Representatives: Board Representatives with no specific terms of office may include: (i) Representative of The Lantern Bookshop designated by The Lantern, (ii) Career Development Committee Representative(s) designated by the College, and (iii) Alumnae Admissions Representative(s) designated by the College; they may also include, but are not limited to, Senior Advocate, Archivist, and Book Club representative. Such Board Representatives are not entitled to vote in Board meetings.

IX. Vacancies: In the event any elected Executive Officer is unable to complete the term of office, the Executive Board may appoint an interim replacement to serve until the next regular election of officers. If the President is unable to complete the term, the Vice President shall assume that office until the next regular election of officers. In the event any appointed Board Member is unable to complete the term of office, the Executive Board may appoint a replacement to complete the term of office.

X. Removal of Officers: Upon the recommendation of the Executive Board and approval by the Board, any officer may be removed for good cause.

XI. Annual Meeting: The Club will hold an annual meeting to report on Club finances, to elect Executive Officers and members of the Nominating Committee, and to vote on any other business that requires approval by the membership. The Secretary shall be responsible for notifying members of the date, time, and place of the annual meeting, as well as of the names of all persons nominated for elective office and the text of all resolutions or other matters to be voted on by the membership, at least three weeks in advance of that meeting. Additional nominees may be entertained from the floor, provided that the nominee is present or has consented in writing. The members attending the annual meeting shall constitute a quorum.

XII. Amendments: An amendment to these by-laws may be proposed by the Executive Board on the initiative of a Board member or at the request of a member of the Club. The provisions may be amended at the annual meeting upon written notice to the membership with the approval of a majority of those members voting on such amendments.

XIII. Dissolution: The existence of the Club is intended to be perpetual. In the event of dissolution for any reason, all remaining Club assets shall be distributed to the College.

(As Amended May 31, 2018)
NOMINATING COMMITTEE PROCEDURES (WASHINGTON, DC)

The responsibility of the Club nominating chair/committee is to field a slate of officers that will continue the business of the Club for the next term. The committee should seek to broadly represent all Club constituencies and to choose individuals who are able to meet the responsibilities of the given office. The current officer team should make clear to the nominating chair the Club priorities for the upcoming term. The chair and committee members must respect the confidentiality of all applications for officer positions and must be clear in representing the responsibilities of the office.

1. Once appointed, the chair may select two or three members to serve on the nominating committee. These members should represent the Club as a whole and be well acquainted with the entire organization. The current officers should present the nominating chair with guidelines around selection of a committee and future officers.

2. The Alumnae Association, upon notification from the president as to the name of the nominating chair, sends a complete list of alumnae within the Club area.

3. The chair and committee make a call for nominations in a Club newsletter and solicit potential candidates from current officers.

4. The chair communicates with her committee to determine the slate. A single slate requires a firm commitment from the single nominee and the members vote on the proposed slate. Bylaws should stipulate what positions are designated as officers. The Alumnae Association views the Executive Committee of officers as President, Vice President, Secretary, and Treasurer. Any changes to this configuration must have been voted on by the Club, and noted as amended in the bylaws.

5. Potential nominees must be contacted directly by a committee member and agree to have their names placed on the slate. Potential nominees may have questions involving the exact responsibilities and the time commitment involved with accepting an officer position: if the nominating committee person does not feel comfortable answering these questions they may refer the nominee to the current officer holding that position.

6. The nominating committee member should send the position description to the nominee and ask that she carefully read the job description.

7. The nominating chair may contact the Alumnae Association’s national nominating committee to determine names of members who may have expressed interest in an officer position at the national level. The Alumnae Association’s nominating committee can be a valuable resource for general information regarding search processes for officers. Please contact the Alumnae Association Office of Alumnae Outreach to get in touch with national nominating committee members.

8. Once the slate has been completed, the chair submits it to the Club president and the Assistant Director of Alumnae Outreach at the Alumnae Association. The slate should be published in the final Club newsletter.

9. The slate is voted on at the annual Club meeting in May.
Greetings, fellow alumnae/i,

I am delighted to announce to all Delaware (and Delaware-area) undergraduate and graduate alumnae/i that the Alumnae Association of Bryn Mawr College has officially formed a Delaware alumnae/i club!

With the demonstrated strength of the local alumnae/i base—including the 60+ present for President Cassidy’s joyous January visit—the College has recognized that forming the Bryn Mawr Club of Delaware will help fill a need and desire for more engagement with one another and with Bryn Mawr.

Unlike clubs in larger cities, ours will have a more relaxed structure. There will be no dues, for example, and everyone is automatically a member (unless they would like to opt out of receiving emails about club activities).

At the request of the Alumnae Association, I have agreed to serve as head of the club initially. Thanks to conversations with many of you, I have some goals and ideas for the club, but I would love to have your help! If you would like to be part of a small committee to help plan events or build/tap into resources, or if you have ideas that you’d like to share, please let me know. Ideally, we will have representation from undergraduate and graduate alumnae/i, a range of generations, and all three Delaware counties (plus the Delaware County, PA, communities included in our club) to ensure we form a community and plan events with broad appeal and access. Please reach out if you would be interested in taking on this kind of low-stress, fun, shared leadership role or if you have ideas to share! My contact information is below.

I’ll be in touch again soon about some upcoming activities and to share more information. If you are not already a member of the Delmawtryrs group on Facebook, please click here to join.

Welcome to the Bryn Mawr Club of Delaware!

Warmly,
Catherine Hoffman Kaser ‘95
Hockessin, DE
Greetings Alumna/i,

My name is Michelle Ndely, class of ’03, and I’m thrilled to introduce myself to you as the President of the Bryn Mawr Club of Minnesota! I’m an urban educator and administrator by trade, currently fully occupied learning to wrangle toddlers. As of October, I will have three little ones ages three and under, so life is a rollercoaster!

I want to thank Laurie Krivitz for her years of filing this role and look forward to picking up where she left off. Back in MN after living in Philadelphia, New York City, and most recently Chicago, one of the things I'll miss most about my life out East was the habitual opportunities to connect with Bryn Mawr alum. We are such a unique and inspiring bunch! To that end, please take a few minutes to complete this survey and share what you’d like to see from our Club moving forward. If you’re on Facebook these days, join our Bryn Mawr Club of Minnesota facebook group. I agreed to head up the efforts to reinvigorate our Club, but would love to work with others interested as well. Feel free to reach out to me directly if you have an event or announcement you would like to share, or come to our first organizer brunch! A Doodle link to that event is below.

For our re-launching event, please mark your calendars, RSVP, and plan to be at Jonker Portrait Gallery on May 5th from 11-2 for a Bryn Mawr May Day Celebration! I’ll be providing traditional May Day fare, but you’re welcome to bring a dish or treat to share!
ALUMNAE/I SURVEY (AUSTIN)

1. Please rate the interest in the event suggestions below from 1 (Not of Interest) to 5 (Extremely Interested)

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<thead>
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<th>Activity</th>
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<td>Holiday Party</td>
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<td>Networking Event/ Happy Hours</td>
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<td>Happy Hour with other Seven Sisters Alums</td>
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<td>Happy Hour with Ivy League alums</td>
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<td>Event with Alumna Speaker</td>
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<td>Flower Day Happy Hour</td>
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<td>Welcome to Austin Event (for newly relocated Alumna)</td>
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<td>Exercise Events</td>
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<td>Day Trips to surrounding areas</td>
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<td>Hiking/Canoe Trips</td>
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<td>New Student Send off</td>
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2. Are there other events that you would like the club to coordinate?

3. What are you hoping to get from the Bryn Mawr in Austin alumnae club?

- [ ] Networking for career purposes
- [ ] Learn something new
- [ ] Meet new friends
- [ ] Explore interesting places in or around Austin
- [ ] Socialize with other Mawrters
- [ ] Other (please specify)
4. **What time of the week and day are best for events?**

- Weekdays - During the day
- Weekdays - In the Evening
- Weekends - In the Morning
- Weekends - In the Afternoon
- Weekends - In the Evening

5. **Which Bryn Mawr Program did you attend:**

- Undergraduate College
- Graduate School of Social Work
- Graduate Schools of Arts and Science
- Post-baccalaureate Premedical Program

6. **Please select the years when you graduated.**

- Before 1960
- 1960 to 1979
- 1980 to 1999
- 2000 and after

7. **Please tell us anything else you would like to know about the Bryn Mawr Club.**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
INSTRUCTIONS FOR CREATING & ERECTING A MAYPOLE
(BROWARD AND PALM BEACH COUNTIES)

MATERIALS

FOR MAYPOLE:

- 14 foot length of PVC pipe, 4 inch diameter
- Cap for PVC pipe
- Eyebolt and screw for top of cap
- Carabineer to attach to eyebolt
- Metal ring to attach to carabineer
- Wreath (grapevine) big enough to hold 20 lengths of cloth
- Rope to create spokes from center ring to outer edge of wreath
- Lengths of sturdy (water resistant, colorfast) cloth cut into 2-inch wide lengths at least 20 ft long: 2 or 3 different complementary colors – at least 8 lengths of each color, minimum 20 lengths

FOR IN-GROUND BASE:

- 2-ft length of 4-inch diameter PVC pipe
- Screw-on flat cap for end of PVC (even with ground level permanent installation)
- 4-ft. long 4 by 4 wood post, with square edges sliced off so post fits into the PVC pipe

ERECTING A MAYPOLE

BEFORE MAY DAY

- Weave rope between center ring and edge of wreath to create spokes
- Tie lengths of cloth to edge of wreath evenly around wreath alternating colors
- Attach carabineer to center ring
- Screw eyebolt into cap
- Use post hole digger to dig 2-ft hole
- Insert 2-ft length of PVC pipe into hole and shore up around it with gravel and soil
- Screw on cap even with ground level
DURING MAY DAY

- Fit 4x4 post into long maypole
- Attach wreath of ribbons to carabineer and attach carabineer to eyebolt on cap
- Lift maypole up over hole, allowing post to slide down into hole and balancing pole over hole
- Arrange ribbons evenly on ground around maypole

AFTER MAY DAY

- Unweave ribbons
- Lift maypole out of the hole and let down gently.
- Unhook carabineer from eyebolt
- Roll ribbons up with wreath and store in plastic bin
- Screw cap onto PVC pipe in ground
- Store pole next to building
Please bring your favorite dish and join us on

Saturday, January 26, 2019
6 pm
for
A Winter Potluck
at the home of Courtney Fennimore ’99
Questions? Call Courtney at XXX-XXX-XXXX
RSVP Online
January 2019 E-Newsletter  
Club Contact: boston@brynmawr.edu

Happy New Year Mawrtyrs!

Join Us! Bryn Mawr Club of Boston Upcoming Events

• “Yes, You Should Be Here:  
  Tackling Imposter Syndrome.” January 16th

Becky Ross will be hosting a small group discussion on Imposter Syndrome. If you’ve ever felt like a fraud in some aspect of your job or career, you are not alone. Join us for a lively and open discussion about the factors that contribute to the Imposter Syndrome. Barbara Powell will host this event, January 16th.

• One-on-One Coaching Coffee Chats: January 17th

Becky Ross will be offering 1:1 coaching appointments on Thursday, January 17th. These sessions can cover a range of topics including work/life balance, re-entering the workforce, shifting your focus in work, or other related career concerns. Appointments will be held at Caffe Nero and are filled on a first come, first serve basis.
Great Ideas in Good Time: Planned Events

- BMC Faculty Speaker
- ‘Fierce and Feminine’ Walking Tour of Boston (May)

What Else is Here?

- Dues Reminder:
- Be sure to check information below on payment of membership dues so we can keep this great Club going!

Announcements

January Bryn Mawr Club of Boston Events

Yes, You Should Be Here: Tackling Imposter Syndrome

Becky Ross (BMC Senior Associate Director for Alumnae Career Services) will be hosting a small group discussion on Imposter Syndrome. If you’ve ever felt like a fraud in some aspect of your job or career, you are not alone. Join us for a lively and open discussion about the factors that contribute to the Imposter Syndrome. Discuss strategies for breaking patterns of: self-doubt, minimizing your influence, and attributing accomplishments to luck. Share stories and identify approaches to visualize success, reclaim accomplishments due to hard work, talent, motivation and skill, and engage in positive self-promotion.

WHEN: January 16, 2019 from 7-8:30 pm
WHERE: Barbara Sciefflin Powell (’62) will host this event at her home
COST: FREE
R.S.V.P: Please register for this event via Bryn Mawr’s career portal, Handshake.

How to log in to Handshake: If you have never logged in to Handshake, which many have not since it is new this year, here are some details:

- Go to: https://brynmawr.joinhandshake.com/login (or click on the event login above, which will include a link to Log In)
• Sign-in with your email address (i.e., the preferred email address on file with Bryn Mawr College)
• First-time users, **follow these instructions** to create a password

**One-on-One Career Coaching Coffee Chats**

Becky Ross will be offering 1:1 coaching appointments on Thursday, January 17th. These sessions can cover a range of topics including work/life balance, re-entering the workforce, shifting your focus in work, or other related career concerns. Appointments will be held at Caffe Nero and are filled on a first come, first serve basis.

**WHEN:** January 17, 9:00 am – 12:00 pm; 1:00 – 5:00 pm

**WHERE:** Caffe Nero, Central Square, 589 Massachusetts Ave, Cambridge, MA 02139

**T:** Red Line, Central is within one block

**R.S.V.P:** Use Handshake to RSVP to this event (please see information on using Handshake above).

• Link: https://brynmawr.joinhandshake.com/login
• Click on top menu item “Career Center” then select “Appointments”; go to January 17 to select in-person appointment times specifically for Boston

**Come share your ideas!** If you can, and are interested, raise your hand to serve and help us keep up the honorable 114-year tradition of an active Club! Call or email any of us.

**Upcoming 2019 Meetings:**

• Spring Board Meeting: Sunday, March 10, 2019; 2:00 – 4:00 pm
• Annual Meeting: Saturday, June 8, 2019; 12:00 - 2:30 pm

**Check out the Bryn Mawr Bookstore**

**Board Contact:** Alisha Pandit ’15

The Bryn Mawr Bookstore in Cambridge continues to provide a treasure trove of old and rare books. They’re currently **ON TRACK** to support an endowment scholarship providing financial assistance to future Bryn Mawr students.
Volunteers Needed! The Bookstore continues to look for volunteers to help provide regular service. Shifts are typically 2-3 hours, and scheduling is negotiable. Please reach out to Alisha if you’re able to help out!

Address: 373 Huron Avenue, Cambridge, MA 02138  
Phone Number: (617) 661-1770  
Facebook Page: https://www.facebook.com/BrynMawrBookstore/

Love to Read? Ask about the BMC Boston Book Club!

For more notes on the last Book of the Month, or to join the next Book Group Meeting, please contact Alisha Pandit.

January Book Club Meeting:

Our next gathering will take place on January 8th at 6:30 at Roo Dane’s place

When: January 8, 2019 at 6:30 PM  
Where: Roo Dane’s place  
Book: Code Girls, by Liza Mundy

Dues Reminder

Benefits include free or discounted admission to most Club events!

Please pay your dues, if you haven’t already! You may mail in a check or pay online (at NO extra fee). The membership year is July 1st - June 30th. Payment of annual dues ($20) provides one year’s membership unless you are or become a Life Member ($250). Dues can be PAID by a check made payable to Bryn Mawr Club of Boston and mailed to: Treasurer, MA 01742.

Young Alums! For alumnae/i who have graduated within the past three years, your membership is FREE but you need to register online to become a Club member.

Your additional gift to the Club is greatly appreciated and tax-deductible.
Announcements

Please send any announcements/events to Emily Spiegel by the 22nd of each month if you would like them included in the next month’s E-Newsletter!

If you require any contact information not provided in this e-Newsletter, please feel free to contact Emily Spiegel.

Anasssa Kata!

Emily Spiegel ’18

Bryn Mawr College
101 N. Merion Avenue
Bryn Mawr, PA 19010

If you wish to be removed from this group’s mailing list, click here
BMC Club of Houston Events Calendar
2018-2019

October 11, 2018
GOLD Happy Hour
at Axelrad

November 4, 2018
Lantern Night Potluck
at the home of Sarah Sarnelli

January 20, 2019
Arts & Crafts
at the home of Sarah Sarnelli

February 15, 2019
Happy Friday Happy Hour
at Owl Bar

March 2, 2019
GOLD Happy Hour—faculty speaker
at the home of Hannah Curry-McDougal

May 5, 2019
May Day Brunch

Other 2019 Events:
Career Development Session—mid-June
Class of 2023 Send-Off—around August 10
Welcome to the City—September 26 at Owl Bar
ANNUAL CALENDAR (PHOENIX)

CALENDAR OF EVENTS
2018-2019

Joint Event with Tucson Club:
Casa Grande Ruins Tour & Lunch
November 10, 2018, 10AM
Casa Grande, AZ

Holiday Party
December 8, 2018, 7PM
Thirsty Camel Lounge, The Phoenician
Phoenix, AZ

Hell Week/WTF Happy Hour
February 9, 2019, 3PM
Phoenix, AZ

May Day Tea
May 5, 2019, 2PM
Glendale, AZ

Contact: Clara Bhattacharyya ’10