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Congratulations on becoming an active member of your Alumni Club! Whether you are starting up a new Club or simply taking a new role in an established Club know that this guide was made with you and all of your questions in mind. Please take the time to read the guide in its entirety. Outlined in the pages that follow is everything you need to know — need to do and how the Alumni Association can help!

Lehigh's Alumni Club network exists to connect you with Lehigh alumni in your community. The Clubs collectively host over 400 events worldwide each year, involving over 7,000 alumni! These activities span all interests from sports to the performing arts and we are looking to increase the alumni participation in all types of events!

If you can't seem to find the answer to your questions in this guide, please feel free to contact us. Thanks for taking the time to participate in your local Alumni Club and most importantly, Have Fun!

Jill Anderson '91
Director, Alumni Clubs

Organizing Your Club

Expectations of Alumni Clubs

The Alumni Association has established minimum guidelines which each Club needs to meet in order to be considered active:

- Every Club should plan a full Board of Directors meeting at least 4 times a year.
- Every Club will be encouraged to enact a change of leadership every 1 to 3 years (2 is ideal).
- All members of the Board of Directors are **REQUIRED** to participate in the planning and implementation of one event per year, as specified by their respective chair.
- In addition, all Board Members should attend other events to show support for the Club and to recruit volunteers.

Alumni Club Criteria

All Alumni Clubs are required to participate in the following:

- **Incoming Student Send-off**—One of the largest events that allows incoming students to meet other classmates, upper class students, and alumni before leaving for South Mountain. This gathering welcomes and honors the newest members of the Lehigh family.
- **Lehigh/ Lafayette Telecast**—The largest event involving the most Clubs at one time celebrating College Football's most played rivalry.
- **Annual Club Officers' Report**—A survey requesting information about your Club's operation over the past year with regards to Board meetings, membership, volunteer recruitment, communication with the Alumni Clubs director, and your Club's account.
- **Annual Club President's News/ Dues Letter**—Informs Club members of the recent happenings over the past year as well as soliciting dues for program support. It is e-mailed to the entire Club constituency and hard copies may be mailed to a preselected market.
- **Annual Nomination of Club Volunteer-of-the-Year**

Additional Events are as follows:

- Fall Cultural/Educational event
- AAO Holiday Event/ Activity
- Spring Cultural/Educational Event
- Family Event/Professional Sporting Event
- Young Alumni Networking Event

Organizing Your Club

Guidelines for Leadership Positions and Key Volunteers

The Alumni Association requires that each Club be organized to include a Board of Directors to coordinate Club activities. Full Job Descriptions can be found on page 7. The size and demands of the Club should determine the number of alumni volunteers needed for your Club. Larger Clubs should have approximately 6-8 key volunteers while smaller Clubs can operate effectively with 2-4 key volunteers.

Expectations of the Alumni Clubs Office

- Aid with planning, development and layout of online invitations, e-mail communication and reminders, coordination with other departments (as applicable), and event supplies (nametags, gifts, speaker information, etc.)
- Make arrangements with the university to get speakers from the staff/ faculty. The university will cover the expenses of transportation, lodging and meals.

Officer Expectations

In order to be an effective member of the Board of Directors, from the Club President to a Club Chair, you must have strong leadership, communication and organizational skills so that you can convey your desire to represent Lehigh to alumni, parents and friends.

The amount of time that you will spend fulfilling your Club duties will vary. All estimates were established by asking people who formerly held the positions the amount of time that they had spent, including time in board meetings, planning, etc.

The time commitment for the:

President, Vice President, Secretary and Treasurer:

Length of Commitment: (Renewable) 2 years with a maximum of 2 consecutive terms

Estimated Total Hours: Yearly-48 hours, Monthly-4 hours, Weekly-1 hour

The time commitment for the;

Alumni Club Chairs:

Length of Commitment: (Renewable) 2 years with a maximum of 2 consecutive terms

Estimated Total Hours: Yearly-24 hours, Monthly-2 hours, Weekly-1/2 hour

President

Responsibilities:

- Preside over meetings, determine agenda, location and schedule.
- Establish short- and long-range objectives and goals.
- Structure organization to ensure the opportunity for new leaders to develop.
- Maintain contact (regarding Club activities) and send out meeting reminder e-mails to planning committee members.
- Complete Club event forms and return them to the LUAA.
- Complete and submit Club Annual Report and Annual News/ Dues Letter
- Once term is completed, should be willing to advise future presidents.

Vice President

Responsibilities:

- Attend all board meetings and Club events.
- Preside over meetings in absence of the President and assume his/her duties.
- Coordinate Club and volunteer activities with a planning committee.
- Serve as host/ess during club events.

Secretary

Responsibilities:

- Handle and keep records of all Club correspondence.
- Maintain official records of meetings and forward copies of the minutes and special reports to the Alumni Clubs Office.
- Maintain updated roster of officers and Club members as well as inform LUAA of any address changes.
- Send out meeting reminder e-mails to planning committee members.
- Coordinate Club and volunteer activities through the planning committee.

Officer Expectations

Treasurer

Responsibilities:

- Oversee Club finances, collect dues (if applicable) and receive proceeds from events/fundraisers.
- Assist officers in preparing budgets.
- Maintain and supervise Club bank accounts and membership dues.
- Pay all Club bills.
- Work with LUAA to make financial arrangements for events.
- Report quarterly to LUAA.

Chair-Alumni Admissions Outreach

Responsibilities:

- Maintain good standing with the Alumni Admissions Outreach program as an active volunteer by fulfilling all AAO duties.
- Serve as the liaison between the AAO Program and the local Club Network for programs such as yield events and the Alumni Club Book Award.
- Attend the local Club Board of Directors meetings on a quarterly basis.
- Provide assistance to Incoming Student Sendoff Chair.

Chair-Young Alumni/ Membership

Responsibilities:

- Work with LUAA to develop appropriate, timely events.
- Arrange event details, location and invitations.
- Help increase interest and attendance by developing phone/e-mail trees to contact area alumni.
- Make introductory remarks at Membership events.
- Encourage participation at events, on the Club Board of Directors and in support of the Club via dues.

Chair-Career Networking

Responsibilities:

- Work with LUAA to select speaker for venue and arrange location, event details and invitations.
- Help increase interest and attendance by speaking with contacts and calling invitees as necessary.
- Make introductory remarks at Networking events.

Officer Expectations

Chair-Incoming Student Sendoff

Responsibilities:

- Provide a location for the Incoming Student Sendoff.
- Arrange catering and rentals (room, chairs, tables, etc...) unless otherwise arranged with LUAA.
- Maintain and submit to the LUAA all original receipts for reimbursement or gift-in-kind credit.
- Complete host information sheet prior to event and host evaluation sheet after event.

Chair-Telecast

Responsibilities:

- Coordinate with appropriate rival Alumni Association contact/office.
- Work with LUAA to arrange location, event details and invitation.
- Provide a location for the Telecast that will have access to broadcast specifications (DirectTV®, etc).
- Arrange for venue to provide separate area for alumni and menu as appropriate.
- Conduct the Half-time Raffle.
- Complete host information sheets prior to event and host evaluation sheets after event.

Chair-Special Events

Responsibilities:

- Work with LUAA to develop potential faculty/staff to accompany alumni, friends, and family, arrange a location, event detail, and invitations.
- Contact appropriate locations to discuss group rates, potential meeting areas and special offers available to non-profit organizations.
- Serve as contact person for any pre-event questions or concerns and as host/ess during the event.
- Complete host information sheets prior to event and host evaluation sheets after the event.

Chair-Marketing & Communication

Responsibilities:

- Work with LUAA to develop appropriate content for Club Web site by maintaining accurate links to and from LUAA pages.
- Attend all Board of Directors meetings to obtain all updated information regarding membership, events and activities.
- Arrange with Club Treasurer payment to ISP.
- Ensure all internal and external Club communications meet standard practice guidelines for appropriate layout, color and approval by LUAA.
- Attend Club events to encourage use of Web site.

Affinity Groups

In order to receive assistance from the Lehigh University Alumni Association and maximize your affinity group's success, there are several criteria that should be followed. It is important to remember that communication between your affinity group leadership, university department, and the LUAA is essential.

Benefits

- Personnel training, support, and services from LUAA
 - Identification of audience
 - Development of event purpose and goal
- Free electronic marketing of events
 - E-mail invitations as well as reminders
 - Postings on the main Alumni Association Web page
 - Individual Alumni Clubs Web sites
- Additional collaboration on events with planning, marketing, etc.
- Improved attendance and tracking to Banner system
- Reduced spam to alumni constituencies

Expectations

- Academic departments are requested to provide a general calendar of events as soon as available
- All Academic departments are requested to get their complete information to LUAA at least 8 weeks in advance of the event date. This allows for:
 - Formatting and download requests – 4 weeks
 - Event invitation (e-mail and/or paper) – 1 month prior
 - Event reminder (e-mail only) – 2 weeks prior
- LUAA will provide information and templates for reservations and attendance tracking
- LUAA will ensure the attendance tracking is provided to Records and Research for appropriate coding (CRM)

See Creative Connections for a current list of established affinity groups.

Alumni Admissions Outreach

The Alumni Admissions Outreach (AAO) Program is a fantastic way for Lehigh Alumni to stay involved with the present-day university. If you are not already a member of the AAO, now is the time to come on board! You will join a dedicated assembly of over 800 Lehigh Alumni, who are trained to assist the University and the Office of Admissions by recruiting the finest students across the country and throughout the world. By sharing your collegiate experiences and professional success with prospective students, you will illustrate the benefits of the Lehigh experience.

As an Alumni Admissions Outreach Volunteer you will have the opportunity to refer students to Lehigh University, represent Lehigh at College Fairs in your area, conduct Alumni Interviews, attend Admission's Evening Programs in your area, attend Holiday Receptions, engage in Accepted Student Congratulations Process, attend Accepted Student Events, and attend Incoming Student Sendoffs.

Your involvement, no matter how great or small, will have a tremendous impact on the lives of our prospective students...you may be the reason a student chooses Lehigh!

For questions regarding the Alumni Admissions Outreach Program, please contact Barrett E. Frankel '02, '03 at lehighaao@lehigh.edu or 610-758-5062.

Alumni Career Opportunities

Some people believe that once you've graduated your university will cease to aid you in your professional pursuits. Well that's not true. Lehigh University continues to support its alumni by offering an online networking service. This includes over 26,000 alumni who have expressed interest in aiding their fellow alumni by providing both helpful advice in their field as well as numerous job opportunities. There is also access to career consulting at all levels including help with updating your resume, preparing for interviews, and on campus or online workshops. Once a year networking receptions are held throughout the United States for both students and alums. Our database has all fields and industries represented. But keep in mind...the more people that are a part of the database, the more resources there are to be utilized!

For more information contact Lori Kennedy at 610-758-4946 or visit our Web site at <http://www3.lehigh.edu/alumni/career/default.asp>.

Planning Your Calendar

When planning your Club events be sure to consider your target markets. Offer a variety of events which appeal to the various groups of alumni— young alumni, senior alumni and alumni with families.

The Alumni Clubs Office will supply the current Club President with an updated alumni list on request to assist in the recruitment and involvement of alumni in their regions. The list falls under the current privacy practices of the university and will only be used for the benefit of the Alumni Club and the university.

Family Outings:

- Zoos/ Animal Activities
- Amusement Parks
- Children's Museums
- The Circus
- Family Picnics

Educational Events:

- Wine Tastings
- Art Museum Exhibitions
- Historical Tours
- Luncheons/Receptions with Guest Speakers
- Town Halls*

Outdoor Events:

- Local Sporting Events
- Golf Tournaments
- Softball Games (all of which can be arranged with other Patriot League Schools)

*Town Halls are completely coordinated by the Alumni Clubs Office with support of the local Alumni Club. It provides an opportunity to look at a specific topic from various view points (a professor, an alumnus, and an expert). However, the Alumni Clubs Office does reserve the right to decide where a Town Hall will be held.

Why So Many Choices?

By offering a variety of activities your Club has a better chance of attracting many different alumni and helping them become more involved with the Club.

Additional Thoughts...

- Please invest both your time and the Club's treasury to attract new faces with as much innovation as possible. DO NOT be tempted to settle for satisfactory attendance among the "regulars".
- Seek convenient settings, especially in larger Club areas. For example, plan a luncheon at the headquarters of a major company that employs a large number of LU alumni in your area.
- Rotate event locations within your Club area (downtown or suburbs) as well as alternate the day of the week.
- Offer discounts on dinner prices for special classes (i.e. young alumni).
- Contact new people. Promote Young Alumni activities. Recent graduates appreciate friendly contacts (Recent Grad Holiday Welcome).
- Recognize and warmly welcome everyone to the Club event.
- Phone and e-mail tree!!! Utilize your communication committee to remind alumni to call three other alumni that they know in the area and encourage them to attend the event as well.

Annual Calendar

Summer

Incoming Student Sendoffs
Work on Club President's News/Dues Letter
Club Officers' Annual Report
Fall Planning
Full Club Board Meeting
Classes Begin (end of August)

Fall

Club President's News/Dues Letter Due
Young Alumni Reunion
Lehigh vs. Lafayette Telecast
Tailgates/Telecasts
Fall Receptions/Dinners
Zoellner Arts Center Gala

Winter

Regional Swings
Town Halls
Winter Break (mid Dec. to mid Jan.)

Spring

Scholarship Dinners
L-in-Life (Lehigh Club of New York)
Commencement (Late May)
Alumni Reunion

Membership

It is imperative for your Club's survival that you maintain a good working relationship with current members as well as work to actively recruit new ones. If there are no members, then there is no Club! This is why it is important for your Club to offer a variety of events that appeal to all age ranges.

Additionally, please note that our fastest growing Alumni population is our Young Alumni; therefore, they too should have the opportunity to serve as active participants in the organization of the Club. Likewise, current students and their parents should be encouraged to attend Club meetings and events, since they are the future of your Club.

Another key aspect to recruiting new members and reengaging others is the Annual Club President's News/Dues Letter.

Club Presidents News/ Dues Letter Draft Outline

1) Section One

- a) Presidents Letter
 - i) Paragraph One: Introduction
 - (1) Paragraph Two: Review of past years events (highlights)
 - (2) Book Award/Scholarship
 - ii) Web site
 - iii) Paragraph Three: Notice of upcoming events
 - iv) Paragraph Four
 - (1) Solicitation to volunteer
 - (2) Solicitation of Dues
 - v) Paragraph Five: Thank you to current volunteers
 - (1) List names, class years, positions and email addresses

2) Section Two

- a) Club Calendar
 - i) Include contact people
 - (1) Name, Class Year and lifetime email address
 - ii) Can be tentative on Spring Dates

3) Section Three

- a) Advertisement for Upcoming events
 - i) Include all event details

4) Section Four

- a) Previous Fiscal Year Dues acknowledgements
 - i) List of Club Contributors from Treasurer (optional)
 - (1) Names and Class Years
 - (2) Contacts have been made to discuss publishing names
 - ii) List of programs that dues has subsidized or provided
 - (1) Book Award/Scholarship
 - (2) Refreshments for events
 - (3) Subsidies for events
- b) Dues Card
 - i) Name and Address of Treasurer
 - ii) Amount of dues (if based on class years)

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Getting Started

When deciding on an event ALWAYS keep in mind that the Alumni Clubs Office will need details at least 8 weeks prior to the event in order to:

- Insert the invitation into the production schedule.
- Prepare the invitation and e-mail the initial message one month prior to the event.
- Send a reminder 2 weeks prior to the event.

1. Club Officers Decide on Type of Activity

Speaker event, happy hour, athletic event, museum trip, theater, etc.

2. Appoint an Event Coordinator

The event coordinator MUST be in attendance to help assist in the set-up and, more importantly, be there to meet and greet the alumni.

3. Determine any Special Need

For example, audio/visual, microphone, photographer, etc. Confirm with the location that they can either provide or work with an outside source to meet all of your needs. It may be necessary to have a contract in writing with the location regarding the availability or compatibility of equipment. All needs must be addressed prior to the final preparation of the invitation.

4. Event Marketing Request

- Contact the Alumni Clubs Office with final details— date, place, time, cost, directions and contact person via www.lehighalumni.com/go/marketingrequest
- Each e-mail should include the name and contact information of a person from the Club for questions or reservations.
- Allow 2 weeks for the Alumni Clubs Office to format and send.

5. 1-2 Weeks Prior to the Event

- Phone/E-mail Tree! Make phone calls and send e-mails to alumni to encourage attendance and provide a personal touch.
- Contact the location to confirm all the details.
- Review and confirm any audio/visual needs and supplies such as nametags, bracelets, pins, signs, etc.

6. Day of the Event

- At least one officer arrives early to check details, hang banner, and set up the table for nametags and LUAA materials.
- Have nametags prepared in advance if possible.
- Have a list of attendees.
- If it is a dinner meeting, have a list of attendees and their entrée selections.
- GREET ARRIVALS! It is very important to have Club members greeting alumni as they arrive.

7. Event Evaluation – Within 1 Week

- Return the report forms with the names of those who attended to the Alumni Club Office.
- Include any change-of-address information.
- If it was an event with a speaker, send a “thank you” note.

Club Event Checklist

Speaker Events

- Determine desired speaker or topic.
- Determine location and select appropriate, quiet room for the speaker's needs.
- There is a minimum requirement of 50 attendees for faculty / staff speakers, so be sure to inquire in advance the maximum capacity of the room.
- Select a date. Consider the university calendar when requesting professors as speakers. Also please supply 3 possible dates.
- Contact the Clubs Office with the campus speaker choices, dates, times and location.
- Courtesy to speaker—offer to meet at airport or hotel and take to the meeting place.
- Keep business at the meeting brief, allowing time for the LUAA representative to make brief remarks.
- The Club President or event coordinator should introduce the speaker with biographical information provided by the Alumni Clubs Office.
- Allow time for a question and answer period at the end of the presentation. Be prepared with a few questions to keep discussion flowing.
- If the speaker is arriving with a member of the LUAA staff, please confirm directions and advise on possible construction, road closings, traffic patterns, etc.
- Test audio / visual equipment with guest speaker before the group arrives.
- After the event, follow-up with a "thank you" note to the speaker.

Happy Hours

- Determine location, date and time.
- Have an area for the alumni to sign-in.
- In an open bar situation, determine the feasibility of a cover charge.
- If there is a guarantee, ensure the Club is able and willing to cover any costs not raised by the cover charge.
- If there are multiple floors, assist alumni by providing signs or asking the establishment to post the information.
- Develop a time appropriate for the venue—location and transportation, suburban vs. urban.

Special Events

- Location, date, and time are usually determined by the show, athletic event or special event.
- Contact the organization for tickets.

Additional Items for Discussion

- Policies for group sales?
- Discounts?
- Return of unsold tickets or ability to acquire additional tickets?
- Last minute reservations?
- Consider the worst case scenario and be prepared to cover the costs of unsold tickets.
- Ticket Distribution: mailed, meeting location prior to event, will call?
- Accommodation paid and unpaid no-shows?
- Distinguish members of the group from the general public by providing nametags and buttons.
- Determine potential location (if permissible) for marketing materials and signs to direct alumni.

Sendoffs and Telecasts

The Incoming Student Sendoffs and the annual Lehigh/Lafayette Telecasts are the two largest events developed and promoted through the Alumni Clubs Office involving the largest number of alumni volunteers holding events in a short time frame and/or on the same date and time. Due to the large volume of information, the complicated logistical preparation, and the communication and marketing to various constituencies, these events are organized en mass. To clarify, all gatherings for the Incoming Student Sendoffs and the telecasts are advertised on ONE mailing to the appropriate constituencies. This mailing consists of basic information, locations, and a link to a Web page. The link will guide alumni and friends to additional information for their particular area and the ability to register online. This program has been greatly received and attendance for both events has improved significantly as a result.

Sendoffs

This event is coordinated in conjunction with the Alumni Association, the Office of Advancement and the Office of Admissions.

- A minimum of 10-12 incoming students from your area is required to qualify for Sendoff resources.
- Please contact the Alumni Clubs Office with any information regarding the date and time of your event by the date specified on your information letter.
- The Alumni Clubs Office will provide all invitations and mailings for the event. In addition, LU Staff will attend the event when possible.
- Event is free to all.
- Detailed receipts are required for Gift-in-Kind credit for hosts within 1 month of sendoff.
- The Alumni Clubs Office will pay for expenses incurred when detailed receipts are provided for reimbursement. However, please keep in mind that the Sendoff is a casual, picnic-style event and costs should be kept at a minimum.
- The event time is approximately 2 hours with any food and/or beverages served at the 1-hour mark. (This will be noted on the invitation.)
- If a minimum of 10 incoming students do not RSVP to the Sendoff, then we may be required to cancel the event.
- Please provide any additional information: directions or activities.

Telecast Parties

- Choose venue for the Lehigh/Lafayette Telecast by October 1.
- Confirm with the bar/restaurant that they have the capability to receive the game via DirectTV®, DishNetwork etc.
- Be mindful that other rivalry games may be sharing the space, so ensure that the venue has the capacity to support the crowd.
- Order-from-the-Menu/Cash Bar deals work best.
- Contact the Alumni Clubs Office with details of the event such as location, cost, etc. by October 7 to allow appropriate lay-out and mailing time.

Volunteer Recognition

LEHIGHLIGHTS is the semi-quarterly Alumni Clubs newsletter that is distributed to over 38,000 members of the Lehigh family. While it reviews past Clubs events and accomplishments and markets upcoming activities, it also provides an opportunity to recognize those volunteers and Alumni Clubs who have made the difference . . . gone the extra mile . . . exceeded expectations! These individuals and Clubs show up in our Spotlight Section and give us just one more reason to be a proud member of the Lehigh family.

Spotlighted volunteers have exemplified true dedication to Lehigh and the alumni family by contributing time and leadership to enhance the connection to the university across the miles. They have been innovative in planning events, increased communication to their constituents, and encouraged participation in the Alumni Club.

Recommendations from fellow alumni and volunteers are always welcome and here are just a few of the questions that may assist in identifying someone in your Club:

- Has this volunteer developed a new and innovative program?
- Does this person work actively to recruit new members?
- How does this person add that special Lehigh touch to activities and events?

Spotlighted Clubs have demonstrated consistent leadership, development, and growth. They have actively engaged in connecting to both alumni and students in events and activities. Many have been instrumental in the Alumni Admissions Outreach program connecting prospective students to the university. They have been progressive in technology by developing Web sites or Internet groups and have used them successfully to communicate activities and recruit members.

Notes:

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Frequently Asked Questions

What benefits and services can I expect from the LUAA Clubs Office?

All Alumni Clubs will receive the personnel resources required to make their Club event a success. This can include, but is not limited to:

- General guidance on suggested events (i.e. Sendoffs, Telecasts, etc.)
- Assistance in planning including coordination with academic or athletic offices
- Calendar planning
- Development and layout of online invitations with a list of all alumni living in your area
- E-mail communication and reminders
- Coordination with other departments (as applicable)
- Technical support with Web sites and listservs
- Event supplies (nametags, gifts, speaker information, etc...)

Financial support will be determined based on alumni concentration and past Alumni Club activity in your particular area.

More information...see pages 3-4

How do we set up the Annual Club President's News and Dues Letters?

All Alumni Clubs will receive the personnel resources required to make the News and Dues Letter an effective and efficient marketing tool. There are three ways in which to communicate your information and solicit dues for program support.

1. E-mail
While most economical and reaches the largest audience, it yields the lowest returns.
2. 1 Page Mailer to previous dues payers and past event attendees
The Club would provide the list and the cost of printing and mailing would be covered by LUAA.
3. 1 Page Mailer to ALL ALUMNI (or a predetermined segment)
The Club would be required to reimburse LUAA for the printing and mailing costs of this option from dues collected.

More information...see page 15.

How do we market our events?

Club Officers can register their events online using the Event Marketing Request Form found on the Clubs Web site at www.lehighalumni.com/go/marketingrequest. An 8 week lead time is required on all events.

Once the LUAA Club Office receives the information, it immediately goes into a production schedule for an initial e-mail invitation one month prior to the event with a two week reminder. Club Event Coordinators will also be sent an event package containing nametags, various giveaways, and signs a few days before the event.

More information...see page 17.

Frequently Asked Questions

How do we get Faculty/ Staff speakers?

Many faculty and staff are very enthusiastic about working with the Alumni Clubs and are willing to make time in their schedules. They look forward to interacting and receiving feedback from alumni on the exciting programs within their department and the developments of the university.

In order to make the most effective and efficient use of a faculty member's time away from their students, research, and departments, the Club will be required to guarantee a minimum of 50 attendees for a speaker event. The Club will cover any mailing costs if a paper invitation is requested and the LUAA Clubs Office will cover any resources needed for e-mail invitations, reminders and travel.

More information...see page 18.

What are Sendoffs and Telecasts?

The LUAA Sendoffs and Telecasts are the largest events undertaken by the Alumni Clubs staff and volunteers. Both events are coordinated with internal departments in order to effectively present the university message and the event purpose.

The Alumni Clubs Office sends out information to respective volunteers outlining important information and deadlines for the events approximately 2 months prior to the event date(s). Please review this information thoroughly when planning your event.

More information...see page 19.

Important Phone Numbers

Admissions Office (undergraduate).....	610.758.3100
Alumni Admissions Outreach	610.758.4730
Alumni Association.....	610.758.3135
Fax.....	610.758.3316
Athletic Ticket Office.....	610.7LU.GAME
Bookstore	610.758.3375
Development.....	610.758.3120
Registrar’s Office.....	610.758.3200
Zoellner Arts Center.....	610-758-2787

Frequently Used Web sites

Want to make a donation to your alma mater? See how to at [www.lehigh.edu/ giving](http://www.lehigh.edu/giving)

Check out all the excitement and top stories concerning your favorite LEHIGH sports team at www.lehighsports.com

View The Zoellner Arts Center’s homepage to see what’s new in music, theatre, dance and the visual arts at www.lehigh.edu/zoellner

What’s new on campus? Check it out at [www.lehigh.edu/ studentlife](http://www.lehigh.edu/studentlife)

Check out what’s new with The College of Arts and Sciences at [www.lehigh.edu/ arts-sciences](http://www.lehigh.edu/arts-sciences)

See what’s happening in The College of Business and Economics at [www.lehigh.edu/ business](http://www.lehigh.edu/business)

View new programs and news involving the P.C. Rossin College of Engineering and Applied Science at [www.lehigh.edu/ engineering](http://www.lehigh.edu/engineering)

College of Education [www.lehigh.edu/ collegeof education](http://www.lehigh.edu/collegeof education)

Alumni Clubs & Contacts

Arizona
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