

# Duke University Summer of Service 2005

## Alumni Club Checklist

### Objectives of Alumni Involvement

- Enrich the student and alumni club experience through a relationship between the two
- Sponsor a student with a scholarship contribution
- Produce a learning experience for the student and alumni

This checklist has been created for you to refer to as necessary. Please feel free to make changes in order to accommodate the situation of the Club and student intern.

### Alumni Club Responsibilities

#### Contact the Student

- \_\_\_ Before the project begins as an introduction
- \_\_\_ Upon arrival of the student as a welcome/orientation
- \_\_\_ During the project- check in with the student weekly
- \_\_\_ Before departure as a debriefing and goodbye

#### Prepare a welcome packet including:

- \_\_\_ A local map
- \_\_\_ Area information and local attractions
- \_\_\_ Public transportation schedule
- \_\_\_ Names and phone numbers of local students (a list of local Duke students can be requested from the University)
- \_\_\_ Club directory or phone numbers of a few members

#### Interact with the student

- \_\_\_ During Duke Alumni Club events (provide a schedule of planned summer activities)
- \_\_\_ With other Duke families and alums
- \_\_\_ At social gatherings/events (dinners, sporting events, cultural events, etc.)

#### Provide Basic Support

- \_\_\_ Be available to the student (on the phone and in person)
- \_\_\_ Check in weekly with the student to make sure all is going well

### Enrich the experience for the club and student (all activities optional, but encouraged)

- \_\_\_ Invite the student to give a presentation to the club at a meeting, family picnic, student send-off or similar club activity
- \_\_\_ Include an excerpt of the student's reflection
- \_\_\_ Write a letter to local students asking them to contact the student
- \_\_\_ Organize a club event at the student's internship site (if appropriate) for example, serve in the soup line, pass out food baskets, etc.
- \_\_\_ Organize a book club with the students and local alums
- \_\_\_ Plan a full or half day orientation when the student arrives (to the internship site, around town, etc. with club leaders)

Please remember that your involvement as an Alumni Club will leave an impression on the student, local alumni, and the University. So remember, your greatest tasks include:

- \_\_\_ Following through with your commitment
- \_\_\_ Being enthusiastic about *Summer of Service* and willing to engage all club members
- \_\_\_ Believing that service is an integral part of a successful Alumni Club
- \_\_\_ Listening to and addressing the needs of the student
- \_\_\_ Assuring the student's scholarship credit (if applicable) is sent to Duke University, Summer of Service Program, at the completion of the internship

Thank you so much for your Club's involvement in *Summer of Service*. We are confident that your participation will make as great of impact on your club and its members as it certainly will on the student intern. As a Duke University Alumni Club, your participation in *Summer of Service* will undoubtedly benefit your local community, touch the life of a young Duke student, and be a valuable gift to the Duke community at large.