

KAPPA KAPPA PSI

Alumni Activities and Records

Alumni members are a great link to our past and it is important for each chapter to keep in touch with its alumni. This handout discusses some of the essentials of alumni activities and demonstrates a way to keep track of alumni contact information.

Notes on Alumni Correspondence and Activities

- **Keep your alumni informed about important news and chapter events.** This should occur on a regular basis. However, **do not treat alumni as if they need the same level of communication as actives.** Instead of sending the minutes out to alumni, simply send them an email every few weeks giving them a general summary. Inactive members should not be included in alumni communication or activities.
- **Create an alumni listserv** to ensure easy communication with your alumni. This should be a separate listserv from the active members' mailing list. You can also use this to ask alumni to update their contact information each year.
- **Consider sending out an alumni newsletter once or twice per year.** This is a great way to keep alumni informed and show them they matter. This can be electronic or print (or both).
- **Hold at least one alumni activity per year.** This should be something created specifically for your alumni. It does not have to be complicated or expensive – a cookout is great!
- **Remember: Active members should run the chapter.** Alumni should not interfere with chapter activities or decisions and should not be deeply involving themselves in chapter affairs. Your chapter has the right to make any event actives only if necessary. However, don't forget that alumni can be a great source of chapter and band history.

Lacking Contact Information for Alumni?

Lack of contact information for alumni is a common challenge for chapters. Fortunately, this is something you can improve with a little work. Here's how:

1. Order a Chapter Roster from National Headquarters. You can do this by submitting a "Supply Order Form," which can be found on kkpsi.org. The cost is \$10. The roster will contain the official records for your chapter, including last known mailing addresses for each member, if available. The contact information in the roster will often be out of date, but you'll at least have names and initiation dates for everyone initiated into your chapter.
2. Take this roster to your band program and see if the band has alumni contact information that can help you fill in the gaps. Also, try talking to your school's alumni association – they can often be very helpful in obtaining alumni contact information. Finally, talk with the alumni you *do* have contact with and ask them if they know how to reach any others.
3. Once you have gotten as much information as you can from those sources, send a postcard to each mailing address asking alumni members to update their contact information. This can generally be done by asking them to send an email to the alumni secretary, though keep in mind that if your chapter has a lot of older alumni you may need to have non-electronic means as well.
4. Hopefully, the above will find a lot of the missing contact information – though it will probably not get information for everyone. The final step is to construct your chapter's alumni database with as much information on each member as possible. An example of how that might look is on the back of this handout.
5. Please send the updated contact information to National Headquarters. This information will help the National Fraternity keep its records updated and to continue with alumni programs.

Sample Alumni Database

This would generally be kept as a spreadsheet (Excel) file so that you can easily update it. Remember to back up the file!

Init. #	Name	Date Initiated	Email Address	Street Address	City	State	Zip	Status
212	Mr. John Stevens	4/22/1981	johnstevens@gmail.com	1422 Heritage Glen	Glenview	CA	91212	Alumni
213	Ms. Stacy (Adams) Powell	4/22/1981	stacypowell@yahoo.com	401 E 9 th St.	Stillwater	OK	74074	Life
214	Mr. John Adams	4/20/1982	jadams@yahoo.com	222 Main St.	Morris	WV	61521	INACTIVE
215	Mr. Patrick Kent	4/20/1982	MISSING	MISSING	Atlanta	GA	MISSING	Honorary
			And so on and so forth...					
			Be sure to update this ANNUALLY and to include all alumni members, even if you don't have all of the information.					
			Also, please send updates to National Headquarters via a Chapter Personnel Update Form, available on kkpsi.org.					

NOTE: In a spreadsheet, you could have many more columns of information than can be shown on this sample page.

Other columns you could have in your database:

- Phone Number
- Instrument
- Offices held
- Major
- Graduation Date
- Current Profession
- Picture
- Big/Little Brothers
- Notes (last contact, other information, etc.)