

# Summary of Club/SIG Formation Process

#### Request submitted

- Alumnus submits New Club/SIG Interest Form via HLSA website.
- Applications are accepted *through September 30<sup>th</sup>* each year.

#### Data Gathering

- HLS Alumni Relations staff receive Interest Form and research and compile data on the proposed alumni audience.
- •The EC Club/SIG Engagement Committee receives submission and research from staff and discuss during the October EC meeting.

#### Meet with Requestor

- Committee members engage with the requestor and conduct a diligence call prior to the February EC Meeting.
- Interest/information

   gathering survey
   sent by HLS Alumni

  Relations staff to proposed community.
- Committee reports to EC on the request and vote to move forward with the request during the March/April EC Meeting.

### **Proof of Concept**

- Club/SIG requestor has one fiscal year (July 1 –June 30) to:
- Establish a board/ officers of alumni volunteers
- Host at least one event to demonstrate interest and recruit working group/board.
- Draft organizational bylaws.
- Complete initial annual certification submission
- Club/SIG Engagement Committee provides support during this period, including by access to a mentor Club President/EC member.

## Launch New HLSA Organization

- •If the Proof of Concept requirements are met, the HLSA EC will vote to approve the new Club/SIG at the May EC Meeting.
- Alumni Relations staff launch AlumniMagnet by July 1.
- New Club/SIG begins operating in accordance with <u>HLSA Club/SIG</u> guidelines effective July 1.

Year 1 Year 2