

**ALUMNAE ASSOCIATION OF MOUNT HOLYOKE COLLEGE
AFFILIATE GROUP HANDBOOK 2012**



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The Purpose of this Handbook

Alumnae Affiliate Groups (“Affiliate Group”, “Affiliate”, or “Group”) play a key role in the fulfillment of the Alumnae Association of Mount Holyoke College’s mission. This handbook has been compiled to provide assistance to leaders of Affiliate Groups, regardless of size, in their work on behalf of the Alumnae Association of Mount Holyoke College. It outlines the steps groups must follow to become officially recognized, ongoing operational guidelines, as well as some suggestions and tips for groups. Leaders are invited to make suggestions to make this resource as valuable as possible to all Affiliate Groups. Additional copies of the handbook are available from the Alumnae Association of Mount Holyoke College or can be downloaded from its web site.

The Alumnae Association of Mount Holyoke College

The Alumnae Association of Mount Holyoke College (the “Association” or “Alumnae Association”) has a long history of working on behalf of its membership and of the College. The Association is a nonprofit corporation separate from Mount Holyoke College yet wholly dedicated to supporting the College and its more than 30,000 alumnae. This independent status is unusual among college alumnae organizations, and it has long been valued as a source of objectivity, inclusiveness, and credibility without regard to an alumna’s ability to contribute to the College financially.

The Association is governed by an independent Board of Directors elected by the alumnae, which makes policy decisions and sets the general course for the organization. The Association’s purpose is to advance the interests of Mount Holyoke College and to cooperate in its work, a purpose that is accomplished by promoting and supporting links among alumnae and between alumnae and the College community.

Definition & Principles of Affiliate Groups

The Alumnae Association, in its effort to support an increasingly diverse alumnae body, encourages alumnae who are members of historically under-represented populations, members of under-served populations, or who actively engage in communicating and/or gathering around a central unifying purpose, mission, background or activity beyond class affiliation or regional proximity to form Affiliate Groups.

Affiliate Groups should be established with the intent to work in partnership with the Alumnae Association and the College, to initiate and facilitate communication between alumnae and the College community on issues of common concern, and to strengthen alumnae identification and involvement with the Association and the College.

Principles of Affiliate Groups

The Alumnae Association, in keeping with the goals of its Strategic Plan, has developed the following principles concerning Affiliate Groups

- Encourage and enable Affiliates outside the US.
- Encourage and enable Affiliates with a unique global perspective or focus area.
- Encourage and enable Affiliates serving under-represented groups.
- Encourage career networking and life experience networking.
- Encourage relationships and interdependence between alumnae and students.
- Encourage relationships and interdependence between alumnae and faculty/administration.
- Reinforce the integral role of geographic-based Clubs as key Alumnae Association interface for most alumnae.

Goals of Affiliate Groups

In order to maintain a focus on the mission of the Alumnae Association, the Association's Board of Directors has adopted the following goals for programs and projects of alumnae Affiliate Groups. Such programs and projects should:

- Develop the Association into an integrated global organization, ensuring that core benefits are accessible to alumnae around the world.
- Develop the technological infrastructure and maintain the information necessary to provide alumnae with active, global, and around-the-clock connections.
- Foster opportunities for alumnae to participate in lifelong learning, both on and off campus and online.
- Actively identify and develop initiatives that enhance the working relationship and build new partnership opportunities between the Alumnae Association and the College.

- Provide current students, faculty, and administrators with a strong and rewarding relationship with the Association by informing them of the benefits available to them and by creating opportunities for students to experience those benefits while still on campus.

When planning activities, Affiliate Groups are asked to reflect on and incorporate these goals into their programming.

Starting an Affiliate Group: Application Process Overview

Below is an overview of the steps involved in establishing a new Affiliate Group. Once a Group has been approved, it must submit a renewal application to the Association Board of Directors every three years on the anniversary of the date of approval (see application details in the next section.)

1. A group of interested alumnae shall appoint a person to be the main point of contact with the Association during the application process. This person will also make contact with the Clubs Committee Chair and Alumnae Association Director of Clubs to discuss the concept of the proposed Affiliate Group and review the application process.
2. The group shall work with the Clubs Committee Chair and Director of Clubs to develop a strategy to discern the level of interest in the formation of an Affiliate Group. The group must be focused on activities beyond class affiliation or regional proximity. Development of a strategy may range from assistance in identifying individual alumnae to development of a survey in concert with the Alumnae Relations Committee. If needed, the Alumnae Association can provide assistance in setting up a conference call with those who express interest in taking a leadership position.
3. Applicants shall complete the application as detailed below, and submit it to the Clubs Committee Chair and Director of Clubs.
4. The Clubs Committee shall review the application for the purpose of making a recommendation to the Association Board of Directors. After review of the application, the Clubs Committee Chair and Director of Clubs may request further information, changes, and/or clarification of information contained in the application from the point person.
5. The application will be presented to the Association Board of Directors, with a recommendation of the Clubs Committee to approve or deny. The Board of Directors will then vote to approve or deny affiliate status to the group. The Board of Directors meets three times a year (October, January and March). Affiliate status is granted by a majority vote of the voting members of the Association Board of Directors.
6. A letter of notification will be issued as soon as possible by the Clubs Committee Chair after a decision has been reached. If the group is denied approval, an explanation and suggestions for future action will accompany the notification.

7. If a group is denied approval, they may re-apply once they have addressed all issues raised by the Clubs Committee. It is expected that all issues raised by the Association Board of Directors will be addressed before the application is re-submitted to the Clubs Committee for consideration.
8. If approved, the Affiliate Group shall submit its by-laws to the Alumnae Association within three months of approval.

Starting and Renewing an Affiliate Group: Application Details

Initial applications and renewals shall include the submission of by-laws to the Board of Directors of the Alumnae Association as detailed below. Affiliate Groups must submit a renewal application every three years to remain officially recognized. It must include the same information as a new application, as outlined below.

The name and contact information for the alumna who will act as the primary point of contact with the Clubs Committee Chair and Director of Clubs shall be included in the cover letter to the Board of Directors of the Alumnae Association.

The by-laws shall include the following:

1. Name of Group

- a. Groups may use the name "Mount Holyoke" in their title but not "Alumnae Association of Mount Holyoke College" nor "Mount Holyoke College" because these words indicate specific legal entities.
- b. The name of the Affiliate Group must include the word "Alumnae"
- c. The name should reflect the purpose and mission of the group, and be crafted so that potential members can understand easily the purpose of the group.
- d. Groups may not use "Mary Lyon," "Lyons," or "Lyon" in their name since it does not indicate the purpose of the group (Note: two existing Affiliate Groups use a form of "Lyon" in their names and pre-date this requirement).

2. Purpose of Group

- a. By-laws shall state the purpose of the group, rationale behind its formation, description of key alumnae audiences, estimated potential membership, and any additional contextual information that should be considered by the Clubs Committee (e.g., relationship to a center/institute at the College or to a student group).
- b. The purpose needs to be consistent with the mission of the Association:

The Alumnae Association of Mount Holyoke College is an independent organization that serves a worldwide network of diverse individuals, cultivates and celebrates vibrant connections among all alumnae, fosters lifelong learning in the liberal arts tradition, and facilitates opportunities for alumnae to advance the goals and values of the College.

3. Leadership and Reporting Requirements
 - a. The by-laws shall specify the officers by title and state their duties, length of their terms of office and manner of selection.
 - b. A succession plan is required. This may be met through submission of the new list of names for the required leadership positions at the time of reapplication, which is every three years.
4. Board of Directors
 - a. The by-laws shall specify the officers, committee chairs and/or members-at-large that shall comprise the Board of Directors; their responsibilities; frequency of meetings; cause for removal; and method of filling vacancies.
5. Meetings
 - a. The by-laws shall provide for meetings of the Board of Directors and the membership of the Affiliate Group and for the method and timing of notices of date and time of meetings.
6. Committees
 - a. The by-laws shall provide for standing committees to perform the work of the Affiliate Group. These may include an Executive Committee, Nominating Committee, Program Committee, Finance Committee, Ways and Means Committee and others as needed to fulfill the purpose of the Affiliate Group. The by-laws shall also provide for the creation of *ad hoc* committees when needed.
7. Membership
 - a. Any alumna may become an active member of an Affiliate Group on payment of annual dues. (See Operating Requirements for Affiliate Groups: Membership, for further information on who may join and associate/honorary membership status.)
8. Evidence of Interest
 - a. The by-laws shall be submitted with the signatures, years of graduation and addresses of fifty alumnae who support the proposal and pledge to join the Affiliate Group upon approval by the Board.
9. Dissolution
 - a. The by-laws shall provide for action upon dissolution of the Affiliate Group, including vote by the membership, notification to the Alumnae Association and distribution of the assets of the Affiliate Group. Funds remaining in the treasury of the Affiliate Group and all records of the Affiliate Group, including, but not limited to, minutes of meetings and financial records, statements and balance sheets shall be delivered forthwith to the office of the Alumnae Association.
10. Amendments
 - a. The by-laws shall contain a method for amending the by-laws.

Operating Requirements for Affiliate Groups

Each Affiliate Group must adhere to the requirements listed below.

1. Leadership

Groups must provide annually the names, addresses, and telephone numbers of officers to the Alumnae Association, and regularly update the Association with any changes in leadership (see Form C)

Officers

An individual may hold more than one office, provided, however, an individual may not serve as President and Treasurer simultaneously.

A. President

- Leads the Affiliate Group and acts as liaison among the group members, the Alumnae Association and College administrative offices by keeping members informed of the latest information about the College and Association policies and activities.
- Presides at meetings of the Executive Committee, when one exists, and at meetings of the membership.
- Keeps current with the Alumnae Association organization and by-laws.
- Files annually the Affiliate Group Authorization, Summary of Meetings and Activities and the Slate of Officers forms (Forms A and B).
- Assures that an annual financial report (Form C)* is filed with the Alumnae Association yearly on or before August 15.

B. Vice President

- Acts for the President upon request or in her absence.
- Serves as Chair of Programs, Ways and Means, or any other committee as needed.
- Works closely with the President, assuming position of President if necessary.

C. Secretary

- Keeps a permanent record of minutes of all Affiliate Group and Executive Committee meetings. (For virtual clubs, minutes should be posted on the club's web site.)
- Keeps a complete, up-to-date membership list (if no membership chair is elected).
- Notifies members of the year's programs and of individual meetings.
- Reports all changes of address promptly to the Alumnae Information Services at 413-538-2303 or ais@mtholyoke.edu.
- Sends the Director of Clubs copies of all Affiliate Group mailings.

D. Treasurer

- Receives all Affiliate Group money, including dues, gifts and receipts from fundraising projects, and maintains appropriate bank accounts in the name of the Affiliate Group.
- Pays all bills after approval by the President or the Executive Committee.
- Keeps an accurate record of all financial transactions. (See Appendix 1: Records Retention Schedule.)
- Files an annual financial report (Form C)* with the Alumnae Association yearly on or before August 15. Failure to so file is cause for the Board of Directors of the Alumnae Association to consider termination of the group's affiliate status.

*Note: Because each Affiliate Group is a legal sub-group of the Alumnae Association, the Association must file Form 990 on behalf of the Affiliate Groups with the Internal Revenue Service each year. The information for this form is derived from completed Financial Report Forms submitted annually by each Affiliate Group.

TIPS: Recruiting, Training and Promoting Affiliate Group Leaders

Recruiting and training new leaders is one of the most important duties of the current Affiliate Group leadership. There are many ways to ensure a smooth succession, including activities such as the following:

- Keep nominations current: as soon as the slate for the coming year has been filled, a new Nominating Committee should be in place and working on the next year.
- Take initiative: if the Affiliate Group is too small to have a Nominating Committee, the current officers should take the initiative in identifying leaders for the next year as soon as they take office.
- Look at the volunteer histories of members (request a listing from the Alumnae Association) for potential candidates or search the alumnae directory.
- Present Affiliate Group leadership as an opportunity to gain skills, to meet new people and to help the College and the Alumnae Association.
- Host a mid-year event to meet members and encourage members to take leadership roles.
- Be creative with titles and positions such as Co-Presidents, Co-Presidents with staggered terms, and/or a President-Elect to facilitate succession.
- Provide clear job descriptions to potential leaders.
- Have a board turnover event so that records get passed along and new and old members get to discuss their positions.
- Keep the focus on the positive aspects of leadership, not the negative.

People feel confident and successful when they understand their goals and accomplish them. Alumnae will want to be part of the team if they are feeling good about their roles in the Affiliate Group.

2. Membership

Who may join?

Active membership must be open to any alumna, graduate or non-graduate, who attended Mount Holyoke for at least one year and is in sympathy with the purpose of the Affiliate Group. Membership must be as flexible as possible to encourage alumnae to join the Affiliate Group, per the Statement of Commitment to Diversity of the Alumnae Association. For statement details see:

http://www.alumnae.mtholyoke.edu/about/governance/policies_diversity.php

- Associate membership may be accorded any former or present members of the MHC faculty and to parents or guardians of alumnae and students.
- Honorary membership may be accorded any Affiliate Group members of a class that graduated 50 years ago or more. It can also be offered to holders of honorary College degrees, past and present Trustees of the College and any great friend or patron of the College. These honorary members may be exempt from paying dues. The Board of Directors of the Affiliate Group is also welcome to nominate special individuals of their choice for honorary membership. Honorary members enjoy all the rights and privileges of members, once they are elected by a three-fourths (3/4) vote of the members present at a membership meeting.

Membership Dues

Affiliate Groups must implement membership dues to help offset their expenses, such as printing and mailing newsletters and rosters, sponsoring programs and holding events. Some charge a flat rate; others set a sliding scale of dues based on the number of years since graduation, with recent graduates and older alumnae paying the least amount. As of June 2006, the majority of Clubs and Groups asked for dues ranging from \$20-30 dollars for general members and \$10-15 for young alumnae (5 years out and under). Some Groups collect annual dues; others collect dues less frequently.

Membership Communications

Groups are expected to provide clear and regular communications to ~~its~~ their members, constituents and the Alumnae Association. Some communications are required, while others are suggested in the list below.

- Affiliate Groups are required to hold at least one membership meeting each year, which may be held as an online meeting or conference call as appropriate given the geographic distribution of members.¹
- Where the membership of an Affiliate Group and geographic Club overlap and is concentrated (e.g., 25 or more alumnae), Groups should reach out to Clubs (and vice versa) to include each other in communications.

¹ Wherever possible, groups should ensure that venues where events are being held have appropriate insurance as part of venue rental/donation.

3. Annual Reports

Each Affiliate Group shall submit annual written reports to the Executive Director of the Alumnae Association. These reports include information about the group's finances, officers, membership, activities and agenda.

4. By-laws

By-laws provide a framework for operations and decision-making and help ensure that the group stays within the parameters of the Alumnae Association by-laws and the IRS rules for 501(c)(3) organizations.

By-laws must be available to all alumnae and provide clear and appropriate operating procedures as to the governance of the group, establishing defined leadership positions with terms of office, including a President, Treasurer and Secretary. Groups must submit copies of updated by-laws to the Alumnae Association with their annual report.

All officers of the Affiliate Group must be Mount Holyoke College alumnae.

It is suggested that the Group have a clear succession plan for its officers. By-laws shall contain term limits and election/nomination procedures for officers and members of the Board of Directors.

5. Finances and Financial Reporting

Affiliate Groups may collect reasonable dues and other charges to cover costs of their activities and events. Financial or in-kind support may be provided in emergency situations (as defined by the Executive Director and staff liaison of the Alumnae Association).

Because each Affiliate Group is a legal sub-group of the Alumnae Association, the Association must file Form 990 on behalf of Affiliate Groups with the Internal Revenue Service each year. The information for this form is derived from completed Financial Report Forms submitted annually by each Group.

Groups are required to ensure financial controls are in place and that funds are managed in a prudent manner. Groups should consider establishing checks and balances on receipt and disbursement of Group funds and establishing routine and transparent reporting to members.

*Important Deadlines for the President and Treasurer

- July 1 to June 30 is the fiscal year of the Affiliate Group as well as of the Alumnae Association and the College.
- Before June 30, the treasurer sends in Alumnae Scholar Funds (i.e., earmarked contributions obtained through Affiliate Group product sales or the Bed & Breakfast program to support the Alumnae Scholar Fund) to the Alumnae Association. She files the Financial Report Form by the deadline indicated on the form.

- The President sends the annual report by July 31, including the Authorization Form, Summary of Meetings and Activities Form and Slate of Officers, to the Director of Clubs at the Alumnae Association by the deadlines indicated on each form.

6. Use of Mount Holyoke Name and Insignias

Mount Holyoke College only allows use of the College indicia for official College business, however, the College has provided a number of MHC logos for download. To read the College's guidelines see: <http://www.mtholyoke.edu/communications/>

7. Prohibited Activities

Affiliate Groups must operate in a professional/ethical manner that does not allow for the mixing of personal or commercial business with the Affiliate Group activities or communications. They must also avoid activities that might jeopardize the tax-exempt status of the Association under the Internal Revenue Code 501 (c) (3). (For tax guidelines, please contact the Executive Director of the Alumnae Association.)

- **Conflict of Interest**
Officers, directors and key volunteers should not benefit financially from involvement with the Affiliate Group. The action which would result in such benefit shall be considered a conflict of interest and the benefiting member shall inform the Board of Directors of the Affiliate Group of the conflict. The Board of Directors shall determine if the benefit is *de minimis* in which case the Board may vote to allow it. If not *de minimis*, it shall be disallowed as a prohibited activity. Group communications should not contain “advertisements” for, or listings of, any businesses, unless those businesses have a formal Affiliate Group management-approved advertising or sponsorship arrangement.
- Membership and alumnae data cannot be used for commercial purposes. This data is available for networking purposes only and this should be indicated on all materials - print and electronic - through which alumnae or others can access membership data. An Affiliate Group should protect this data from theft with passwords, firewalls and other appropriate measures.
- Affiliate Group fundraising is appropriate *only* in the following circumstances:
 - in direct support of the Affiliate Group’s stated core mission;
 - to solicit membership dues for the group or to established endowed funds, i.e. the Alumnae Scholar Fund;
 - on behalf of the Alumnae Association or the College;
 - to raise funds *as a group* for an approved nonprofit service organization through an Alumnae in Action-sponsored event (for example: Race for the Cure, Walkathon for AIDS or hunger, Food Bank of Western Massachusetts).
- * Fundraising for religious, political, or individual purposes is prohibited.

- An Affiliate Group may solicit corporate sponsorship for events only in an amount that does not exceed the expenses of a particular event. Requests for and acknowledgement of corporate sponsorship must clearly state that the contribution is to the group and not to the Alumnae Association of Mount Holyoke or Mount Holyoke College.
- An Affiliate Group shall not become a chapter of a non- Alumnae Association organization or associate formally with any group or organization other than the Alumnae Association of Mount Holyoke College.
- An Affiliate Group shall not be established specifically to support a Mount Holyoke research center or initiative without written permission from the Executive Director of the center or initiative.

The following are IMPORTANT POLICIES, the deviation from which may cause significant negative effects on the Alumnae Association and its ability to continue to operate as a non-profit charitable corporation:

Neither Mount Holyoke College, nor the Alumnae Association of Mount Holyoke College, is responsible for the practices of an Affiliate Group. The Affiliate Group may have affiliation status and all benefits of affiliation terminated if at any time the Affiliate Group fails to adhere strictly to the following policies.

It is the policy of the Alumnae Association of Mount Holyoke College to remain neutral on all political and religious issues. No group will be accepted as an Affiliate Group if the focus of the group is advocacy of a political or religious position. Affiliate status of an existing Affiliate Group may be terminated in the event that the Affiliate Group advocates a position on a political or religious issue.

If the focus of an Affiliate Group is advocacy, the Group must qualify and secure the appropriate 501(c) IRS tax-exempt status, or any international equivalent. Any position of the Affiliate Group must always be qualified with clear and prominent language that states, “The [Affiliate Group Title] does not represent Mount Holyoke College or the Alumnae Association of Mount Holyoke College.”

Affiliate Group members are encouraged to understand the College’s policies regarding admissions and fundraising. Alumnae Admissions Representatives (AARs) are managed through the College Office of Admission. Groups interested in admissions activities should must first get approval from this Office.

Fundraising for the College is managed through the College Office of Development. Any activities that raise funds for the College must be cleared in advance through this Office. Other Affiliate Group fundraising activities related to alumnae outreach and activities are managed through the Alumnae Association; Groups must notify the Association’s Executive Director of any plans in this area.

8. Dissolution

Affiliate status may be revoked if:

- the leadership of the Affiliate Group requests that the Group be dissolved; or
- the Association Board of Directors finds that the Group has not complied with its by-laws or with these operating requirements or with the policies of the Alumnae Association. This decision can only be made after the Group receives notice and opportunity to be heard before the Association Board of Directors.

9. Renewal of Status

Recognition of an Affiliate Group must be renewed every three years on the anniversary of the date of the last approval. This is accomplished by submission of the materials listed in the Application Details section of this handbook.

Operating Guidelines for Affiliate Groups

Each Affiliate Group is urged to follow the suggestions listed below.

1. Guidelines for Other Leadership Positions

The following positions are becoming more frequently used in Affiliate Groups as online communications and programming focused on younger alumnae increase. In addition, such positions allow for a reasonable division of duties among alumnae rather than one person being burdened with the entire responsibility.

- **Young Alumnae Representative:** Serves as contact for all young alumnae. Designs programming that appeals to young alumnae. Acts as liaison between young alumnae and the Affiliate Group Board of Directors. Works to increase the membership and attendance of young alumnae at events. The definition of “young alumnae” is determined by the Affiliate Group Board of Directors. The Alumnae Association defines it as alumnae who have been out of the College 5 years or less. Many Groups define it as those who have been out of the College 10 years or less.
- **Communications Chair:** Creates and edits the paper newsletter, the e-newsletter, any postcards or invitations to events, the directory and/or any broadcast emails. This person may also serve as the webmaster or oversee someone who serves as the webmaster.
- **Programming Chair:** Work with the Board of Directors, plans events for each year, serves as the event planner for each event, possibly working with committees created to sustain the planning and execution of an event, and also

makes Speaker's Bureau requests to the Alumnae Association via the Web site.

- Membership Chair: Welcomes new members, sends address changes to Alumnae Information Services, maintains a membership list, and solicits new members by requesting the payment of Group membership dues.

Membership Communications

Groups are expected to provide clear and regular communications to their members, constituents and the Alumnae Association. Some communications are required, while others are suggested in the list below.

- Groups should send regular communications to their constituents, whether print and/or electronic.
- Groups should work towards implementing a Web site that lists programs, officers, by-laws, Group history and other background information, as well as providing opportunities for online membership and online program registration.
- Groups should communicate on a regular basis with the Alumnae Association office, and consider including the Association on routine communications to alumnae.

Services provided by the Alumnae Association

1. Guidance

The Alumnae Association provides an operating manual that covers requirements, benefits and services. It also provides advice on completing semi-annual report documentation. An Alumnae Association Office staff member will be assigned as liaison to each Affiliate Group for such operational assistance. In addition, the Clubs Committee Chair is available for assistance.

2. Membership and Mailing List

The Alumnae Association can maintain a membership/ mailing list for each Affiliate Group, and will provide one free newsletter mailing annually to the Group's entire membership.

3. Treasury

As a legal subgroup of the Alumnae Association, Affiliate Groups receive the benefits of tax-exempt status. For this reason, they are required to file annual financial reports. These reports show that Group collections and disbursements were in accordance with the Internal Revenue Code Section 501(c)(3). At the written request of an authorized group officer, the Alumnae Association will maintain the treasury of an Affiliate Group and file financial reports on its behalf. The Executive Director of the Alumnae Association should be co-signer on all Affiliate Group bank accounts maintained by the Association.

4. Annual Meeting

Affiliate Groups hold meetings annually with the Alumnae Association staff liaison. The meeting may be held at a physical location or virtually via conference call or other means. The Association's Executive Director receives minutes from these meetings.

5. Alumnae Council Representatives

Affiliate Groups will be invited periodically to send a representative to Alumnae Council.

6. Affiliate Groups will have a listing on the Alumnae Association Web site, in the Alumnae Quarterly, and any other communications where Alumnae Clubs are listed on a regular basis.

7. Other

As needed, the Executive Director and the staff liaison of the Association may elect to provide additional services to Affiliate Groups.

APPENDICES

Appendix I Records Retention Schedule

Accident reports/claims (settled cases) _____	7 years
Accounts payable ledgers and schedules _____	7 years
Accounts receivable ledgers and schedules _____	7 years
Audit reports _____	Permanently
Bank reconciliations _____	2 years
Capital stock and bond records, ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. _____	Permanently
Cash books _____	Permanently
Charts of accounts _____	Permanently
Checks (cancelled-see exception below) _____	7 years
Checks (cancelled for important payments, i.e. taxes, purchase of property, special contracts, etc.: Checks should be filed with the papers pertaining to the underlying transactions) _____	Permanently
Contracts, mortgages, notes and leases (expired) _____	7 years
Correspondence (general) _____	2 years
Correspondence (legal and important matters only) _____	Permanently
Correspondence (routine) with customers and/or vendors _____	2 years
Deeds, mortgages, and bills of sale _____	Permanently
Depreciation schedules _____	Permanently
Duplicate deposit slips _____	2 years
Employment applications _____	3 years
Expense analysis/expense distribution schedules _____	7 years
Financial statements (year-end, other optional) _____	Permanently
Garnishments _____	7 years
General/private ledgers, year-end trial balance _____	Permanently
Insurance policies (expired) _____	3 years
Insurance records, current accident reports, claims, policies, etc. _____	Permanently
Internal audit reports (longer retention periods may be desirable) _____	3 years
Internal reports (miscellaneous) _____	3 years
Inventories of products, materials, and supplies _____	7 years
Invoices (to customers, from vendors) _____	7 years
Journals _____	Permanently
Magnetic tape and tab cards _____	1 year
Minute books of directors, stockholders, Bylaws and charter _____	Permanently
Notes receivable ledgers and schedules _____	7 years
Option records (expired) _____	7 years
Patents and related papers _____	Permanently
Payroll records and summaries _____	7 years
Personnel files (terminated) _____	7 years

Appendix I (cont.) Records Retention Schedule

Petty cash vouchers _____	3 years
Physical inventory tags _____	3 years
Plant cost ledgers _____	7 years
Property appraisals by outside appraisers _____	Permanently
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans _____	Permanently
Purchase orders (except purchasing department copy) _____	1 year
Purchase orders (purchasing department copy) _____	7 years
Receiving sheets _____	1 year
Retirement and pension records _____	Permanently
Requisitions _____	1 year
Sales commission reports _____	3 years
Sales records _____	7 years
Scrap and salvage records (inventories, sales, etc.) _____	7 years
Stenographers' notebooks _____	1 year
Stock and bond certificates (cancelled) _____	7 years
Subsidiary ledgers _____	7 years
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability _____	Permanently
Time books/cards _____	7 years
Trademark registrations and copyrights _____	Permanently
Training manuals _____	Permanently
Union agreements _____	Permanently
Voucher register and schedules _____	7 years
Vouchers for payments to vendors, employees, etc. (allowances and reimbursements of employees, officers, etc., for travel and entertainment expenses) _____	7 years
Withholding tax statements _____	7 years

Appendix II Model Affiliate Group Bylaws

Article I. Name

This organization shall be known as the _____ (“Affiliate”).

Article II. Purpose

The purpose of this affiliate group shall be to support the Alumnae Association of Mount Holyoke College (“Association”) and Mount Holyoke College (“College”) by cultivating an active group of _____ alumnae who are connected to, informed about, and involved in the life and work of the College, and to provide a network of support within its community of members.

Article III. Membership

Section 1. Active Member - Any alumna/us is eligible for Active Membership by actively seeking membership annually through the payment of dues.

Section 2. Associate Member - Any former or present member of the faculty or parent of a present or past student may become an Associate Member of the Affiliate on payment of annual dues.

Section 3. Honorary Member - The Board of Directors of the Group may nominate special persons for Honorary Membership in the Group and such nominees shall become Honorary Members, enjoying all rights and privileges associated with said membership, upon their election by a three-quarters (3/4) vote of the members at the Annual Meeting.

Section 4. Annual Dues – An affiliate membership runs from July 1-June 30. Annual dues will be paid to the treasurer no later than June 30 of each year. Annual dues are \$_____.

Article IV. Officers

Section 1. The officers may include a president, vice-president, secretary and treasurer, but at a minimum, the officers shall include a president and secretary/treasurer. Additional positions may be added as needed. All officers are elected.

Section 2. Half of the officers shall be elected at the Annual Meeting, for term(s) of two (2) years, from a single slate presented by the Nominating Committee. Terms of office shall commence on July 1.

Section 3. The duties of the officers will be consistent with those usually pertaining to those positions.

Section 4. The names, addresses and telephone numbers of the officers shall be provided to the Alumnae Association and any changes in leadership will be communicated to the Association.

Appendix II (cont.) Model Affiliate Group Bylaws

Article V. Board of Directors

Section 1. The Board of Directors will consist of the officers of the Affiliate and the chairpersons of committees.

Section 2. The Board of Directors will conduct the business of the Affiliate and direct its activities.

Section 3. The Board of Directors will meet upon the call of the president or any two members of the board.

Section 4. Fifty percent of the Board of Directors plus one additional Director will constitute a quorum at any meeting of the Board of Directors.

Article VI. Committees

Section 1. There will be standing committees, to be determined as the needs and interests of the Affiliate dictate.

Section 2. Committee chairpersons will be elected by the membership at the Annual Meeting from a slate presented by the Nominating Committee.

Article VII. Meetings

Section 1. There will be one Annual Meeting of the Affiliate that will be conducted in an online forum in May. Other online meetings will occur at the discretion of the President. Two weeks notice will be given for any meetings.

Section 2. Elections will occur during the Annual Meeting.

Section 3. Participation of one third (1/3) of the Active Members plus one will constitute a quorum.

Article VIII. Reports

Section 1. The Affiliate shall provide the Director of Clubs and designated staff liaison with a copy of the minutes from the Affiliate's Annual Meeting.

Section 2. The Affiliate will file an annual report of its work with the Director of Clubs of the Alumnae Association of Mount Holyoke College.

Section 3. The treasurer of the Affiliate will file an annual financial report with the Director of Clubs of the Alumnae Association of Mount Holyoke College.

Appendix II (cont.) Model Affiliate Group Bylaws

Article IX. Dissolution

Upon dissolution of this organization or the winding up of its affairs, the assets shall be distributed exclusively to (a) the Alumnae Association of Mount Holyoke College, South Hadley, Massachusetts, for its general purposes or (b) if the said Association for any reason does not qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, then to the Trustees of Mount Holyoke College, South Hadley, Massachusetts, for its general purposes or (c) if said Trustees of Mount Holyoke College for any reason do not qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, then to any _____ organization which would qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Article X. Amendments

These bylaws may be amended by a three-quarters (3/4) vote of the members present and voting at any regular meeting, provided notice of said amendment has been given at a previous meeting or included in the call to meeting.

Charter Members:

Need to have at least 50 signatories.

Appendix III Regional Event Ideas

Visual and Performing Arts

- Student or alumnae performances in area
- Ballet
- Gallery tours and lectures
- Concert and picnic
- Art conservation programs
- Local theater performances

Outdoor Activities

- Celebration of Mountain Day
- Hiking trip
- Bird watching lecture
- Whitewater rafting trip
- Garden tours
- Historical house tour
- Canoe trip
- Apple-picking
- Arboretum tour
- Barbecue/picnic

Sporting Events

- Attend an MHC Lyons' game (call the Athletic Department for a schedule at 413-538-2472)
- Go bowling together
- Get together for a golf or tennis match
- Form an MHC alumnae softball team, soccer team, golf team
- Go to a baseball, ice hockey, WNBA game, etc.

Education

- Coordinate a Speakers Bureau event
- Invite a local professor to speak
- Invite a club member to speak on a topic of interest

Education (cont.)

- Invite a speaker or go to a lecture on women's health
- Organize a book lectures
- Go on a historical museum tour
- Start a book club
- Visit science museums and fairs
- Get the kids involved and visit a children's museum
- Use Web information

Social

- Celebrate Mary Lyon's birthday (February 28)
- Throw a "how you've changed since MHC" party
- Host a series of "decade dinners" or have a panel composed of representatives from each decade
- Exchange yearbooks
- Attend/coordinate 7-Sibling, Ivy League and 12-College events
- Organize an antiquing trip
- Host a wine and cheese party
- Have monthly lunch meetings
- Organize potluck dinners/picnics
- Gather for a movie night
- Take a winery/brewery tour
- Go wine tasting
- Host monthly teas; to jazz them up, have a theme for each tea
- Meet at a coffee shop at a bookstore
- Host an ice cream social

Appendix III (cont.) Regional Event Ideas

Admission

- Stay in contact with your AAR
- Invite your AAR to club meetings
- Help sponsor an event for accepted students
- Help sponsor an event for prospective students
- Organize a postcard-writing party to prospective students
- Organize a “Rose Drop,” where your club drops off roses to accepted students
- Invite current students and parents to club events
- Send packages to current students during final exams or for the holidays
- Send local newspapers to students from your area
- Help raise money for the Alumnae Scholar Fund
- Give a prospective student a Launch a Leader certificate
- Send care packages to incoming first-year students
- Set aside club funds to support Alumnae Admission Program activities

Networking/Careers

- Hold alumnae panels and seminars
- Sponsor a lecture on women and investing, media, health, or business
- Hold networking lunches
- Attend career seminars
- Host a business card “swap”

Community Service

- Organize a food drive, clothing drive or toy drive for a local charity
- Volunteer at a homeless shelter, soup kitchen, animal shelter
- Enter a team in a local relay race for a cause
- Be a Big Sister
- Volunteer at a call-a-thon (i.e., for PBS)
- Make it an Alumnae in Action event!

Appendix IV Fundraising Ideas

Benefit Events

- Theatre party
- Orchestra performance/concert
- Book sale
- House tour
- Silent auction
- Fashion show
- Raffle
- Art exhibit
- Symposia/Conference

Products

Before choosing a product, contact the Alumnae Association to find out about products currently being offered.

- MHC charms
- Note cards of campus scenes
- Citrus fruit
- Tote bags
- T-shirts
- Watches
- Mirrors
- Cocktail napkins
- Beach towels
- Environmental shopping bags
- Cookbooks

Bed and Breakfast program

Contact the Alumnae Association (413-538-2300) to obtain guidelines on how to start a Bed and Breakfast program or visit our web site.

Appendix V Event Checklist

Event: _____ Date: _____

Event Coordinator(s): _____

Phone: (h) _____ (w) _____ (fax) _____

Time Line

- 6-8 mos. Choose event, discuss event goals, choose leadership
- 4-8 mos. Choose time and date and reserve location
- 3-6 mos. Make food and drink arrangements
- 2 mos. Send invitation/publicity to be copied and mailed for bulk mailing
- 6 wks. Send invitation/publicity to be copied and mailed for first-class mailing
- 1-2 wks. Final count to caterer and call volunteers to remind them of their responsibilities

Appendix V (cont.) Event Checklist

Event

- Poll representatives of club/informal group or board about what they would like to have as an activity.
- If having a speaker, contact speaker or Alumnae Association about availability.

Location

- Where do most of the alumnae in area live?
- Is this location also accessible and appealing to alumnae who live elsewhere?
- Is the location handicapped-accessible?
- At the time of year of event, what location would be best?
- Is having the event in an alumna's house an option?
- Is parking available? Public transportation?

Location (cont.)

- Does the location follow the Association's Non-Discrimination Policy?

Time and Date

- Choose your date carefully! Check calendars for religious holidays, elections, school vacations and significant local events that might conflict.

Appendix V (cont.) Event Checklist

Budget

- Have you talked to the treasurer about club treasury?
- What is the total cost of the event?
- What is the breakdown?

Food and drinks: _____

Printing costs
including mailing: _____

Transportation for
speaker: _____

Rental of room for event: _____

Miscellaneous costs: _____

Meals

Catered:

- Two to five months prior to the event, work with caterer regarding menu, dates and approximate counts and numbers.
- Check regarding serving wine and alcohol.
- Two weeks before, review menu, set-up and final counts with caterer.

Non-Catered:

- Decide theme of menu (potluck, all desserts, Mexican).
- Decide who is responsible for bringing what.
- One week before, remind people of what they are bringing.

Guests

Who is invited?

- alumnae
- other colleges' alumni/ae
- current students
- prospective students (and parents)
- current students' parents

Communication

- Plan a creative mailing with a telephone follow-up for best attendance.
- Remember to ask for an RSVP and give deadline. Include a number for information and a rain date.

Miscellaneous

- Remember nametags, printed handouts, audiovisual equipment, tape, scissors, pens, etc.
- Provide ice water and glasses at podium for speakers.
- Post signs at the dinner table for reserved tables.
- Consider gifts for participants who perform special services.
- Consider offering reduced admission to events for those who staff the registration table or perform other necessary jobs.

Appendix VI Sample Year-Long Affiliate Group Activity Calendar

Potential Events

- Speakers' Bureau Event – Jul-Jun
- Summer BBQ/Picnic – Jul-Aug
- Accepted & Current Student Send-Off *– Aug
- Mountain Day – Sep/Oct
- Holiday Season – Oct-Jan
- Founders Day – Nov
- Thanksgiving – Nov
- Mary Lyons Bday – Feb
- Annual Business Meeting with Speaker – Mar-May
- Phone Calls/Rose Drops to Accepted Students* – Apr
- Accepted Student Welcome* – Apr-Jun
- Commencement – May
- Reunions – May/Jun

*These events should be coordinated with your local Alumnae Admission Representative (AAR)

Potential On-going/Monthly Groups

- Virtual/ Regional Book Clubs (summers off)
- Regional Gardening Clubs (seasonal)
- Regional Knitting Circles
- Regional Alumnae in Action (community service)
- Regional Young Alumnae Events
- Regional Career Development Events (with AA Career Consultant)
- Regional Cooking Clubs
- Regional Playtime Group (for mothers with young ones)
- Regional Lunch Bunch (meet at local restaurant with other professionals)
- College for a Day (a full or half day of faculty from MHC and/or local universities in your area. This could also be held with other 7-sibling or Ivy League schools)

Possible Communications to advertise about events include:
Paper newsletters, e-newsletters, broadcast (blast) emails, postcards or invitations or any combination of these.

SAMPLE CALENDAR NEXT PAGE.

Appendix VI (cont.) Sample Year-Long Affiliate Group Activity Calendar

FOR THE AFFILIATE GROUP

	Jul	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Social Lifelong learning						Regional Holiday Dinners			Regional Speakers' Bureau Event		Annual Meeting Online	Reception for Members at Reunion	
			Monthly Regional Book Group Meetings or Virtual Book Groups										
AA			Accepted Student/ Current Student Send Off Email Blast (if applicable)		Alumnae Council, S. Hadley							Send current students gift baskets for finals (if applicable)	

Mount Holyoke Alumnae Club of Hartford Spring 2007 Newsletter

~ A Letter from the President ~

Club Officers

Alison Perrin '84
President



Amy Coyle '97
Vice President



Secretary
Open position

Maura Provencher '95
Treasurer



Contact Us

On the web:

www.mhclubofhartford.org

We hope you will visit the web site for more information about our activities in the greater Hartford area.

Email:

MHC.Hartford@gmail.com

Please contact us if you want to get involved or share your comments and/or suggestions with us.

Alumnae Association

Krysia L. Villón '96
Assistant Director of Clubs



Spring has sprung and I am enjoying the warmer weather, the birds singing and flowers pushing their way up toward the sun. I even have hope that the mud will dry up soon!

We have had some very interesting events this year. Our Mary Lyon Dinner speaker was Marianne Doezema, Director of the College Art Museum. The event made for a lovely and informative evening at the Pond House in West Hartford. Another event many of us enjoyed together was an interesting discussion of the book, *Mountains Beyond Mountains*, by Tracy Kidder. This book was selected because it was the "Common Reading" book for the incoming first-year class. Our most recent event, on March 30, was the Three College Luncheon, for Mount Holyoke, Smith and Wellesley alums in the greater Hartford area, hosted by our Club. We had a very informative and eye-opening talk by our own Sharon Lewis '75. Sharon spoke about environmental justice and the effects of environmental pollutants on the health of our planet's citizens. We also have a very active Young Alumnae group who meets frequently throughout the year. Please check the newsletter for details of upcoming events.

Thanks to everyone who has planned events and attended events. We really need participation in order to have a viable club. We are still in the process of figuring out what you, our members, want and we are making adjustments accordingly. Please provide feedback if you have it. We want to hear from you!

We have a small group of dedicated board members. Being involved at the board level is a great way to meet other intelligent and interesting women in our area. See page two for current opportunities with the Club. Please join us, we'd love to get to know you better!

Alison Shirley Perrin '84

President, Hartford Alumnae Club

Appendix VII (cont.) Sample Newsletters, E-Newsletter, and Postcards

~ Get Involved, Join our Board ~

We are looking to fill the roles of Secretary and Nominating Chair. It is possible that the Secretary position can be split amongst two members. One member can be the recording secretary, responsible for taking meeting minutes and keeping Club records, and the other member can be the corresponding secretary who creates the newsletters, event invitations, and other correspondence as necessary. If you are interested in one of the opportunities please contact Alison Perrin.

Upcoming Spring Events

~ Book Club Gathering ~

***Reading Lolita in Tehran* by Azar Nafisi**

Tuesday, May 1, 7:00 p.m.

Cosi Café, West Hartford Center

Please RSVP to Carlin Carr.

An inspired blend of memoir and literary criticism, *Reading Lolita in Tehran* is a moving testament to the power of art and its ability to change and improve people's lives. In 1995, after resigning from her job as a professor at a university in Tehran due to repressive policies, Azar Nafisi invited seven of her best female students to attend a weekly study of great Western literature in her home. Since the books they read were officially banned by the government, the women were forced to meet in secret, often sharing photocopied pages of the illegal novels. For two years they met to talk, share, and "shed their mandatory veils and robes and burst into color." Though most of the women were shy and intimidated at first, they soon became emboldened by the forum and used the meetings as a springboard for debating the social, cultural, and political realities of living under strict Islamic rule.

~ Career Counseling Event ~

One-On-One Sessions with Cori

Sunday, May 6, 12 – 3 p.m., Location TBD

To register please email Kristin Allukian.

Cori Ashworth, the Alumnae Career and Professional Consultant at the CDC, will be coming to Hartford for individual, half-hour appointments. These appointments are available to all alumnae. Cori offers career and professional support services especially designed for alumnae. Her goal is to help you successfully make your

career transition while maintaining balance among all the aspects of your life.

No matter what your individual situation, Cori will help you decide on a course of action that best suits your needs and interests.

~ Mount Holyoke College Book Award Program ~

The 2006 Book Award program, chaired by Linda Roderick FP '04, was a huge success!

The Hartford Chapter Alumnae Club was recognized by Mount Holyoke Alumnae Association as #5 in the world for the number of book awards given to prospective Mount Holyoke students. The season is fast approaching for again honoring junior high school women with the prestigious Mount Holyoke College Book Award. We currently have prospects for 20 books to be sent to area schools.

The 2007 book selected for the award recipients is *Defining Women's Scientific Enterprise: Mount Holyoke Faculty and the Rise of American Science* by Miriam Levin.

We are still in need of sponsors for high schools in the following towns:

Bloomfield, Enrico Fermi (Enfield), Newington, Bristol Central, Bristol Eastern, Farmington, Stafford, Enfield, Hall (West Hartford), Rockville, St. Paul Catholic, East Hartford, or any town of your choice in our area.

Let's help make this year's Book Award season a memorable one.

If you are interested in becoming part of this time-honored tradition, please contact Linda Roderick at [REDACTED] or via email [REDACTED].

~ Alumnae Scholar Program ~

The Alumnae Scholar Program is a scholarship fund for current Mount Holyoke College students. Clubs that raise \$5,000 or more have a "named" scholar. Funds raised by clubs that total less than \$5,000 go into a general pool of funds. The Director of Financial Aid awards the scholarships on an annual basis. The average scholarship award is \$5,000 but each award is based on individual need.

Appendix VII (cont.) Sample Newsletters, E-Newsletter, and Postcards

~ The Young Alumnae Club ~

Sara Barczak has recently joined fellow 98-er, Christina Engel, as co-chair of the young alum club. Christina and Sara are planning some fun events for late spring and summertime so watch your inbox for evites. If you aren't on the young alum email list but would like to join contact Christina or Sara.

~ Host a Club Event ~

We are always looking for volunteers to host an event at a home or office. This is a wonderful opportunity to get involved with Club activities. If you are able to host we would greatly appreciate your support. Board members are willing to help set-up and clean-up. Please email Sara Barczak.

~ Admissions News ~

Abby Egginton '03 is our admissions chair. If you are interested in volunteering for Mount Holyoke's admissions efforts and working with Abby there are many opportunities to get involved which include attending college fairs and coordinating events for prospective students. The Club also organizes a get together for accepted students in the spring and the annual send-off in August. Contact Abby to get involved.

~ Let's Stay In Touch ~

Please notify the Alumnae Association of any changes to your e-mail address and/or other contact information by e-mailing Alumnae Information Services at ais@mtholyoke.edu. They will notify the Club of any changes or you can contact Maura Provencher as well.

~ Annual Club Membership Dues ~

Membership Dues are paid each year and are applied for the period of July 1 through June 30. Dues are collected to support our three annual newsletters and other mailings, as well as some club activities. We also hold three Admissions events a year and dues help pay for refreshments. Some event fees are subsidized by dues dollars. See the Membership Form on outer page of the newsletter.

~ Coats and Clothes Drive ~

We collect suits and 'career wear' for students to wear to interviews, jobs and internships. Please look through your closets, and if you would like to make a donation, contact Noreen Kuziak at 860.408.9005. All donations should be clean and in good repair. The club also collects coats and clothes for students from warm climates who don't have warm winter wardrobes.

~ Club Board Members ~

Alison Shirley Perrin '84
President

Amy Coyle '97
Vice President

Open position
Secretary

~ ~
Kristin Allukian '00
Events Co-Chair

Sara Barczak '98
Young Alumnae Co-Chair

Carlin Carr '00
Events Co-Chair

Abby Egginton '03
Admission Chair

Christina Engel '98
Young Alumnae Co-Chair

Maura Provencher '95
Treasurer

Linda Roderick FP '04
Book Award Chair

Appendix VII (cont.) Sample Newsletters, E-Newsletter, and Postcards

2006-2007 Membership Form

Please submit your check, payable to **Mount Holyoke Alumnae Club of Hartford**, to the Treasurer:

Maura Provencher, [REDACTED]

Or pay online at:

<http://www.mhclubofhartford.org/membershipform.php>

Class of 2007	no dues
Classes of 2003-2006	\$10.00
Classes of 1958-2002	\$20.00
Classes of 1957 and earlier	honorary member*
Associate member (parent, non-alumna)	\$10.00

Name _____ Class _____

Phone _____ Email _____

Yes, I would be willing to host a small club event in my home.

I have enclosed...	\$	2007-2008 Dues (July 1 through June 30)
	\$	Alumnae Scholar Fund
	\$	Funds for the Hartford Club Treasury
Total	\$	<i>(any monies not allocated will be given to the Hartford Club treasury)</i>

*Honorary members should complete and mail this form so that we have record of your active participation in the club.

Subject: Fall News- Mt. Holyoke Club of Cincinnati
From: [REDACTED]
To: The Mount Holyoke Club of Cincinnati
Date: 9/18/2006 4:24 PM



The Mount Holyoke Club of Cincinnati

The Alumnae Club E-Courier – uncommon news for uncommon women

Club Officers

President

Ruth Anne Wolfe '82
[REDACTED]

Communications Chair

Susan Hollister '56
[REDACTED]

Treasurer

Désirée Bruggeman '88
[REDACTED]

Admissions Co-Chairs

Molly Hazelton '02
[REDACTED]

Mary Pat McMahon
Lienhart '81
[REDACTED]

Melissa Simon '04
[REDACTED]

Young Alumnae Chair

Lindsay Theile '04
[REDACTED]

Alumnae

Association Contact

Krysia L. Villón '96

Assistant Director of Clubs
[REDACTED]

Message from Club President

Welcome to the 2006/07 program of the Mount Holyoke Club of Cincinnati. Our Fall Newsletter serves to announce our three events for the upcoming year, outline Board changes and request annual dues.

2006/07 Program – As outlined below, suggestions from Club members have yielded another exciting year of events. Please contact any of us to share your thoughts on topics of interest.

Board Changes – Please join us in welcoming three new board members: Molly Hazelton '02 and Melissa Simon '04 as Admissions Co-Chairs, and Lindsay Theile '04 as Young Alumnae Chair.

Annual Dues – Please submit your \$10 annual dues to the Mount Holyoke Club of Cincinnati, care of Treasurer Désirée Bruggeman '88 (address below). If you wish, you may include a contribution for Book Awards. Mary Pat will provide a Book Award update at our fall meeting.

2006/2007 Cincinnati Club Events

FALL EVENT

“Go Back to Class” (Tuesday, October 17, 7:00 p.m.)

Dr. Maura O’Conner, Professor of History at U.C.

“Gambling, Speculating, and Risk-taking in George Eliot’s novel, *Daniel Deronda*”

Caroline Pritchard will host us in her home at [REDACTED]

[REDACTED] Questions or RSVP to Désirée Bruggeman below.

Appendix VII (cont.) Sample Newsletters, E-Newsletter, and Postcards

Previewing an essay that she has written, Dr. O’Conner will speak to the general historical concerns surrounding the period of the novel (written in early 1870s, set in 1860s), and other themes that are important and interesting in the novel. And, there’s homework! To prepare, we suggest you read either the novel *Daniel Deronda* in its entirety (it’s only 800 pages!), or read the first two chapters and chapter 15, plus view the movie produced by the BBC. The library has 5 copies of this movie, *George Eliot's Daniel Deronda*, which can be requested via it’s website <http://www.cincinnati.library.org/>. Maura’s insights are always fascinating, and it’s a great chance to stretch your mind!

Directions:

WINTER EVENT

Sixth Annual Winter Dinner (February 11, 2007 – 6:00 p.m.)

On Sunday, February 11, 2007, Désirée Bruggeman ’88 will host the Sixth Annual Winter Dinner in her [REDACTED] home. The dinner will begin at 6:00 p.m., and you are welcome to bring a spouse or guest. This is a wonderful annual tradition for Cincinnati alumnae. *Details to follow.*

SPRING EVENT

Lost Cincinnati:

Why Buildings Die (April 17, 2007 – 7:00 p.m.)

Beth Sullebarger will present a program entitled “Lost Cincinnati: Why Buildings Die,” based on an exhibit she produced for the Betts House Research Center. Lost Cincinnati showcases a selection of our lost landmarks in historic photographs, post cards, engravings and illustrations, and offers a nostalgic look at the past glories of Cincinnati. It also explores the reasons why buildings come and go. Beth holds a MS in Historic Preservation from Columbia University and has more than 25 years of experience in the field. She served as executive director of the Cincinnati Preservation Association for seven years before returning to private consulting in 2003.

We look forward to another strong year in 2006/07, and hope you can join us!

Visit our Club Website at www.alumnae.mtholyoke.edu



Mary Woolley Hall • 50 College Street • South Hadly, MA 01075-1486
tel 413-538-2300



The Ultimate M&C's: Dessert Extravaganza

Mount Holyoke Club of Boston

Please join the club for its annual meeting and a delicious dessert buffet at the newest Finale in Coolidge Corner!

Featuring a talk and tribute to Wendy Wasserstein '71 by Professor Edwina J. Cruise: "Mrs. Plumm and Me: Uncommon Women or Others?"

Cost includes unlimited coffee/soda/juice and desserts.

Thursday, June 21, 2007

6:30 PM

Finale Desserterie
1306 Beacon Street
Brookline, MA

Cost:

\$15 dues-paying members
\$25 all other alums

To Register:

<http://www.mhcboston.org/events.html>

Questions? Contact Shukti Gupta Fischl '01 at [REDACTED] or [REDACTED]



Alumnae Association of
Mount Holyoke College
50 College Street
South Hadley, MA 01075-1486

NON PROFIT ORG
US POSTAGE
PAID
S HADLEY MA
PERMIT NO 2

Appendix VIII Sample Completed IRS Form SS-4

SAMPLE

Form (Rev. December 1993) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">SS-4</h2> <h3 style="margin: 0;">Application for Employer Identification Number</h3> <p style="font-size: small;">(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, certain individuals, and others. See instructions.)</p>	EIN OMB No. 1545-0003 Expires 12-31-96
--	---	--

Please type or print clearly.	1 Name of applicant (Legal name) (See instructions.) MOUNT HOLYOKE COLLEGE CLASS OF (CLUB OF)	
	2 Trade name of business, if different from name in line 1	3 Executor, trustee, "care of" name Alumnae Association of Mount Holyoke College
	4a Mailing address (street address) (room, apt., or suite no.) Class (Club) Mailing Address	5a Business address, if different from address in lines 4a and 4b
	4b City, state, and ZIP code	5b City, state, and ZIP code
	6 County and state where principal business is located	
	7 Name of principal officer, general partner, grantor, owner, or trustee—SSN required (See instructions.) ▶ President of the Class (Club)	

8a Type of entity (Check only one box.) (See instructions.)

<input type="checkbox"/> Sole Proprietor (SSN)	<input type="checkbox"/> Estate (SSN of decedent)	<input type="checkbox"/> Trust
<input type="checkbox"/> REMIC	<input type="checkbox"/> Plan administrator-SSN	<input type="checkbox"/> Partnership
<input type="checkbox"/> Personal service corp.	<input type="checkbox"/> Other corporation (specify)	<input type="checkbox"/> Farmers' cooperative
<input type="checkbox"/> State/local government	<input type="checkbox"/> National guard	<input type="checkbox"/> Federal government/military
<input type="checkbox"/> Church or church controlled organization		

Other nonprofit organization (specify) **Alumnae Association** (enter GEN if applicable)
Mount Holyoke College

Other (specify) ▶

8b If a corporation, name the state or foreign country (if applicable) where incorporated ▶

State	Foreign country
-------	-----------------

9 Reason for applying (Check only one box.)

<input type="checkbox"/> Started new business (specify) ▶	<input type="checkbox"/> Changed type of organization (specify) ▶
<input type="checkbox"/> Hired employees	<input type="checkbox"/> Purchased going business
<input type="checkbox"/> Created a pension plan (specify type) ▶	<input type="checkbox"/> Created a trust (specify) ▶
<input type="checkbox"/> Banking purpose (specify) ▶	<input checked="" type="checkbox"/> Other (specify) ▶ Started Non-Profit Group

10 Date business started or acquired (Mo., day, year) (See instructions.) Enter Date the Class (Club) was Created	11 Enter closing month of accounting year. (See instructions.)
--	--

12 First date wages or annuities were paid or will be paid (Mo., day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (Mo., day, year) ▶

13 Enter highest number of employees expected in the next 12 months. Note: If the applicant does not expect to have any employees during the period, enter "0."

▶	Nonagricultural	Agricultural	Household
---	-----------------	--------------	-----------

14 Principal activity (See instructions.) ▶ **Non-Profit Group -Further Interests of Mount Holyoke College**

15 Is the principal business activity manufacturing? Yes No
If "Yes," principal product and raw material used ▶

16 To whom are most of the products or services sold? Please check the appropriate box.

<input type="checkbox"/> Public (retail)	<input type="checkbox"/> Other (specify) ▶	<input type="checkbox"/> Business (wholesale)	<input checked="" type="checkbox"/> N/A
--	--	---	---

17a Has the applicant ever applied for an identification number for this or any other business? Yes No
Note: If "Yes," please complete lines 17b and 17c.

17b If you checked the "Yes" box in line 17a, give applicant's legal name and trade name, if different than name shown on prior application.

Legal name ▶	Trade name ▶
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17c Enter approximate date, city, and state where the application was filed and the previous employer identification number if known.

Approximate date when filed (Mo., day, year)	City and state where filed	Previous EIN
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Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (Please type or print clearly.) ▶

Signature ▶

Note: Do not write below this line. For official use only.

Please leave blank ▶	Geo.	Ind.	Class	Size	Reason for applying
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