

Welcome, Club Leaders!



WELLESLEY
ALUMNAE



Club/SIG Collaboration PANEL

Featuring:

Dolores Arredondo '95, WCAA Board Member, founding board member of Wellesley Latina Alumnae Network; past president of Wellesley Club of Pasadena

Dorothy Jones Davis, '98, President of Wellesley Alumnae of African Descent (WAAD)

Lori Dreischmeier '86, President of the Wellesley Club of Los Angeles (WCLA)



Annual WLAN & WAAD Summer Tea

Credit: WLAN

Shared Identity Groups (SIGS)

Shared Identity Groups give alumnae the opportunity to connect with each other and the College based on their common inherent and intrinsic Identities.

Wellesley Alumnae of African Descent (WAAD)

Wellesley Latina Alumnae Network (WLAN)

Wellesley Asian Alumnae Alliance (W3A)

Wellesley Alum Pride Alliance (WAPA)

Wellesley Jewish Alumnae (WJA)

<https://www.wellesley.edu/alumnae/groups/SIG>

A Year in the life of a Club

~ July and August ~

Confirm Club Officers

Top 5 on the 5th

Summer Send Off

Faculty Speaker



Volunteer Tenets

- Treat all alumnae and staff with respect and civility in person, in email, in print, and social media.
- Commit to being inclusive and address issues of diversity along numerous demographic lines (e.g., race, class, gender identity, sexual orientation, ethnicity, age, ability, religion, geography, etc.) in all facets of your volunteer work.
- Communicate regularly with alumnae volunteers and WCAA staff.
- Resolve any conflicts in a transparent and open manner.
- Recognize that your actions will reflect on and speak for not only you, but for other alumnae and the College.

Top 5 on the 5th



October Top 5 on the 5th

It feels like fall, and the acorns adorning the lawn of the quad are only part of the reason. Here in the WCAA, we are busy preparing for our autumn events, the Alumnae Achievement Awards (more on that below) and BLUEprint 2019: Expanding Alumnae Connections. We are excited to welcome invited delegates to campus in a couple of weeks and will have resources for everyone available online soon. Enjoy October and this news:

Summer Send Off



A time to reconnect and celebrate!

Credit (from left):
Wellesley Club of
Santa Barbara and
WCLA

Faculty Speaker

Join us for faculty speaker Professor David Lindauer and lunch with alums.

Professor Lindauer is an award-winning teacher and education innovator; development economist specializing in labor issues; policy work throughout Africa and East Asia. He will be speaking on: THE IMPACT OF IMMIGRANTS ON THE US ECONOMY: WHAT DO ECONOMISTS KNOW?

Alumni and guests of all ages are invited.

When: Saturday, October 19 at 11:30am-2:30pm

Where: Ray's Boathouse Northwest Room

6049 Seaview Avenue NW

Seattle, WA 98107-2690

Ticket sale ends Monday, October 14 at 10am.

[Buy tickets](#)



*New Faculty Speaker List released each summer
Please make requests as far in advance as possible!
Regional collaboration
Combined events
Advertise!*

Credit (from top): Washington Wellesley Club and Wellesley Club of Sarasota

A Year in the life of a Club

~ September, October, and November ~

A Good Time To Think About:

Calendar of Events

RSVP process for Metrics

Club Finances and Dues

**November taxes*

WCAA will file your IRS 990N e-filing

In order to do this we need your financial report



Planning Ahead



Event Ideas:

- *Community Service*
- *Book and Movie Clubs*
- *Wellesley Circles*
- *Museum and Historic Landmark Tours*
- *Spotlights on local alumnae events*
- *Meals - potlucks, brunches, happy hours*
- *Outdoor activities (hikes, bikes, etc).*
- *College speakers*
- *Student Events (Yield, Summer Send Off, Care Packages)*



Keep in mind:

- Time of Day
- Location
- Religious and Public Holidays
- Cost



Credit (from top left):Wellesley in Westchester, Wellesley Club UK, WCAB, New York Wellesley Club

Event Metrics

Why are Event Metrics important?

- Helps us to identify volunteers outside your formal board
- Contributes to metrics that help boost Wellesley's alumnae engagement scores
- Will help us to build a future library of ideas
- Helps us to keep alumnae contact info up to date

2 Methods:

1. Collect event registrations through Alumni Magnet
2. Sign In Sheet



Club/SIG/Class: _____

Event Name: _____ Location: _____

Host: _____

Date: _____ Time: _____

Name	Class	Did you Volunteer for this event?	Would you like to update any contact details?
1.			
2.			
3.			
4.			

Banking, Membership and Gifts

- **Bank Account**

- 2 signatories: Ideally club president and treasurer
- Bank letters available for non-profit status
- Reminder: WCAA files your club federal taxes

- **Dues = Paid Club Membership**

- Go to club treasury
- Responsibility of club treasurer to track in AM and otherwise
- Can be tiered (i.e. GOLD dues etc.)

- **Club Gifts and Scholarship Funds**

- Can be from dues and/or individual donations
- No additional Scholarship Funds can be created at this time

- **Reminder: June 30th is the end of the fiscal year!**

- All club gifts need to be sent BEFORE this date to count for participation



A Year in the life of a Club

~ December, January, February, and March ~



Credit: Wellesley Club of Silicon Valley

Holiday Event

Book Awards

Community Service

Checking In



Community Service Update

Do's and Don'ts

DO give your time and skills

DON'T solicit money or collect
donations

DO collect donation items

DON'T campaign or endorse

DO connect with your local
community and issues dear to
your club!



Days to Make A Difference

(D2MAD) - Opportunities for
service throughout the year in
partnership with Career

Education

Credit: Wellesley in Westchester

Book Awards

Fall: Contact participating high schools from the prior year to confirm their interest in this year's program. Evaluate adding new high schools to the program. Promote the Book Award Program to club members.

Mid-January: Book Award Ordering Opens

Spring: Rolling deadlines at the end of each month

Spring/Summer: Submit a complete list of sponsored high schools and book award recipients to the Office of Admission **by July 15th.**

NEW BOOK: COMING SOON!

New Vendor: **BARNES & NOBLE**

- Ship to more than 1 address per club order
- Rolling order deadlines to accommodate clubs whose schools have early spring to early summer award ceremonies
- The ability to pick a new book from year to year as we see fit

A Year in the life of a Club

~ April, May, June ~

Annual Meeting and Board Elections

Fiscal Year ends on June 30th

**Club Gifts, including Scholarship Funds, are due before the close
of the fiscal year*

Treasurer completes Financial Report

President completes Annual Report

New Fiscal Year begins July 1st

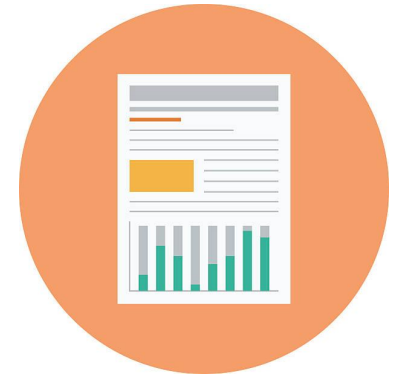


Annual Report



- **Online submission - President**
 - Sent out via Top 5 on the 5th
 - Please use format provided!
- **Sample questions**
 - How do you communicate with your club members?
 - If you have made an effort this year to engage young alums, which initiatives have been most successful?
 - Confirmed list of Club Officers
 - What were your club's 3 greatest successes? challenges?
- **No Report = No Club List or Faculty Speaker**

Financial Report



- **Online submission - Treasurer**
 - Sent out via Top 5 on the 5th
 - Please use format provided!
- **Sample questions**
 - The club's total income and expenditures for the fiscal year
 - Number of dues paying members
 - Total checking and savings as of June 30th
 - Bank Account Information, including name and signatories
- **No Report = No Club Lists or Faculty Speaker**

As a reminder, the WCAA files all club and class federal taxes in the fall

Social Media



Social Media Guidelines for Classes, Clubs, and SIGs

01 BE RESPECTFUL

Comments should not defame, attack, or disparage. Profanity, obscene content, and personal attacks will not be tolerated.



02 BE AUTHENTIC

Do not post using an alias. Do not copy and paste comments or content from other individuals or institutions without their permission.



03 BE CONFIDENTIAL

If you wish to share your personal contact information with a fellow alumna, do so privately via a direct message.



04 ENCOURAGE CONVERSATION

Keep dialogue interactive and on topic. Comments that could be viewed as spam will be deleted.



05 REALIZE YOUR POSTS ARE PUBLIC; NOTHING IS TRULY PRIVATE

Anything you share in social media, even within closed networks, immediately becomes public and lives on in perpetuity.



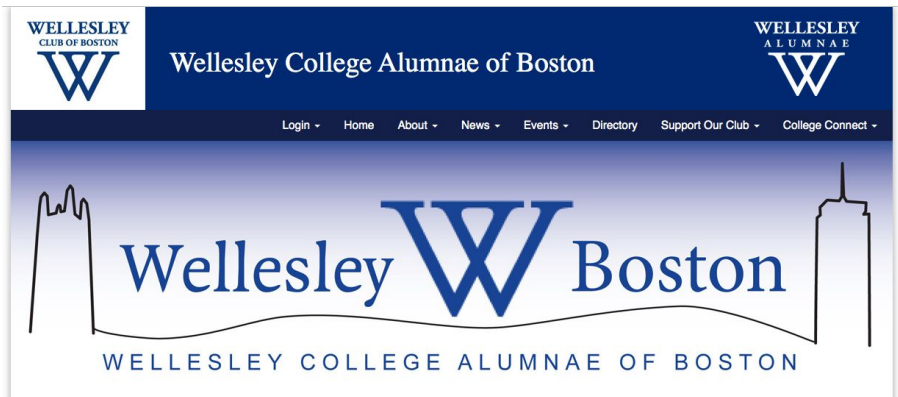
Contact: alumnae@wellesley.edu



WCAA: @wellesleyalums

Websites

Time for a refresh



President's message
Leadership information



Newsletters
Events

Photos
Share and have fun!

Leadership

CLUB BOARD

President

Audrey Mandela '80

audrey@mandela.com

Treasurer

Jenny Ma '95

jennykma@yahoo.com

Events

Afshin Zilanawala '04

afshinz@gmail.com

Admissions Rep

Jenn Keser '03

jkeser@gmail.com

Credit: Wellesley
Club UK

Letter from the President

I think I'm one of the few alumnae who can say my connection to this club is surprisingly longer than my connection to Wellesley College. Back in 2008, a junior at Skyline High School in Sammamish, WA, I received a Book Award from the Washington State Wellesley Club. Before then I never would have thought of going to an all-girls school in a tiny town called Wellesley. Fast forward 1 year, I visited Wellesley and decided those women were exactly who I aspired to become and I enrolled into the Wellesley Class of 2013.

So WSWC, thank you for inviting me into the wonderful world of Wellesley. It's my turn to give back. Whether you've lived in WA for decades or months, I'm excited to get to know you at our club events and foster the environment that makes Wellesley so unique despite the 3,000 miles between us and the mothership.

Kelsey Tempel '13

PS: Consider donating a Book Award, maybe you'll recruit the WSWC president for 2028 :)

Kelsey Tempel '13

WSWC President



Credit:
Washington
State Wellesley
Club



Washington Wellesley Club

[Login](#) ▾ [Home](#) [About](#) ▾ [News](#) ▾ [Events](#) ▾ [Wellesley@Work](#) ▾ [Membership](#) ▾

Social Media Links

Looking for more ways to connect with the Washington Wellesley Club? Check us out on social media!

Twitter: <https://twitter.com/wellesleydc>

Facebook page: <https://www.facebook.com/WashingtonWellesleyClub>

Facebook group: <https://www.facebook.com/groups/washingtonwellesleyclub>

Instagram: <https://www.instagram.com/wellesleydc>

Credit:
Washington
Wellesley Club

Credit: Chicago Wellesley Club

Upcoming Events

40s and 50s Decades Book Group: Madame Fourcade's Secret War, by Lynne Olson



9:30AM - 11:30AM Thu 17 Oct 2019 (Timezone: Central) Come join us for a book discussion of Madame Fourcade's Secret War, by Lynne Olson. We will begin at 9:30AM with coffee and light refreshments and start discussion at 10:00AM.

tell a friend read more Add to Calendar

Fall Community Service Event with CHA Operation Warm



8:00AM - 1:30PM Sat 26 Oct 2019 (Timezone: Central) For this Fall's Community Service Event, we will be volunteering at CHA Operation Warm.

tell a friend read more Add to Calendar

News

Have you set up your Wellesley Login?



The Wellesley Login allows alumnae to sign into various College systems and websites using a single username and password. Members can also check the status of their dues payment and track contributions to the College. Get Started Today!

Help Us Make a Difference



We are one of 80+ alumnae clubs around the world with the mission to connect alumnae to each other and the college. Volunteers serve as club leaders and committee chairs, help organize events and outreach programs, and more!

Forgot your password?



We have a brand new, automatic password reset feature!

Photo Albums

Wellesley in Chicago 2019



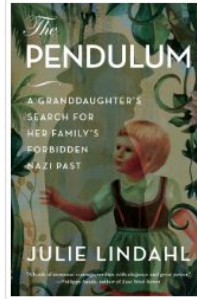
Holiday Tea 2018



Upcoming Events

Past Events

Book Launch of 'The Pendulum' by Julie Lindahl '88



FEATURED

6:00PM - 8:00PM Tue 15 Oct 2019 (Timezone: Pacific)

Wine and cheese to celebrate the book launch of The Pendulum

tell a friend read more Add to Calendar

WCNC Invites You to the 2019 Holiday Tea



12:00AM Sat 7 Dec 2019 (Timezone: Pacific)

Join your fellow Wellesley alumnae as we celebrate the end of 2019, catch up with old friends and meet new ones.

tell a friend read more Add to Calendar



Visit to Harriet Tubman Underground Railroad Historical Park

Sunday, November 3, 2:30-4:00 pm, tour the Harriet Tubman Underground Railroad Visitor Center.

Join the BWC on the Eastern Shore to explore the Harriet Tubman Underground Railroad Visitor Center which houses exhibits, a film, and a museum store. The Visitor Center's design concept, "The View North," symbolizes the importance of moving northward, away from slavery and into the possibilities of freedom; a quiet, open legacy garden offers walking paths

for meditation and reflection.

RSVP below or send an email to Sarah Martin, smartin4@wellesley.edu.

When:

2:30PM - 4:00PM Sun 3 Nov 2019 (Timezone: Eastern)

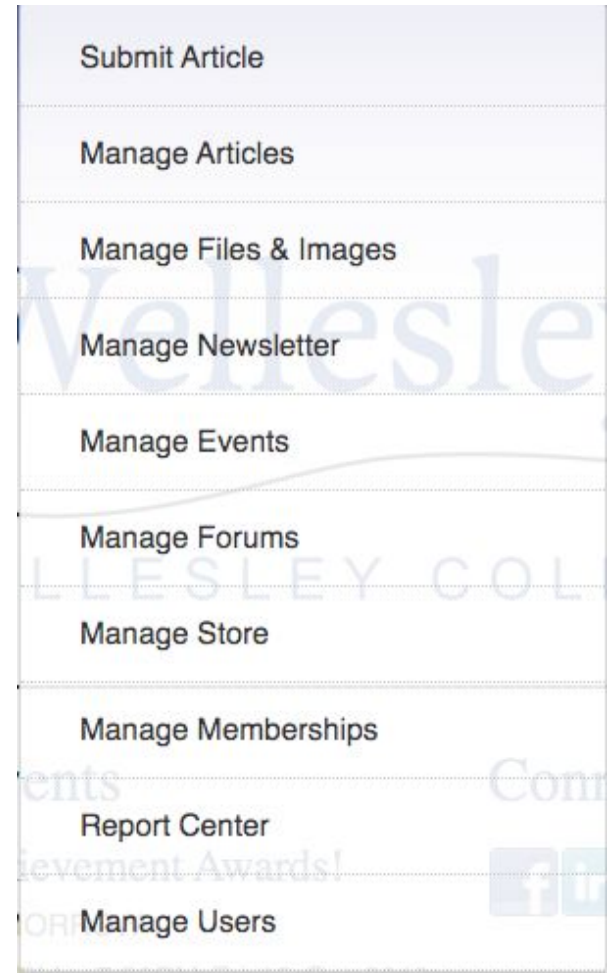
Add to Calendar

Where:

Harriet Tubman Underground Railroad Visitor Center 4068 Golden Hill Road Church Creek, MD 21622

Credit: Baltimore Wellesley Club

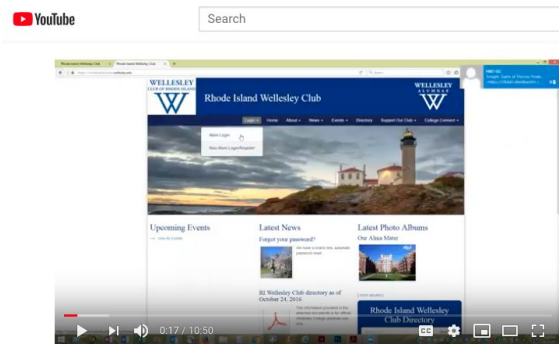
Website Admin Access



Website Resources



MyWELLESLEY COMMUNITY
WELLESLEY COLLEGE ALUMNAE ASSOCIATION



Creating an Event on Alumni Magnet

Please review the training manual and videos

Email, list, label and Alumni Magnet requests

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not dkupfers@wellesley.edu? [Switch account](#)

* Required

How can we help?

My request is for: *

- Email Request
- List or Labels Request
- Technical Help Request

When in doubt, use the request form!

List and Label Requests

What we can provide:

- Name (First, College Last, Current Last)
- Class Year
- Phone Number
- Mailing Address

Email, list, label and Alumni Magnet requests

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not dkupfers@wellesley.edu? [Switch account](#)

* Required

How can we help?

My request is for: *

- Email Request
- List or Labels Request
- Technical Help Request

- Please submit all list, label, website, and email requests using the form.
- Please plan for and expect a 5-7 day process

No Emails?

- **Privacy**
 - Domestic anti-spam regulations
 - EU's new General Data Protection Regulation (GDPR)
- **Recipients must have the ability to unsubscribe**
 - Please do not use Paperless Post or other platforms
 - Our templates include an email for someone to reply to
- **Metrics**
 - In-house communications contribute
 - Contacts will be as up to date as possible
- **Still need to reach a certain person?**
 - Use our alumnae directory to look them up
 - One-on-one, non-soliciting emails are okay

Emails or “Newsletters”



Wellesley Pau Hana Tomorrow!



Join fellow Wellesley alumnae at this month's pau hana! We'll be meeting at [12th Ave Grill](#) in Kaimuki at 5:30 PM on **Thursday, October 17, 2019**. Come to chat, catch up with old friends, or meet new ones! Questions? Email [Leah Lee '08](#).

Harvard Club Brownbagger: The Curious Kealoha Case

Join us and bring your guests on Thursday, Oct. 17th for a uniquely informed overview of the strange criminal case of former HPD Chief Louis Kealoha and his wife, former Honolulu Deputy Prosecutor Katherine Kealoha. Our speaker will be **Ken Lawson**, UH Law School faculty member and frequent local TV news commentator on this and other high profile criminal law issues.

Wellesley College Club of Los Angeles



Dear Kelly,

We're thrilled at the response we received for Wellesley Circles! Over 80 Alums attended the kick-off! You can still register to join a Circle in your neighborhood. Registration is open until November 1 and the Circles launch in January.

We've got more super exciting things coming up at WCLA in October! Check out these important updates and event details below:

- **Wellesley Circles** - Registrations for our new initiative are pouring in and are open until November 1st! **Wellesley Circles** are a great opportunity for alums to gather once a month in small groups of 6-12 people to help empower and support one another personally and professionally. These gatherings are also neighborhood-based and won't require you to battle LA traffic!

The Wellesley College Alumnae Association
Connecting alumnae to the College and to each other



Visit our website at wellesley.edu/alum

The Wellesley College Club of Los Angeles respects your privacy.

You are receiving this email because you have a current or past association with The Wellesley College Club of Los Angeles. If you no longer wish to receive our communications, please click on the following unsubscribe link: <https://losangeles.alum.wellesley.edu/unsubscribe.html?email=kgallag2@wellesley.edu>

Wellesley College Alumnae Association | 106 Central Street | Wellesley, MA 02481-8203

Volunteer Tab: Toolkits and Online Resources

[Alumnae](#) / [Volunteer](#) / [Online Resources](#)

Alumnae

[About the Association](#)

[Alumnae Awards & Fellowships](#)

[Alumnae in the News](#)

[Classes, Clubs, & Groups](#)

[Events & Reunion](#)

[Giving to Wellesley](#)

[Life-Long Learning](#)

[Online Community](#)

[Volunteer](#)

[Volunteer Toolkits](#)

Online Resources

[Class Logos](#)

[Club Logos](#)

[Wellesley Login](#)

Online Resources for Volunteers

- [WCAA Policies and Guidelines](#)
- [WCAA List and Email Policies](#)
- [Social Media Guidelines](#)
- [Technological help form](#) for email, eblasts, lists, and labels. If you are requesting lists/labels that contain contact information, please review the [WCAA Policy on Appropriate Use of Alumnae Information](#).
- [WCAA Staff Contact by Class](#)
- [WCAA Staff Contact by Region](#)
- [WCAA Staff Contact for Shared Identity Groups](#)

- Technological Help Form for Emails/Lists/Labels
- Key Contacts list
- Online Directory
- Event Sign-In Template
- Social Media Guidelines
- Website tutorials
- Print templates
- Policies and Guidelines

wellesley.edu/alumnae/volunteer/online-resource

Role Based Toolkits

Club President
Club Vice President
Website Chair (Club)
Treasurer
Secretary
Book Award Chair
Membership Chair
Nominating Chair
Programming Chair
Young Alumnae Representative
Club SIG Representative

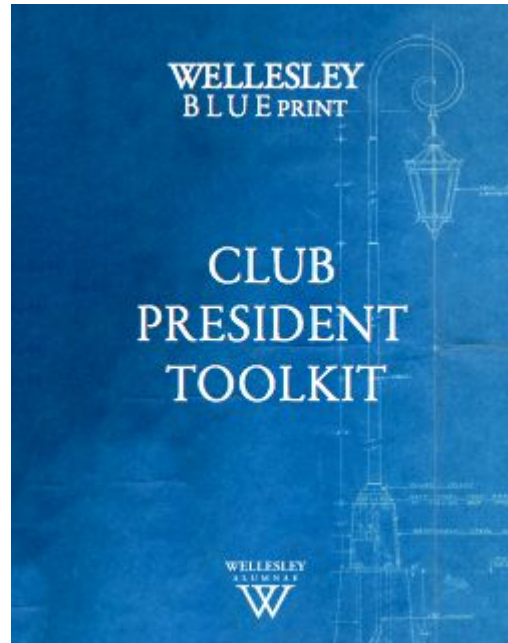


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Points of Contact



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dkupfers@wellesley.edu
781.283.2332



Kelly Gallagher '14
Associate Director of Alumnae
Engagement
kgallag2@wellesley.edu
781.283.2321



Plus international clubs
Emily Rankin Welch '99
Assistant Director of Alumnae Engagement
ewelch@wellesley.edu
781.283.2334