ALUMNI CLUB AND AFFINITY COUNCIL HANDBOOK OVERVIEW

The Pitt Alumni Association, Alumni Club & Affinity Council Handbook is a guiding document for Alumni Clubs & Affinity Councils. The Handbook encompasses the policies and procedures under which all Alumni Clubs & Affinity Councils operate. Alumni Clubs & Affinity Councils support the mission and values of the Pitt Alumni Association. They are composed of Pitt alumni and friends. Pitt alumni are those who have attended or graduated from Pitt. Friends of the university are those who support, serve, and share a positive relationship with Pitt.

PITT ALUMNI ASSOCIATION MISSION & VALUES

The Pitt Alumni Association (PAA), which was founded in 1866, provides a lifetime connection to Pitt and serves as the voice of more than 324,000 living alumni worldwide. The PAA encourages Pitt graduates to stay connected to the University and each other through active participation in the Pitt Alumni Association.

- **Mission:** Our goal is to engage and enrich alumni and students in support and advancement of the University of Pittsburgh.

- **Vision:** We will be the gateway for a global network of alumni and students who champion the University of Pittsburgh and each other.

- **Values:** Accountability, Diversity, Excellence, Relationships, and Traditions.
TABLE OF CONTENTS

ALUMNI CLUBS
Alumni Clubs in the U.S.
Alumni Network of Western PA (ANWPA)
International Clubs

AFFINITY COUNCILS
Councils

ORGANIZING AND PROMOTING
How to Start a Club or Council
Pitt Alumni Association Support Staff
Promoting Club and Council Events
Resources for Clubs and Councils
Club and Council Advisory Team
Homecoming Alumni Summit
Banner Recognition

CLUB & COUNCIL EVENTS
Club Signature Events
Calendar for Clubs and Councils
Club and Council Event Submission Form
Club and Council Event Grants

ALUMNI SERVICES
Pitt Advocates
Career Services
Lifelong Learning
Student Mentoring
License Plates
Travel Program
Nationwide Insurance

PITT TRADITIONS

ADDENDUM
Club & Council Articles of Association
Club & Council Code of Conduct
Event Grant Form
ALUMNI CLUBS

Alumni Clubs (Clubs) are non-membership, geographic-based communities that stay connected to the University of Pittsburgh and one another through alumni-driven engagement activities, such as the four Club Signature Events: Pitt Networking Day, Send-Offs, Game Watches, and Pitt Make a Difference Day. Alumni Clubs also coordinate other engagement activities that are unique to their region and community!

ALUMNI CLUBS IN THE UNITED STATES

<table>
<thead>
<tr>
<th>STATE</th>
<th>ALUMNI CLUB</th>
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<tbody>
<tr>
<td>ARIZONA</td>
<td>Phoenix-Scottsdale</td>
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<tr>
<td>CALIFORNIA</td>
<td>Northern California, San Diego, Southern California</td>
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<tr>
<td>COLORADO</td>
<td>Denver, Fort Collins</td>
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<td>DELAWARE</td>
<td>Delaware</td>
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<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>Chesapeake &amp; Potomac</td>
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<tr>
<td>FLORIDA</td>
<td>Orlando, Tampa, The Villages</td>
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<td>GEORGIA</td>
<td>Atlanta</td>
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<td>ILLINOIS</td>
<td>Chicago</td>
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<td>INDIANA</td>
<td>Indianapolis</td>
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<tr>
<td>KANSAS</td>
<td>Kansas City (includes alumni from Kansas and Missouri)</td>
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<tr>
<td>KENTUCKY</td>
<td>Louisville</td>
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<td>LOUISIANA</td>
<td>New Orleans</td>
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<tr>
<td>MARYLAND</td>
<td>Baltimore</td>
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<td>MASSACHUSETTS</td>
<td>Boston</td>
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<td>MICHIGAN</td>
<td>Grand Rapids, Southeast Michigan</td>
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<td>MINNESOTA</td>
<td>Twin Cities</td>
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<td>MISSOURI</td>
<td>St. Louis</td>
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<td>NEVADA</td>
<td>Las Vegas</td>
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<td>NEW JERSEY</td>
<td>New Jersey</td>
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<td>NEW MEXICO</td>
<td>New Mexico</td>
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<tr>
<td>NEW YORK</td>
<td>New York City, Western New York</td>
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<tr>
<td>NORTH CAROLINA</td>
<td>Charlotte, Raleigh-Durham</td>
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## ALUMNI CLUBS IN THE UNITED STATES (continued)

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<th>STATE</th>
<th>ALUMNI CLUB</th>
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<tr>
<td>OHIO</td>
<td>Columbus</td>
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<td>Northwest Ohio</td>
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<td>Southwest Ohio</td>
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<td>OKLAHOMA</td>
<td>Oklahoma City</td>
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<td>OREGAN</td>
<td>Portland</td>
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<td>PENNSYLVANIA</td>
<td>Erie</td>
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<td></td>
<td>Keystone (Harrisburg)</td>
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<td>Lehigh Valley</td>
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<td></td>
<td>North Central PA</td>
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<td>Northeast PA</td>
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<td>Philadelphia</td>
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<td>South Central PA</td>
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<td>SOUTH CAROLINA</td>
<td>Charleston</td>
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<td>Hilton Head</td>
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<td>TENNESSEE</td>
<td>Memphis</td>
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<td>Nashville</td>
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<td>East TN</td>
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<td>TEXAS</td>
<td>Austin</td>
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<td>Dallas</td>
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<td>Houston</td>
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<td>San Antonio</td>
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<tr>
<td>UTAH</td>
<td>Salt Lake City</td>
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<td>VIRGINIA</td>
<td>Richmond</td>
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<td></td>
<td>Southeast VA</td>
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<td>Southwest VA</td>
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<tr>
<td>WASHINGTON</td>
<td>Seattle</td>
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<tr>
<td>WISCONSIN</td>
<td>Wisconsin</td>
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## ALUMNI NETWORK OF WESTERN PA (ANWPA)

The Pitt Alumni Network of Western PA (PANWPA) serves the more than 100,000 alumni living in and around Pittsburgh—providing engagement opportunities both on campus and throughout the region including networking, athletic, and arts events; lectures; workshops; and service projects.

More information about regional and campus events can be found online at:

- Pitt Alumni Network of Western Pennsylvania
- Pitt ✦ Stops, a series of monthly events held throughout Western PA.
- Pittsburgh Panthers Athletic Site
- Pitt Wire Events (on campus)

Contact Shannon Mischler at sjm130@pitt.edu or 412-624-02876 for more information.
INTERNATIONAL CLUBS

With a growing number of International Alumni Clubs, the Pitt spirit is becoming a global phenomenon!

Chartered Alumni Clubs have formal governing boards in place, meet regularly and regularly host events.

Brazil  Europe  Korea
China  Japan  Taiwan

Social Alumni Clubs hold events for alumni and are working toward becoming a Chartered Club.

Canada  Middle East & North African  Nigeria  Kenya

Future Alumni Clubs are those groups that have alumni who have expressed interest in forming an Alumni Club and are working with University staff to develop a more active Alumni Club.

Argentina  Ecuador  Kuala Lumpur
Australia  Egypt  Mexico
Chile  Ghana  Philippines
Columbia  Hong Kong  Thailand
Costa Rica  Indonesia  Turkey

Contact Jason Kane at jek108@pitt.edu for more information about International Alumni Clubs
AFFINITY COUNCILS

Affinity Councils (Councils) are non-membership alumni groups who share a specific affinity in their relationship with the University of Pittsburgh. They offer diverse, alumni-driven engagements, such as networking events, service projects, mentoring and champion scholarship funds. Council events are unique to your community and maintain ties with each other, campus, students, and traditions to maintain their affinity and connection to the University of Pittsburgh!

Below are Councils listed by the PAA staff member to contact for more information:

<table>
<thead>
<tr>
<th>COUNCIL</th>
<th>PAA STAFF COORDINATOR</th>
</tr>
</thead>
</table>
| BLUE & GOLD SOCIETY           | AUSTIN CRULL  
Director Young Alumni & Student Programs  
412-624-0048  
acrull@pitt.edu |
| AFRICAN AMERICAN ALUMNI PITT BAND CREW OAKLAND ZOO RESIDENT ASSISTANT | RON IDOKO  
Director, Alumni Clubs and Affinity Councils  
412-624-8278  
917-770-2134(c)  
roi2@pitt.edu |
| CHINESE SCHOLARS              | JASON KANE  
Director of Constituent Relations, UCIS  
412-648-7424  
jek108@pitt.edu |
| ALUMNAE AFFINITY COUNCIL      | SHANNON MISCHLER  
Director, Regional Clubs & Advocacy  
412-624-0289  
jmischler@pitt.edu |
| ASIAN AMERICAN GREEK LGBTQIA+ PITT DANCE MARATHON STUDENT GOVERNMENT VETERANS | |
ORGANIZING & PROMOTING

HOW TO START A CLUB OR COUNCIL

A successful club or council requires committed alumni to coordinate and promote engagement activities and recruit and retain other alumni who will do the same. Communication and an eye for sustainability is key!

Step One: Contact a member of the PAA Club & Council Support Staff who will support you every step of the way! The PAA will conduct an alumni engagement survey to help you identify other alumni who may be willing to assist you in forming the club or Affinity Council.

Step Two: Invite local alumni to a planning meeting, either in person or by teleconference. Social gatherings with food and fun are an especially good way to begin forming a group. PAA Club & Council Support Staff are happy to attend this meeting by teleconference or in-person to offer guidance and to connect with everyone!

Step Three: The PAA suggests having a core group of 4-6 Club or Council leaders who are committed to growing and sustaining a community! An ideal group would include:

Coordinators
- Coordinate the planning meetings and maintain momentum.
- Coordinate development and programming.
- Work closely with the PAA Club & Council Support Staff to connect with alumni.
- Schedule planning meetings and events for a year in advance.

Communicators
- Create a social media/communications plan to promote events. The PAA will setup your social media accounts and assist you in communicating with alumni (see Promoting Events & Using Social Media to Engage Alumni).
- Respond to queries and outreach posted by alumni on social media.

Recruiters
- Welcome new alumni and engage them at events.
- Invite alumni to join the planning meetings to get them involved.
- Maintain E-mail distribution list of engaged alumni and their interests and profession.

Step Four: Start planning and promoting! Club leaders are encouraged to participate in all four Alumni Club Signature Events: Pitt Networking Day, Send-Offs, Game Watches, and Pitt Make a Difference Day. Club and Council leaders are also encouraged to coordinate other engagement activities that are unique to their region or community!
PITTSBURGH ALUMNI ASSOCIATION SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Idoko</td>
<td>Clubs &amp; Affinity Councils</td>
<td><a href="mailto:roi2@pitt.edu">roi2@pitt.edu</a></td>
<td>(412) 624-8278</td>
</tr>
<tr>
<td>Shannon Mischler</td>
<td>Clubs, Affinity Councils &amp; Pitt Advocates</td>
<td><a href="mailto:sjm130@pitt.edu">sjm130@pitt.edu</a></td>
<td>(412) 624-0287</td>
</tr>
<tr>
<td>Austin Crull</td>
<td>Young Alumni</td>
<td><a href="mailto:acrull@pitt.edu">acrull@pitt.edu</a></td>
<td>(412) 624-004</td>
</tr>
<tr>
<td>Jason Kane</td>
<td>International Alumni</td>
<td><a href="mailto:JasonKane@pitt.edu">JasonKane@pitt.edu</a></td>
<td>(412) 648-7390</td>
</tr>
<tr>
<td>Tyler Perrino</td>
<td>Social Media Manager</td>
<td><a href="mailto:typ8@pitt.edu">typ8@pitt.edu</a></td>
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</tbody>
</table>

PROMOTING CLUB & COUNCIL EVENTS

The PAA will help you promote your Club/Council events and news via social media.

- The PAA Club & Council Support Staff will assist you by setting up social media accounts for your new Club/Council so that you can actively promote events and engage alumni.
- The PAA will send out promotional emails to all alumni in your region for club events and news.
- The Club/Council must adequately and in partnership with the PAA promote the event, via social media and email.
- The PAA will include the Online Alumni Registration Form weblink on the Club/Council social media accounts and promotional emails for individual alumni to register directly with the Club/Council. This list may be used by the Club/Council for direct promotion.
- The PAA is unable to release any alumni personal identification information to non-University personnel.

RESOURCES FOR USING SOCIAL MEDIA

Pitt Alumni Club & Affinity Councils Social Media Accounts List
How to use Facebook
How to use Instagram
How to use LinkedIn
7 Free Ways for Boosting Your Social Media Engagement
Examples of Engagement Social Media Posts
PAA Photo Gallery

Follow the Pitt Alumni Association on social media.

RESOURCES FOR CLUBS & COUNCILS
Pitt Alumni Association Website for online news and information for Pitt alumni. Club & Affinity Council E-Newsletters promotes best practices, highlights events and club and Affinity Council leaders, and shares information about campus life. Contact a PAA Club and Affinity Council support staff member to be added to the mailing list. Alumni Leaders Monthly Webinar facilitates club and Affinity Council leader discussions on best practices and challenges. The webinar is the first Thursday of the month @12:30 PM EST (unless otherwise noted). Join Skype Meeting or phone in at +1 (412) 648-8888, code: 78490862. Contact a PAA Club and Affinity Council support staff member for more information.

CLUB & COUNCIL ADVISORY TEAM

The PAA Club & Council Advisory Team represents the interests of Alumni Clubs and Affinity Councils. This group of alumni volunteers will work in conjunction with PAA staff members to develop meaningful programs that will encourage Pitt alumni to engage with their alma mater. The advisory team provides guidance to the PAA staff on matters of alumni engagement and helps to build a culture of alumni leadership. The PAA Club & Council Advisory Team meets twice a year. If interested in participating, please contact a PAA Club & Council Support Staff.

ALUMNI HOMECOMING SUMMIT

The Alumni Homecoming Summit is a half-day, morning conference on the Friday of Homecoming Week that provides opportunities for:

- Alumni to network with Club & Council Leaders.
- Alumni to connect with Pitt Schools, Colleges, and students.
- Alumni to learn about being a Pitt champion and ambassador.

BANNER RECOGNITION

Clubs & Councils serve as primary ambassadors for the University of Pittsburgh! The PAA would like to recognize your Club or Council’s outstanding service and dedication to strengthening the national Pitt alumni network to “Raise Your Club/Council Banner” at the Homecoming Alumni Summit. All Clubs & Councils will be recognized.

By September 1 of each year, please submit a Raise Your Club/Council Banner” Form with information about your most distinctive and engaging alumni event or activity.
CLUB & COUNCIL EVENTS

CLUB SIGNATURE EVENTS

Alumni Club Signature Events represent the multiple perspectives from the University of Pittsburgh. The Student Send Off events represent our students; Game Watch events represent our athletics; Pitt Make a Difference Day represents service; and Pitt Networking Day represents our alumni around the world.

CALENDAR FOR CLUBS & COUNCILS

This is a flexible timeline to be used as a reference when planning Club and Council events and quarterly or monthly Club and Council meetings.

DEC-MAR  *Panther Basketball Game Watches held at local venues.
MARCH    Pitt Day in Harrisburg is the annual advocacy day for higher education at the Pennsylvania State Capitol.
JUNE     *Pitt Networking Day is held the first Thursday in June when alumni network and socialize together in their region.
JUL-AUG  *Send-Off local alumni welcome incoming Pitt freshmen.
SEP-DEC  *Panther Football Game Watches held at local venues.
OCTOBER *Pitt Make a Difference Day a nation-wide day of service for Pitt alumni, faculty, staff, and students held each October.
OCTOBER Homecoming Alumni Summit for club leaders to connect with each other and PAA Staff.

*Indicates a Club and Council Signature Event
CLUB & COUNCIL EVENT SUBMISSION FORM

Please submit the Club & Council Activity Submission Form so that we can help to promote the event, recognize your successes, and share with the alumni community and on campus!

CLUB & COUNCIL EVENT GRANT

The PAA provide event grants to Clubs & Councils with distinctive alumni engagement opportunities promoting the mission and values of the PAA through one of three programming areas:

- Athletics, Social, & Celebratory
- Career & Networking
- Lifelong Learning

The PAA will approve the Club & Council Event Grant based upon the following criteria:

- The Club & Council Event Grant Submission Form must be submitted 3 months in advance of the event to be considered for approval by the PAA Executive Board in conjunction with the quarterly PAA Executive Board meetings.
- Preference will be given to UNIQUE events AND/OR THOSE that evolve from year to year to include more timely university representation and alumni inclusion.
- Preference will be given to events that integrate multiple Clubs and Councils.
- Event viability, timeliness, cost efficiency, and quality and quantity of alumni engagement.
- Preference will be given to proposals with actual vendor quotes: detailed information about event logistics, alumni volunteers, and audience expectations.
- The club must adequately promote the event via social media and email.
- If an approved event is postponed more than 45 days after the original proposed date of the event, the club must notify the PAA, who will have sole discretion to either grant an extension or request the return of its funding.
STUDENT SEND-OFFS

Student Send-Offs are picnics hosted by alumni clubs to welcome new students to the Pitt family. See the photo gallery from a few of last year’s events.

PLANNING

- **Volunteers:** Contact your local alumni to ask for assistance; setup a planning meeting or send out assignments by email.
- **Who:** Incoming freshman, transfer students, alumni, family and friends in your area are welcome.
- **When:** Between mid-July to mid-August. *Please avoid the 2018 “Pitt Start” dates when incoming students will be attending the new student orientations:*
  - June 11, 12, 14, 15, 18, 19, 21, 22, 25, 26, 28, and 29
  - July 9, 10, 12, 13, 16, 17, 23, and 24
  - August 20

SUBMIT YOUR EVENT PLAN

Choose your date, time and location ASAP and submit your event information to the Club & Council Event Submission Form.

PAA COMMUNICATION

- **Postcards:** Will be sent to all students and their families.
- **E-mails:** Will be sent to incoming students and one to their parents. Reminder event emails will be sent.
- **PAA Web Page:** A Student Send Off Event directory is listed on the PAA website at http://www.alumni.pitt.edu/students/pitt-sendoffs/. Events will appear as they are submitted.
- **Event Registration:** Found on the PAA website at http://www.alumni.pitt.edu/students/pitt-sendoffs/.

EVENT SPIRIT BOX

Includes event outline, sign-in sheets, photo release signs, decorations, giveaways, name tags, markers, student and parent information. Boxes will be mailed to the host address one week in advance of event.

PHOTO RELEASE

Display Photo Release Sign at the event check-in table.

SOCIAL MEDIA

Use the hashtag #pittsendoffs and send photos to our Social Media Manager at typ8@pitt.edu!

EXPENSES

- Per the University policies and procedures, the PAA will reimburse all hosts $100 per event plus $10 per registrant (students, family members, alums, and guests), up to $1,000.
- Receipts for expenses will be required for reimbursement.
- Each non-Pitt student guest will be charged $5.00 during the online registration. A family of five or more will be charged $20. Event volunteers do not need to collect any money from guests.
• Per University policy, tips of 20% or lower of the total bill will be reimbursed. Anything above that will not be reimbursed.

NOTE: We do not reimburse for alcohol or bartender service. Alcohol is not to be served at events where students are present and should not appear on receipts. If alcohol is listed, we cannot reimburse for that receipt.

REIMBURSEMENT
The following documents are required to receive a reimbursement. Please submit by September 30th. Reimbursements can take up to 4 weeks because they are processed through the University Payment Processing Office. If you have circumstances that place you in need of a quicker turnaround time, please contact your PAA Club & Affinity Council liaison. Timely and complete submission from the volunteer will provide for quicker turnaround times.

• Completed W-9 form
• Original itemized event receipts
  ✓ Receipts must only contain items for the sendoff event, no personal items.
  ✓ Receipts must show proof of payment, have a zero balance or say “paid.”
  ✓ Receipts from restaurants must include the itemized and payment receipt with tip and total.
  ✓ Please consolidate your purchases as much as possible.
• Sign-In Sheet to account for number of guests.

SUBMIT REQUIRED DOCUMENTS
The W-9 Form, receipts and sign-in sheet can be submitted through the:
• Online reimbursement form
  ✓ If you’re having trouble setting up your account or cannot access it, please send an email to webmaster@ia.pitt.edu for assistance.
• Faxed to the PAA at 412-624-8288
• Mailed to the PAA at 140 Alumni Hall, 4227 Fifth Ave., Pittsburgh, PA 15260.

EXPENSE DONATIONS
If you are interested in donating the expenses for the event to the University as a ‘Gift in Kind,' please contact your PAA Club & Affinity Council liaison.
GAME WATCHES

Game Watches are an opportunity for alumni and friends to gather and support the Panther Athletics.

PLANNING THE GAME WATCHES

- Check the basketball schedule and football schedule for up to date game times.
- Ensure that the game will be televised with sound.
- Select a venue that has easy access to parking or public transportation (Steeler-friendly bars may be a great supporter of Pitt alumni events). Do **NOT** select a venue that has a minimum spend amount or requires a deposit.
  - ✓ Ask the venue about drink or appetizer specials.
  - ✓ Any food and drinks are paid for by individual alumni.
- Submit your event information on the Alumni Club/Affinity Council Activity Submission Form. Let us know if you need a new Spirit Box, which includes pom pons, attendance sheet, and promotional items.
- Arrive at least 30 minutes before the start of the event/game to set up sign-in sheet and ensure viewing accommodations. After game, please take a picture of the sheet and send to the PA Club & Affinity Council Support Staff.
- Post photos on social media and share with the PAA Social Media Manager.

PROMOTING THE GAME WATCHES

- The PAA will promote your event to all alumni in your region.
- E-mail your alumni network, e.g., a month out, 2 weeks out, 1 week out, 1 day before.
- Post to social media.
PITT NETWORKING DAY

Pitt Networking Day provides an opportunity for Pitt alumni in your region to get together and create personal & professional Pitt connections.

PLANNING A PITT NETWORKING DAY EVENT

- Select a central venue that has easy access to parking or public transportation.
- Do not select a location with a room rental, reservation charge, or minimum charge. Remember that you are driving traffic to this establishment, so they should be happy to have you!
- Semi-private spaces often work better than separate rooms, because people have more freedom to move about the room and like having the ability to order drinks directly from the bar.
- Spirit Box will be mailed to host address with sign-in sheets, decorations, giveaways, nametags, markers, and alumni information.
- Find out if any drink or appetizer specials can be offered. These events are typically cash bar and should not cost any participant more than their own bill at the end of the event.
- Set the event time to what works best for the people in your area. We recommend 1½ - 2 hours. Successful events usually begin between 5:30 PM to 6:00 PM.
- A designated host should plan to arrive at least 30 minutes before the start of the event to set up and ensure all accommodations are in order.
- Set-up a registration table and sign-in sheet with the name of club and date. After the event, take a picture of the attendance sheet and E-mail to your PAA Club & Council Support Staff.
- Have a great time and take pictures! Post pictures and details on your club’s social media platforms and share with the PAA Social Media Manager.

PROMOTING PITT NETWORKING DAY EVENTS

- The PAA will promote your event to all students and alumni in your region.
- E-mail your alumni network, e.g., a month out, 2 weeks out, 1 week out, day before).
- Post to social media.
PITTMMAKE A DIFFERENCE DAY

Pitt Make A Difference Day (PMADD) is the University’s largest day of service, engaging students, alumni, staff, and faculty! PMADD, which is usually held in October, is an opportunity for alumni to show their Pitt spirit and serve their communities across the world. Alumni volunteers select the service event for their region, and they can vary from public park cleanups to volunteering at a local food bank.

PLANNING PITTMMAKE A DIFFERENCE DAY

- Reach out to a non-profit organization or volunteer network that offers volunteer opportunities on a regular basis for a short period of time. For example, your local parks department may have clean-up days, you might stock food at a food pantry or shelter or share craft activities and company with nursing home residents. The opportunities are endless!
- Submit your event information through the Club & Council Event Submission Form.
- Wear your Pitt Spirit wear!
- Have fun and take photos to share photos on social media accounts and send to the PAA Social Media Manager.
- Take attendance and let your PAA Club & Council Support Staff know who joined you!

PROMOTING PITTMMAKE A DIFFERENCE DAY

- The PAA will promote your event to all students and alumni in your region.
- Participants will RSVP through the PAA online registration.
- E-mail your alumni network, e.g., a month out, 2 weeks out, 1 week out, 1 day before.
- Post to social media.
ALUMNI SERVICES

PITT ADVOCATES

Pitt Advocates is a network of alumni, faculty, staff, students and friends who share a commitment to higher education and to the University of Pittsburgh. Volunteers communicate to elected officials Pitt's accomplishments, goals, needs, and the importance of supporting an outstanding teaching and research institution. Join the growing group of people who are actively promoting the University of Pittsburgh! Pitt Advocates receive legislative briefings, invitations to events, and the opportunity to influence lawmakers during Pitt Day in Harrisburg. For more information visit With Pitt.

CAREER SERVICES

All University of Pittsburgh alumni receive access to the following career services and resources at no charge through Pitt’s Office of Career Development & Placement Assistance.

- Free access to Handshake, the online database of job and internship postings exclusive to Pitt students and alumni (all University of Pittsburgh campuses).
- The Pitt Career Network, our LinkedIn networking database dedicated to improving the career prospects of fellow Pitt alumni and students. Search alumni professional profiles to make valuable connections that may move your career forward.
- Free access to on-campus career fairs and networking events hosted by the University of Pittsburgh (including the Fall and Spring Career Fairs). Fees may apply to specific consortium events; see registration details for each event.
- Single individual career counseling sessions at cost are available to University of Pittsburgh alumni (Pittsburgh campus) through the Office of Career Development and Placement Assistance.

LIFELONG LEARNING

Below are online and in-person opportunities offered by the University of Pittsburgh.

- Center for Continuing Education in the Health Sciences
- Certificate in Organizational Leadership and Ethics (COLE)
- Hillman Library Special Collections
- Institute for Entrepreneurial Excellence
- One Book, One Community, School of Public Health
- Osher Lifelong Learning Institute
- University Honors College lectures
- University Video Archive for Alumni, Hillman Library & UCTL **Coming Soon!**

STUDENT MENTORING
PANTHER INNOVATION NETWORK, Pitt Innovation Institute
Whether you are a successful entrepreneur or investor looking for a technology to license, have experience in a particular market or can offer assistance in your specialty area such as marketing, finance, or engineering, you can help to foster the culture of innovation and entrepreneurship at Pitt.

ALUMNI CAREER MENTORING, Office of Career Development & Placement Assistance
Learn more about the ways in which alumni can give back to their alma mater:

- Join the Pitt Career Network
- Hire an Intern
- Recruit Pitt Students
- Host a Job Shadow
- Attend an Event

LICENSE PLATES (PENNSYLVANIA & VIRGINIA)
Ride with Pitt Pride. Pitt license plates are available in Pennsylvania and coming soon to Maryland and Virginia.

TRAVEL PROGRAM
The Pitt Alumni Association presents a fantastic list of travel destinations for your enjoyment. Check out the 2018 Alumni Travel Program trips here.

NATIONWIDE INSURANCE
Pitt Alumni Association and Nationwide rewards alumni with quality insurance at special rates not available to the general public and generate additional revenue for the university.
The Pitt Alumni Association strives to enrich the student experience on campus by providing opportunities to participate in traditions such as Lantern Night, Homecoming, and many more. As students become alumni, these memories are shared through generations.

Victory Lights
The golden Victory Lights at the top of the Cathedral of Learning shine throughout the Oakland skyline and beyond after an athletics win. The golden glow can be seen after football victories as well as other major athletic accomplishments like conference and national championships.

Homecoming
Each year, alumni, students, and friends of Pitt gather together for the University of Pittsburgh’s Homecoming weekend. The Pitt Alumni Association is a proud sponsor of many of the events that take place during the weekend. The Blue and Gold Society is involved in organizing the tradition of electing a Homecoming King and Queen as the Alumni Association offers various opportunities for alumni to connect.

ODK Walkway
Omicron Delta Kappa Walk is a stone walkway between the Cathedral of Learning and Heinz Memorial Chapel that contains the engraved names of Pitt's Omicron Delta Kappa (ODK) Senior of the Year award winners. ODK, founded in 1914, is a national leadership honor society. The society recognizes achievement in the five areas of scholarship; athletics; campus/community service, social/religious activities, and campus government; journalism, speech and the mass media; and creative and performing arts. The walk is the only one of its kind in the country.

The Varsity Walkway
On the University of Pittsburgh campus, between the Cathedral of Learning and Heinz Chapel, is a sidewalk known as the Varsity Walk. There, engraved in the stones, are the names of former Pitt athletes who have promoted the University through their athletic or academic achievements.
Pitt Networking Day
The Pitt Alumni Association’s annual Pitt Networking Day event(s) represent a great opportunity to get new Pitt graduates, and all alumni, engaged in our alumni groups and foster new personal and professional connections within the Pitt community. Each year, this event continues to grow across the country and beyond.

Lantern Night
Lantern Night is the oldest University of Pittsburgh tradition. During this special evening, Pitt alumnae pass on the "Light of Learning" to Pitt's newest students in an elegant ceremony at Heinz Memorial Chapel in August before the start of the fall semester. Each of the participating woman receives a lantern that is lit by one of the Pitt alumnae symbolizing the “light of learning”.

Graduation Central
The Pitt Alumni Association is a co-sponsor of the Graduation Central with the Book Center and the Office of Special Events. This annual event is held in April and is a one-stop shop for commencement information, graduation regalia, class rings, diploma cases, and much more.

Dinner With 12 Panthers
Dinner with 12 Panthers or “DW12” as it is affectionately called, is offered to current Pitt students giving them the chance to enjoy a meal and intriguing conversation with Pitt’s outstanding alumni. The basic premise of the dinners is simple: Pitt alumni volunteer their time to host a meal, whether at their nearby home or a nearby restaurant, for up to 12 students.

Cathedral Ball
The Cathedral Ball is an annual semi-formal event sponsored by the Pitt Alumni Association for Student Alumni Association members. Held in early December, it provides an opportunity for the SAA members to dress up and enjoy an evening of dining and dancing.

Arrival Survival
Each year, in a span of over two days, over 3,000 incoming freshmen move into the dorms on the Pitt Oakland campus. This event, better known as Arrival Survival, is a co-sponsored effort by the Pitt Alumni Association, the Office of Student Affairs, and the Parking and Transportation office. More than 500 staff members
and volunteers are dedicated to helping the new student arrival on campus go as smoothly as possible.

**Rub The Panther’s Nose**
A tradition has grown up regarding the panther statue outside the William Pitt Union. Students rub the panther’s nose for luck before exams. Rub the panther’s nose before the Pitt Panther’s football game to bring our team good luck.

**Heinz Chapel Steps**
Legend has it that if a couple kisses on the steps of Heinz Memorial Chapel, they are destined to wed there.

**Roc the Mascot**
Roc the Panther’s image is synonymous with Pitt Athletics and school pride. George M. P. Baird, a student who graduated in 1909 and wrote the lyrics to Pitt’s Alma Mater, first suggested Pitt adopt the panther as its mascot, which was once indigenous to the Pittsburgh region. In the 1990s, Pitt named its mascot Roc in honor of Steve Petro, a former Pitt football player, coach and athletic department assistant nicknamed The Rock.

**Legacy Luncheon**
Pitt’s new incoming students whose parents, grandparents, or siblings are Pitt alumni attend the annual Legacy Luncheon before the fall semester begins. The PAA welcomes the opportunity to celebrate the many students and alumni who have made Pitt a family tradition.

**Alma Mater**
The University of Pittsburgh’s alma mater was adopted in 1908 directly after the University changed its name from the Western University of Pennsylvania to the University of Pittsburgh. The lyrics were written by a student, George M. P. Baird, class of 1909. The tune is what was then the Austrian National Anthem. Listen to the Pitt Men’s Glee Club perform the Alma Mater [here](#).

**Pitt Alma Mater**
*Alma Mater, wise and glorious*  
*Child of light and bride of truth*  
*Over fate and foe victorious*  
*Dowered with eternal youth.*
Crowned with love of son and daughter
Thou shalt conquer as of yore.
Dear old Pittsburgh, Alma Mater
God preserve thee evermore.

Pitt Victory Song

Fight on for dear old Pittsburgh
And for the glory of the game
Show our worthy foe that the Panther’s on the go
Pitt must win today! Rah! Rah! Rah!
Cheer loyal sons of Pittsburgh
Cheer on to victory and fame
For the Blue and Gold shall conquer as of old
So fight, Pitt, fight!
Da da da da da-da Fight, Pitt, fight!
Da da da da-da Fight, Pitt, fight!
V-I-C-T-O-R-Y!
"Hail to Pitt"
Hail to Pitt, Hail to Pitt, every loyal son
Hail to Pitt, Hail to Pitt, till the victory’s won
The Gold and Blue shall wave forever
On high thro’ fair and stormy weather
We’ll sing her praises far and wide until the end of time
Hoop hurray, Hoop hurray for dear old uni..
Give her a grand old ALLEGENECC GENAC GENAC GENAC
We’ll wave and cheer for many a year
And sing her songs out loud and clear
For our University.
ADDENDUM

CLUB & COUNCIL ARTICLES OF ASSOCIATION

The Articles of Association outline the structure, role and obligations of the Pitt Alumni Clubs & Affinity Councils.

Revised July 01, 2016

SECTION I – NAME

The name of this Alumni Club / Affinity Council should be inserted in the designated space below. All active volunteers for this Alumni Club/Affinity Council are expected to submit the outlined information acknowledging their faithful execution of this agreement.

SECTION II – PURPOSES

The objective of this Club/Affinity Council shall be the promotion of all interests of alumni, the University of Pittsburgh, and the Pitt Alumni Association. To that end, the Alumni Club/Affinity Council shall host events that are to be open to faculty, staff, friends, and family, unless restricted by University policy or law (i.e. age requirements where alcohol is served) and:

A. Provide an important communications link between alumni and the University.

B. Promote the image and reputation of Pitt within the community.

C. Promote strong positive relationships among alumni, students, parents and friends within the community.

D. Support the activities and mission of the Pitt Alumni Association and the University.

E. Provide the University with a strong core of alumni volunteers who serve as ambassadors for the University.

F. Promote alumni pride and spirit for Pitt.

SECTION III – MEMBERSHIP DUES

Constituent Organizations may not assess separate dues unless authorized by the Pitt Alumni Association prior to July 1, 2012.

SECTION IV – LEADERSHIP/COMMITTEES

The Club/Affinity Council must have at least one primary contact responsible for each particular Club/Affinity Council event and communication with the Alumni Association. These individuals agree to maintain current contact information with the Association and to respond to relevant alumni outreach in a timely manner. The Club/Affinity Council may establish a leadership team and committees as needed to carry out the business of the Club/Affinity Council.
ADDENDUM

CLUB & AFFINITY COUNCIL ARTICLES OF ASSOCIATION

SECTION V – CLUB/ AFFINITY COUNCIL RECOMMENDED RESPONSIBILITIES

The Club/Affinity Council agree to the following:

A. Club/Affinity Council must be financially self-supporting through its programs and events. Club/Affinity Council volunteers have a fiduciary responsibility to operate the Club/Affinity Council in a responsible manner.

B. Clubs/Affinity Councils must abide by all rules set forth by Pitt as a representative of the University. This includes marketing standards and legal regulations. The Club/Affinity Council Support Staff will provide you regularly with an updated PAA Style Guide.

C. Clubs / Affinity Councils are encouraged to maintain an active social media and alumni webpage presence.

D. Clubs / Affinity Councils are encouraged to maintain proper storage and upkeep of any University-provided event materials.

E. No Club/Affinity Council member will have any right, title or interest in any of the property or assets, including any earnings or investment income, of the Club/Affinity Council, nor will any of the property or assets be distributed to any Club/Affinity Council member on its dissolution.

F. In geographic regions where both active Clubs and Affinity Councils exist, the Alumni Association requires collaborative partnership for University impact events (Pitt Networking Day, Pitt Is It/University Updates, Freshmen Sendoffs) to ensure maximum alumni participation.

SECTION VI – PITT ALUMNI ASSOCIATION SUPPORT

In return for the above listed service and support, the Association agrees to provide the following information and support to Clubs/Affinity Councils:

A. The ability to be an officially recognized entity of the Pitt Alumni Association. The term “Pitt Alumni Association” is protected by trademark. Through an arrangement with Pitt, the Association hereby authorizes the Club to use “Pitt Alumni Association” for Club/Affinity Council-related purposes only. The Association may terminate this authorization at any time for any reason. Other Pitt marks may not be used without written permission from the Pitt Alumni Association.

B. Marketing of Club/Affinity Council events to alumni in the defined region via Pitt Alumni Association communication platforms.

C. Conduct surveys to gauge alumni leadership and engagement opportunities.

D. Provide static webpage for Club/Affinity Council complete with contact info and event programming on alumni website.
ADDENDUM

CLUB & AFFINITY COUNCIL ARTICLES OF ASSOCIATION

E. A staff liaison is assigned to each Club/Affinity Council to assist with event planning resources, including procurement of University officials for Club events. (The Association will become primary facilitator for events involving senior University officials)

F. Limited quantity of event materials.

G. Information regarding Alumni Association activities/projects and Pitt news/activities that may be of particular interest or relevance to the Club/Affinity Council.

H. Provide volunteer training resources and workshops.

I. Host annual Alumni Leaders Reception at Homecoming.

J. PAA staff will host volunteer leader meetings when visiting their geographic areas.

SECTION VII – SCHOLARSHIPS

A. For clubs / Affinity Councils with or intending to generate scholarships, the Pitt Alumni Association shall provide a staff liaison for the establishment and stewardship of an effective scholarship program. Please contact a Club & Affinity Council Support Staff for more information.

B. Events may be held to support the club’s / Affinity Council’s scholarship fund. Individuals may not be solicited for scholarship donations without consult from the Association. Please contact a Club & Affinity Council Support Staff for more information.

C. In the fall those clubs/Affinity Councils that have established scholarship endowments or current funds will receive an endowment report generated by Institutional Advancement. At that time they will be asked to submit a Matching Scholarship Provider Form. Please contact a Club & Affinity Council Support Staff for more information.

SECTION VIII – MISCELLANEOUS

A. Neither the Alumni Association nor the Club/Affinity Council leadership is obligated to provide financial support to the Club/Affinity Council.

B. No Club/Affinity Council member may use any member contact information for personal gain, political, or commercial purposes. Please see Club & Affinity Council Code of Conduct.

C. In the event that Club/Affinity Council contact no longer wishes to or is unable to serve as the contact person for the above-named Club/Affinity Council, responsibility may be transferred to a new contact person by notifying the Clubs & Affinity Councils Liaison and providing the name and contact information for the person who has been selected by the Club/Affinity Council to assume specific contact person responsibilities.

This agreement shall be in effect until terminated by both parties.
ADDENDUM

CLUB & AFFINITY COUNCIL CODE OF CONDUCT

The Pitt Alumni Association takes great pride in our ability to offer a diverse & inclusive array of engagement opportunities to alumni, students, and all supporters of the University of Pittsburgh through our various constituent organizations.

Active participation in any of the PAA constituent organizations is subject to the observance of the PAA member code of conduct.

Any constituent organization member who is deemed to be in violation of this code is subject to a comprehensive conduct review by the PAA, which can lead up to and include an indefinite suspension of involvement in their respective constituent organization.

The activities outlined below are strictly prohibited.

- Abusive, demeaning, or hostile communication / behavior towards a fellow constituent organization member, University representative, or PAA staff member.
- Verbal, physical, or visual harassment of a fellow constituent organization member, University representative, or PAA staff member.
- Conduct compromising the safety, health, or well-being of a fellow constituent organization member, University representative, or PAA staff member.
- Possession or use of illegal drugs at a constituent organization event or attending a constituent organization event while under the influence of illegal drugs.
- Possession or use of hazardous or unauthorized materials such as explosives, firearms, weapons, or other similar items at a constituent organization event.
- Illicit solicitation of constituent organization members, University representatives, or PAA staff members.
- Illicit use of constituent organization funds, resources, or materials.
- Failure to coordinate in good faith with an PAA constituent organization liaison staff member.
- Failure to represent the constituent organization, the PAA, or the University in good faith.
- Failure to adhere to any established PAA policy or procedure.