

UTAH STATE UNIVERSITY
Alumni Chapter Handbook
2009 - 2010



UTAH STATE UNIVERSITY ALUMNI ASSOCIATION

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From the President

Dear Alumni Association Volunteers
and Executive Board Members,

I am very excited to be working with you in the upcoming year as the Alumni Association President. I have enjoyed being your fellow volunteer these past few years and look forward to our continued commitment to Utah State University in bringing more of our fellow alumni “back to the fold.” We are all passionate about our experience with Utah State and I know that passion will translate into action and encouragement of other alumni to increase their engagement with the university.



I thank you for joining me in what will be an exciting year and welcome your input on how we may best reach our goals.

Sincerely,

Dr. Ralph Binns, '66
President
USU Alumni Association

Mission

The mission of the Utah State University Alumni Association is to promote the interests and welfare of Utah State University, its alumni, students, staff, and friends of the University.

In order for the Utah State University Alumni Association to fulfill its broad mission, it has established the following goals:

1. Communication among the Alumni Association, the University, its alumni, students, and community.
2. Provide meaningful service and benefits to alumni and the University.
3. Appropriately advocate positions and policies of importance to the University and the Alumni Association.
4. Recognize alumni and others for their service to the University and society.
5. Encourage and coordinate alumni activity by the colleges and departments of the University.
6. Advance the principles of financial giving to USU through increased participation by alumni and friends.



Early History

The Utah State University Alumni Association was founded in 1898 as a volunteer auxiliary of the University. Since those early days the Alumni Association has been enthusiastically involved with both the University and Alumni, though it has been through several changes. Through all of the changes the Alumni Association has played an essential role in USU's development and growth. The University now has more than 180,000 Alumni spread throughout the United States and in 108 other countries.



History of the David B. Haight Alumni Center

Built in 1891 as a model farmhouse by the Territory of Utah, the original section of the Center has served as official residence to 12 University presidents. The house was renovated in 1986 to serve as home to the USU Alumni Association. Today, the historic house has moved beyond home to presidential families to become the campus home to everyone associated with Utah State University. Alumni, faculty, staff, and students are encouraged to rent the facility for banquets, weddings, reunions, meetings, recitals, clubs, and parties.

Alumni Relations Staff



Patty Halaufia
Executive Director
435.797.2055
patty.halaufia@usu.edu



Kim Larson
Director of Marketing
435.797.8537
kimberly.larson@usu.edu



Scott Olson
Director of Chapters
435.797.0931
scott.olson@usu.edu



Cecile Gilmer
Director of Major Events
435.797.8275
cecile.gilmer@usu.edu



Craig Whyte
Program Director
435.797.7399
craig.whyte@usu.edu



Nancy Potter
Staff Assistant &
Alumni Center Manager
435.797.2055
nancy.potter@usu.edu

Bobbi Chatterton
Business Manager
435.797.9169
bobbi.chatterton@usu.edu


Mailing Address

USU Alumni Relations
7500 Old Main Hill
Logan UT 84322-7500
Phone: 435.797.2055
Fax: 435.797.2591
Toll Free: 800.291.2596
Email: alumni@usu.edu
Web: www.usu.edu/alumni

Utah State University Alumni Association

Membership in the Utah State Alumni Association (USUAA) is open to all graduates, present students, and former students who have completed 12 hours of class work at Utah State University (or any of its branch campuses). Faculty and staff members are also considered part of the Alumni Association.

Members of the USUAA aid in the success of current students and programs at Utah State, while also receiving many benefits for their enjoyment. All alumni are eligible for services and benefits provided by USUAA. Sustaining Members are eligible for an expanded menu of services. Example services available to all alumni include:

- Access to the Incircle Alumni online network 
- Access to the Utah State University MasterCard
- Special home and auto insurances rates through Liberty Mutual
- Access to select Campus Recreation facilities
- Free Subscription to our monthly electronic newsletter “Aggie Insights”
- Receive two issues of Utah State University Magazine
- Access to USU Career Services

Aggie Insights

UTAH STATE UNIVERSITY
ALUMNI ASSOCIATION



Sustaining Membership Program

There are several options available when becoming a Sustaining Alumni Association Member. It's easy to join, just call us at 1-800-291-ALUM or log on to our website at <http://www.usu.edu/alumni/sustain.html>.

Annual Memberships	
Single	Joint (Couple)
\$35.00	\$50.00

Begin your own Legacy

Every Lifetime Sustaining Member receives a legacy brick engraved with a customized message. Legacy bricks are displayed in either the front walkway or courtyard of the David B. Haight Alumni Center. Visitors to the center will see Lifetime Members names or messages permanently visible and know of their dedication to Utah State University.



Life Memberships				
	Single	Joint (Couple)	Single Recent Grad*	Joint (Couple) Recent Grad*
One Payment	\$500.00	\$700.00	\$300.00	\$500.00
Four Annual Payments	\$125.00	\$175.00	\$75.00	\$125.00

** Graduates are considered 'recent grads' up to 3 years after graduation or last semester*



Alumni Sustaining Membership dollars support student scholarship programs, the development of state, regional, and international chapters, grass roots advocacy on behalf of the University and higher education, and many other programs provided to promote excellence at Utah State University. Exclusive benefits and discounts available to Sustaining Members include:

- Save 10% on Aggie merchandise at the USU Bookstore
- Advance notice on Alumni travel offers
- Discounts on participating car rental and hotel accommodations
- Advance notice of alumni chapter events
- Discounts on Ski and Snowboard passes at select Utah Ski Resorts

In addition to the benefits listed above, a portion of membership dollars for individuals living in chapter areas go directly back to those Aggie chapters. For a complete list of benefits and discounts please call us at 1-800-291-ALUM or visit our web site at www.usu.edu/alumni/sustain.html.



Programs Supported by Sustaining Members

The Alumni Association organizes special events for the University and the community. Sustaining membership dollars help support programs such as:

- Aggie Family Day
- Homecoming
- Founders Day
- A-Day and Senior Celebration
- Communication through *Utah State Magazine*
- National and international gatherings



Homecoming Parade



USU Facts

Location: Logan, Utah

Founded: 1888

Affiliation: Public

Classification: Coeducational University

Land-Grant Institution for the State of Utah*

Enrollment Fall 2009

Total: 25,065 Male: 11,781 Female: 13,283

Undergraduate: 20,289 Male: 10,140 Female: 11,540

Graduate Students: 3,385 Male: 1,642 Female: 1,743

Faculty/Staff Fall 2009

Full Time Faculty: 921 Part Time Faculty: 36

Full and Part Time Staff: 2,038

Undergraduate *Estimated* Student Expenses 2009-2010

	Utah Resident	Non- Resident
Tuition and Fees (30 Credits)	\$4,445	\$12,951
Room and Board	\$4,650	\$4,650
Books, Supplies, & Lab Fees	\$1,110	\$1,110
Transportation & Personal Exp.	\$3,540	\$3,540
Total Costs	\$13,785	\$22,291

*In 1888, USU was designated the land-grant institution by the Utah Legislative Assembly to receive the benefits of the Morrill Act of 1862. The original mission of the land-grant institution was to teach agriculture, military tactics, and the mechanic arts as well as classical studies so that members of the working classes could obtain a liberal, practical education.

The agricultural experiment station program, created by the Hatch Act of 1887, is key to the land-grants. The Smith-Lever Act of 1914 created a Cooperative Extension Service to help with the agricultural experiment stations.

www.nasulgc.org/publications/Land_Grant/land.htm

Also, as a land-grant institution, Utah State has an Extension Office in every county and 15 education centers throughout the state and Regional Campuses in Brigham City, Tooele, and the Uintah Basin.

USU...

- **USU** is one of the Top 50 Research Institutions in the country.
- **USU** is a Land, Space, and Water grant university with an international reputation.
- **USU** is ranked #6 on the list of “100 College Best Buys” by Consumer Reports.
- **USU** receives more than \$130 million in research funds annually.
- **USU’s** students have received numerous prestigious national honors, including Goldwater, Marshall, Fulbright, and even Rhodes Scholar.
- **USU’s** average class size is 20-29 students.
- **USU’s** admitted freshman have an average GPA of 3.53 and an average ACT score of 24.
- **USU** offers more than \$40 million dollars in scholarships and financial aid each year.
- **USU’s** offers 173 undergraduate programs.
- **USU’s** has over 150 international study abroad options in 40 different countries.

USU Students

- Approximately 80% of the students at USU (Logan campus) are living away from home
- USU’s students represent all 50 states and 75 countries
- The male/female percentages are 49% male 51 % female

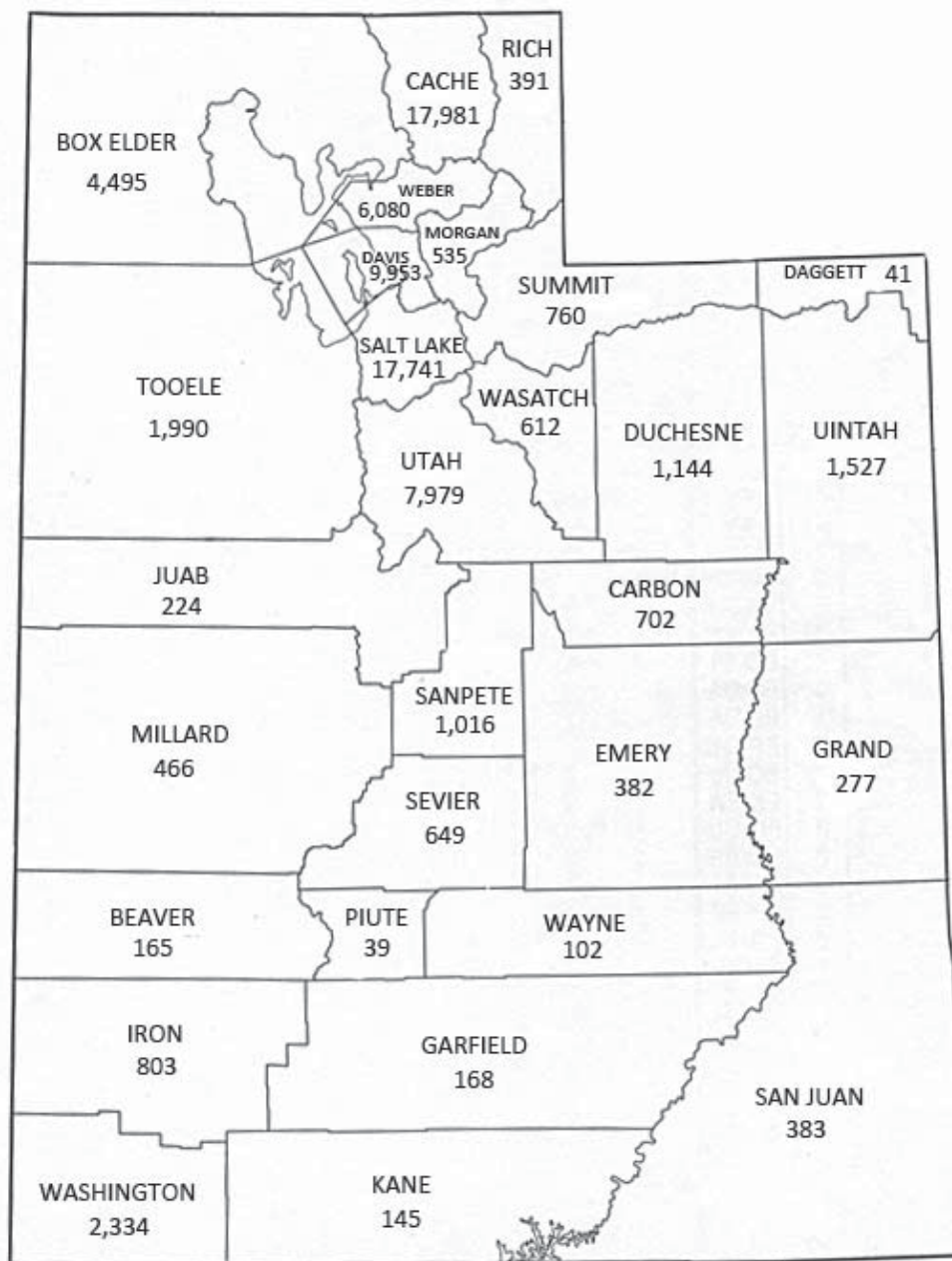
These USU programs are among the top programs in the nation:

- *Agriculture* - The Water Research Lab works on nearly 250 projects per year in 40 countries.
- *Education & Human Services* - Highest placement rate of teachers in the Utah, and is 2nd in the nation for research dollars received.
- *Engineering* - 96% of USU’s Engineering students pass the Engineering Fundamental Exam. The national average is 55%.
- *HASS* - Department of Music houses the only professional string quartet at any state institution of higher education.
- *Huntsman School of Business* - Ranked in Top 10 in the Nation for the Human Resource program.
- *Natural Resources* - USU’s smallest college, with only 284 undergraduate students.
- *Science* - Sends students to intern at the Harvard Stem Cell Institute every year.

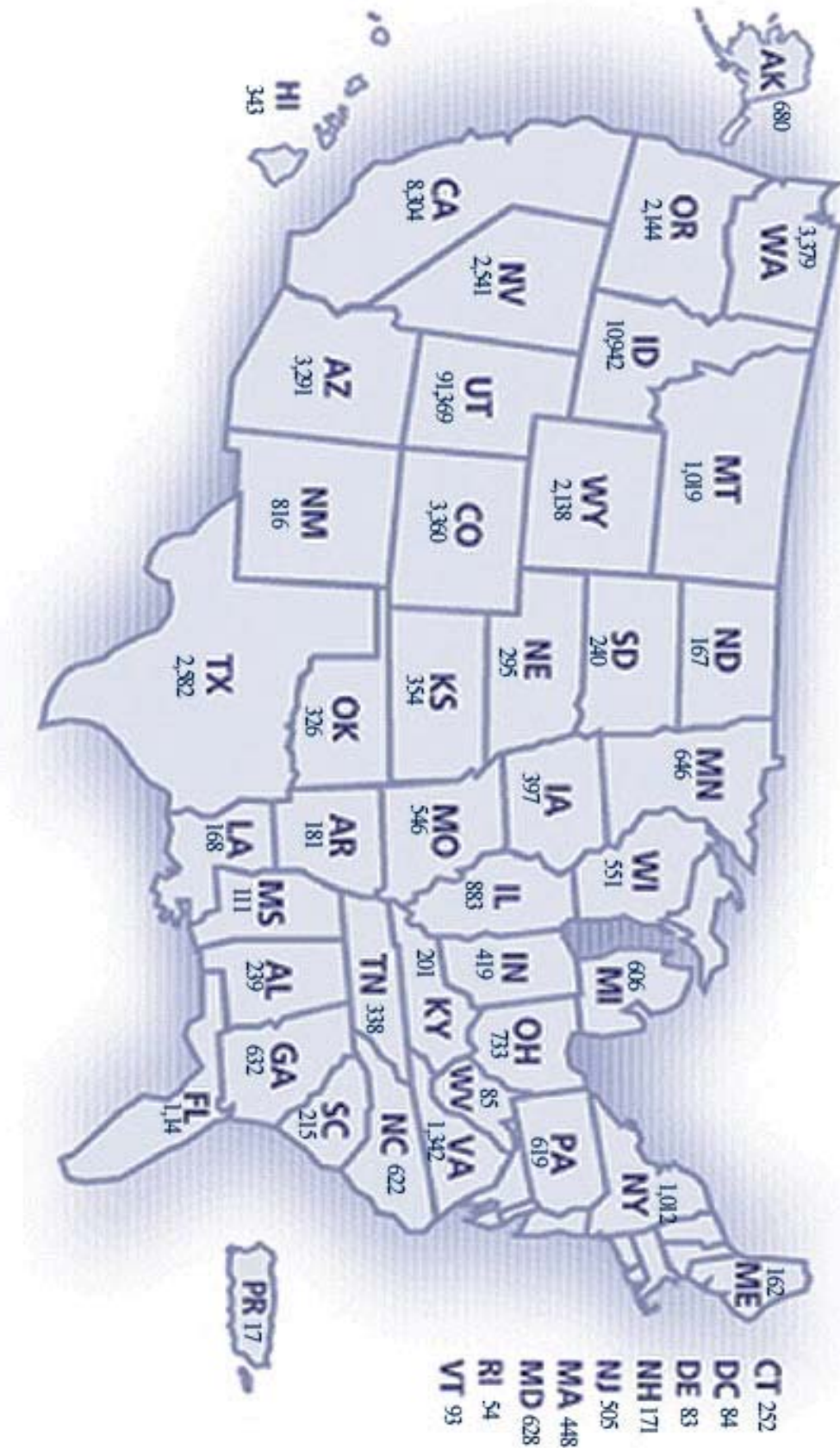


USU Alumni living within the state of Utah

You'll find Aggie connections wherever you go. No matter where you live, you'll find fellow Utah State University alumni for networking, learning experience and sharing Aggie pride. There are 91,369 alumni living within the state of Utah, and 148,691 within the total United States.



USU Alumni living within the United States



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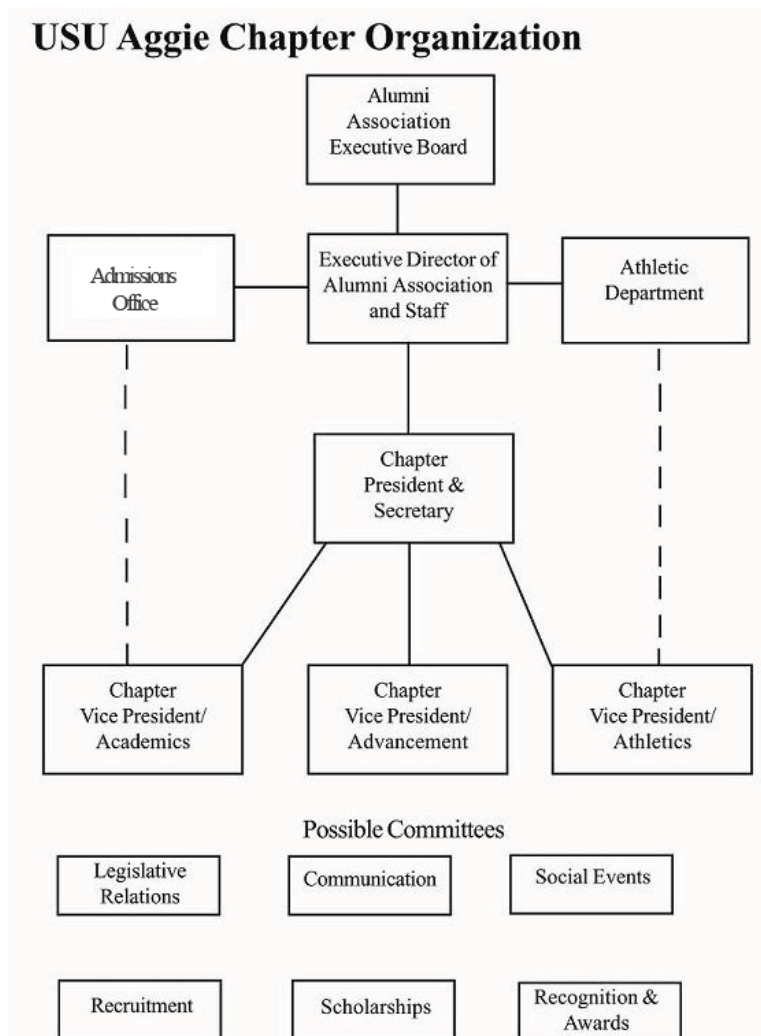
CHAPTER ORGANIZATION

The purpose of Aggie Chapters is to reconnect alumni with their alma mater, raise scholarship money for descendants of Aggies through events, and identify advocates to support University and higher education initiatives (primarily applies to state of Utah chapters).

Organization Charts

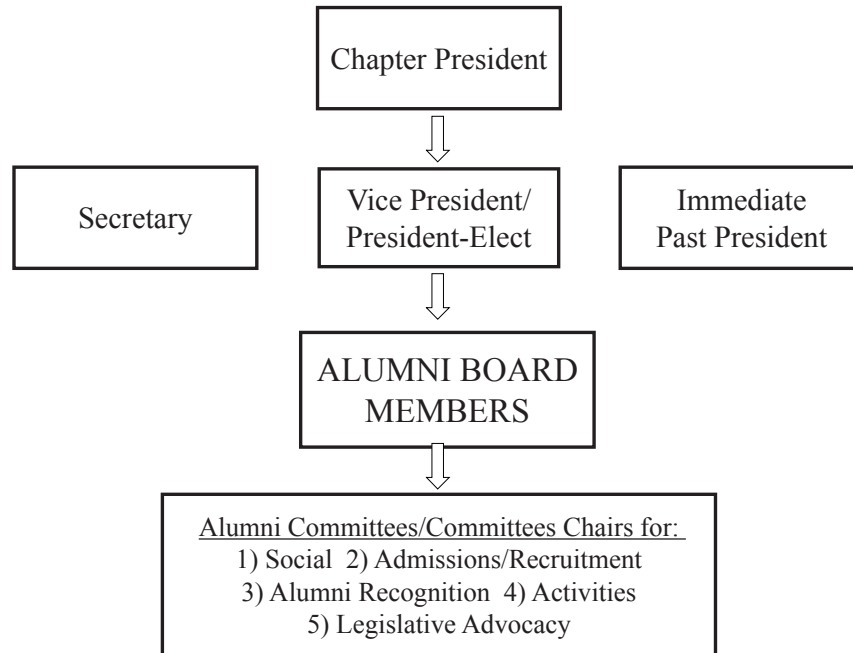
Structure Option One-

Chapter President, Three Vice Presidents (Athletics, Advancement, Academics), Board members. Board members are encouraged to serve as committee chairs or committee members. Past Presidents are encouraged to stay on as board members.



Structure Option Two-

Chapter President, Vice President/President-Elect, Immediate Past President, Board members to serve as committee chairs and members.



Chapter Board Positions

Aggie Chapter President Position

The Chapter president is responsible for the management of the chapter. He/she assigns committee chairpersons to be responsible for events/activities planned by the chapter. Also assigns chairpersons over legislative advocacy, membership, recruitment, recognition and awards and other committees as needed. The president conducts and serves as the general leadership of board meetings. Serves as the local spokesperson for the chapter. Maintains open communication with other chapter officers and the Director of Alumni Chapters.

Time Commitment: 2 years

Attend annual Presidents Conference in Logan, Utah (usually held in October or November.) Preside over an average of four board meetings per year and plan an average of 2 chapter events per year.



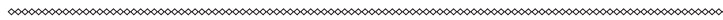
Aggie Chapter Vice President Positions

Vice President for Academics

Promotes support for the various academic programs of the University. He/she assists in the recruitment of superior students and works with local high schools to better inform administrators about the academic quality of Utah State University. This position reports directly to the chapter president.

Time Commitment: 2 years

Attend an average of 4 board meetings a year as well as assist in planning an average of 2 chapter events a year.

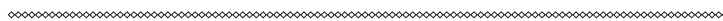


Vice President for Advancement

Promotes support for needed revenue sources for the Association, including operation revenue as well as scholarship funds. He/she organizes and directs scholarship fund raising events, marketing of affinity revenue sources, license plates, sustaining memberships, lifetime memberships, insurance, and identifying prospective donors. This position reports directly to the chapter president.

Time Commitment: 2 years

Attend an average of 4 board meetings a year as well as assist in planning an average of 2 chapter events a year.

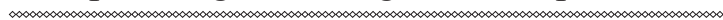


Vice President for Athletics

The Athletics vice president works directly with the Association and the Athletic office as a liaison between the Athletic Association and the Aggie Chapter membership. He/she will work towards finding alumni and friends who are interested in Athletics and get them involved in chapter programs. This position reports directly to the chapter president.

Time Commitment: 2 years

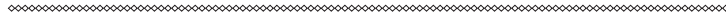
Attend an average of 4 board meetings a year as well as assist in planning an average of 2 chapter events a year.



Aggie Chapter Secretary

The Aggie Chapter secretary keeps the minutes of board meetings and notifies the board members of the upcoming meetings. Handles guest lists for chapter events.

Time Commitment: 2 years (Utah chapters, Extension Office representative). Attend an average of 4 board meetings per year.



Legislative Advocates (State of Utah Chapters only)

Promotes the interests of Utah State University with the legislature and policy-making bodies. Statewide network of volunteers that help develop personal relationships with their local elected representatives by inviting legislators to alumni functions, including them in university and local events, and through communication and education throughout the year.

The advocates are contacted by USU Government Relations, during the legislative session (January-February). He will ask the advocates to contact their legislator regarding bills affecting Utah State University and higher education. The Aggie advocates are vital to helping university initiatives move forward.

Time Commitment: Ongoing. Attend 4 board meetings per year. Contact local state legislators during legislative session.





Purpose of Executive Board

The Executive board, together with the Alumni Relations staff, shall carry out the policies and programs set forth by the Executive board. Please refer to Alumni Association constitution and by-laws (article III, section 5 & 6) for a complete description of the Executive Board composition & duties.

Executive Board Members

Ralph Binns, President
435-753-2214
ralph@goutahstate.com

Jody Burnett, Vice President
801-583-8524
burnwax@msn.com

Paul Parkinson, Past President
435-752-8878
parkinsons@netzero.com

Ross Peterson, University Advancement VP
435-797-1158
ross.peterson@usu.edu

Patty Halaufia, Executive Director
435-797-2055
patty.halaufia@usu.edu

Scott.Barnes, Athletics Director
435-797-2060
scot.barnes@usu.edu

Troy Oldham, Faculty Representative
435-764-2979
oldhamtroy_@yahoo.com

LaMar Anderson, Emeriti President
435-752-8594
lamar_jeri@pcu.net

Tyler Tolson, ASUSU President
435-797-1723
softercheif@gmail.com



Executive Board Members continued

Ryan Gudmundson, Student Alumni Association President
 435-512-1123
 ryansoc@hotmail.com

Jon & Michelle Dunfield, Young Alumni Presidents
 801-674-4150
 jonglendunfield@yahoo.com

Gene Dunford, At-large Representative
 213-219-4443
 gene.dunford@usbank.com

Paul Workman, At-large Representative
 702-838-0893

Alan Raymond, At-large Representative
 801-230-2028
 araymond@sco.com

Betsy Judd, At-large Representative
 435-753-5413
 martys@mtwest.net

Keith Larsen, Cache County Chapter President
 435-752-4013
 keith@sportsacademy.com

Scott Bills, Denver Chapter President
 303-689-8016
 scott_bills@ml.com

Ron Smellie, At-large Representative
 208-852-1527
 rsmellie@plmw.com

Ryan Marsh, Development Representative
 435-797-0178
 ryan.marsh@usu.edu





Executive Board Members continued

Caroline Barrington, Carbon County Chapter President
435-637-3710
barringtonc@sme.carbon.k12.ut.us

Bauna Davis, Salt Lake County, Past President
801-577-7775
bdavis@kmclaw.com

Leah Christensen, Golden Aggie Representative
435-753-6855
leah911@comcast.net

Chapter Goals

The Alumni Association Executive Board has established the following guidelines for chapter operations. These goals are easily remembered as the “1-2-3-4 Program.”

1 Merit Citation awarded per year

Chapters should strive to award one Merit Citation each calendar year. Aggie News Alerts are emailed regularly so chapter leaders can review them for possible nominations. All nominations must be confirmed by the Alumni Association Executive Board prior to the awardee being contacted. To place a name in nomination, please contact the Director of Alumni Chapters.

2 Events per year

Each chapter should host two events each calendar year. Event definitions are very broad and can include pregame parties, chapter dinners, swim parties, admissions/recruiting events, golf tournaments, and more. The annual Conference of Chapter Presidents is a opportune time to share successful events or to brainstorm ideas with fellow chapter representatives. Below is a list of suggested areas.

Aggie Connections <ul style="list-style-type: none"> • Cultural Events • Social Gatherings • Sports Related Events 	Image Enhancement <ul style="list-style-type: none"> • Admissions • Community Service • Legislative Advocacy
Networking <ul style="list-style-type: none"> • Career Programming • Life Networking • Life-long Learning 	Development <ul style="list-style-type: none"> • Alumni Association Sustaining Memberships • Prospecting • Scholarships

3 Vice Presidents serving on Chapter Board

Chapter presidents are encouraged to complete their board with three vice presidents, one for each of the following three areas: Academics, Advancement, and Athletics. Additional board members can be used as needed such as a Young Alumni Representative, Golden Aggie Representative, chairs for various activities, etc. Complete descriptions of the vice president duties and responsibilities can be found in the Chapter Organization section of this handbook.

4 Board Meetings per year

Chapter Boards should meet at least four times each year. Board meetings can be formal or informal. Conference calls between board members will constitute meetings. Also, short meetings prior to or directly after a chapter event may be an efficient use of board members’ time. Conference calling capabilities are available by contacting the Director of Alumni Chapters.



ALUMNI EVENTS

Planning Alumni Events

Selection of Event -

The Alumni Office will support up to two events a year. One event should be a formal event, i.e. a banquet, or an event that it would be appropriate to honor one of your members with an Alumni Merit Citation. The other event can be more casual to increase participation in your area.

Alumni event should be selected to appeal to as many alumni as possible. Athletic functions are appealing to many, but other events which have cultural or other appeal can be equally successful.

Possible events include: Event with a Professor, Theater or Museum Event, Service Project, Family Day at Zoo or Ski Resort, or Picnic.

Once an event has been selected the Alumni Office needs to be notified and approval obtained.

Selection of Location –

The location should be convenient to most alumni particularly in areas where travel can be very difficult. A location which is easily accessible by the majority of people is more likely to be successful. When selecting a location pay careful attention to the details i.e. size of room, cost, parking, and equipment provided.

Cost of Function –

While cost is important it should not be so expensive as to discourage people, making the event cheap will not necessarily ensure a good turnout. The price should be reasonable for what is offered. Vary your events and meeting places so that no one is excluded by cost.

Questions you should consider:

- Is it appropriate to do a raffle?
- What income do we expect to generate?
- Did we add tax and tip/service charges to dinner prices?
- Do we have a written agreement detailing services agreed upon with suppliers?

Use a 10-20% no-show figure in determining guarantees.

Announcements & Mailings

It is very important that the event be planned early. Depending on the type of event, at least two to four months notice should be given to the Alumni Association. The Alumni Association can help design flyers, invitations, or letters for your event, when adequate time is allowed and information provided. Any mailing over 200 pieces can be sent at bulk rate. It can take as long as three weeks for bulk mail to be disseminated. Plan to have mailings reach alumni at least three weeks before the event. This gives them time to make plans and RSVP before any deadline.

Follow-up telephone chains are another effective way to announce the event. Enlist the assistance of board members and give them the names of four or five other people whom they should call directly to bring to the event or encourage their attendance.

General Comments

- In planning the event it is very important that it be **first class**. If the event is second class, poorly planned, or not adequately announced the negative impact on some alumni often alienates or outweighs any benefit to others.
- In many areas you are competing for the attention and attendance of alumni who are bombarded with many other events. It is wise to check your calendar to make sure you are not competing with some other major activity in your area which will hurt your attendance.





Alumni Relations Office support for your Chapter Event

Printing -

Alumni Relations will pay the cost of printing your chapter event announcements. When needed, they can also help with the design and layout of the announcement. Ensure that adequate time (approximately 8 weeks) is given and information provided.

Postage -

Alumni Relations will pay for the postage needed to send your chapter announcement or newsletter. Items must be mailed from the USU campus in Logan. If you chose to pay the postage personally, do not forget to get a receipt so that you can be reimbursed.

Email -

Although email alone does not usually generate the crowd needed for an event, an email sent as a follow-up to a mailed invitation can be sent from the Alumni Relations office.

Event Attendance -

Whenever possible, a member of the Alumni Relations staff will attend your chapter event. Please allow adequate time to make travel arrangements.

Toll-Free Number -

When responses or reservations are needed for your event, you may give your alumni the Alumni Relations toll-free number to call, 1-800-291-ALUM (2586). When doing this, please provide all necessary information to the alumni office so that questions can be answered while taking a reservation. We will then get the reservation to you via phone, fax, or e-mail. Please ensure the RSVP deadline is a week before the event.

Financial Support -

All chapter events should at least be planned to be self-supporting, or to cover their own cost. For additional financial support please contact the Director of Chapters.

Financial Support (cont.) -*Prepayment*

The Alumni Office has a credit card that can be requested for up- front payments if necessary. Upon completion of the event, funds generated by the event will be used to cover the cost of those up front payments.

Raffle Items

Raffle items may be provided to raise scholarship funds. To qualify for raffle items provided by the Alumni Office the following qualifications must be met.

- Tickets must be sold for raffle items provided by the Alumni Office.
- Ticket prices must be:

1 Ticket	\$5
3 Tickets	\$10
10 Tickets	\$20

If tickets are sold for less, the Alumni Office will not provide raffle items.

*Famous Aggie Ice Cream*

The Alumni Office will also provide Famous Aggie Ice Cream for one event per year. If less than 100 guests are expected individual cups will be provided. If more than 100 guests are expected 2.5 gallon buckets will be furnished along with cups, napkins, spoons, aprons and ice cream scoops. Aggie Chapters are responsible to provide volunteers to scoop the ice cream.





General Events Checklist

Key Elements

- Appeal to wide audience of alumni, family, & friends
- Provide networking opportunities for alumni
- Expand base of local involved alumni
- Advance the principles of financial giving to USU through increased participation by alumni and friends
- Increase recognition for the University and Alumni Association

Before: Activity Planning

Chapter Leadership

- Select event coordination and chapter volunteers
- Determine date, location, and event details at least **10-12 weeks** before event
- Start promoting event. Submit written information to USUAA for letters or flyers **8 weeks** before event
- Make personal phone calls and e-mails
- Notify entire leadership council about event
- Visit event site, meet location reps

USUAA Staff

- Assist with date, location, and event details
- Provide mailing/calling list of local alumni
- Assist with reservations and ticket purchases
- Market event through web and mail
- Print and mail announcements **4 weeks** prior to event
- Send email follow-up two weeks prior to event

During Activity/Event

Chapter Leadership

- Arrive at least **1 hr** prior to event
- Handle event, hang banners, provide staff for registration table, raffle, photos, attend to specific details
- Greet guests, mingle, recruit new volunteers
- Promote chapter activities, board involvement

USUAA Staff

- Arrive **1 hr** before event, meet volunteers
- Provide final RSVP list
- Welcome guests, mingle, answer questions
- Recruit new volunteers
- Provide remarks about the University and Alumni Association, if requested
- Provide cash box, if necessary
- Print name tags
- Decorate tables
- Provide awards and plaques, if applicable
- Provide raffle tickets and prizes (given all qualifications are met)

Follow-up to Activity/Event

Chapter Leadership

- ❑ Complete and submit online post event summary form within one week of event
- ❑ Submit photos and other information
- ❑ Follow up with attendees, new volunteers
- ❑ Determine date, time, and location for next year
- ❑ Send your original receipts to the Alumni Office for reimbursement

USUAA Staff

- ❑ Record information received on event form summary
- ❑ Follow up on any unanswered questions
- ❑ Reconcile payments with chapter
- ❑ Remove information from web
- ❑ Place photos and summary on web when appropriate



Aggies at USU vs. Hawaii Football Game



Scholarship winners at Summit County Swim Party



Example Golf Tournament Checklist

Before: Activity Planning

Chapter Leadership

- Select event coordinator and chapter volunteers
- Reserve golf course at least **4 months** in advance
- Get contract from course and deliver to USUAA staff for approval
- Visit event site, meet location reps
- Start promoting event. Submit written information to USUAA **12 weeks** prior to event
- Obtain door prizes and raffle donations
- Recruit teams and hole sponsors
- Contact golf course 3 weeks prior and confirm arrangements, registration table and food
- Make personal phone calls and e-mails

USUAA Staff

- Assist with date, location, and event details
- Provide list of local alumni
- Sign contract
- Provide credit card for down payment
- Assist with reservations
- Market event though web and mail
- Print and mail announcements **6-8 weeks** prior to event
- Provide raffle prizes (given qualifications are met)
- Arrange for plaques or awards if applicable
- Print hole sponsor and registration signs
- Arrange for Aggie Ice Cream if necessary
- Provide list of attendees
- 2 days before send team list to golf course

During Activity/Event

Chapter Leadership

- Arrive at least **1 hr** prior to event
- Hang banners, provide staff at registration table, raffle, photos, attend to specific details
- Handle event
- Greet guests, mingle, recruit new volunteers
- Promote chapter activities, board involvement
- Take pictures of team and hole sponsors
- Conduct post tournament awards and raffle

USUAA Staff

- Arrive at least **1 hr** prior to event
- Provide raffle tickets
- Provide cash box
- Provide brochures i.e. license plates, membership
- Welcome guests, mingle, answer questions
- Recruit new volunteers
- Provide remarks regarding University or Alumni Association, if requested

Follow-up to Activity/Event

Chapter Leadership

- ❑ Complete and submit online post event summary form within **1 week**
- ❑ Submit photos and other info
- ❑ Follow up with attendees and new volunteers
- ❑ Determine date, time, and location for next year
- ❑ Send your original receipts to the Alumni Office for reimbursement
- ❑ Provide list of participants, sponsors, and donors for thank you cards

USUAA Staff

- ❑ Record information received on event form summary
- ❑ Follow up on any unanswered questions
- ❑ Reconcile payments with chapter
- ❑ Remove information from web
- ❑ Place photos and event summary on web
- ❑ Send thank you cards



Cache County Old Main Hill
Golf Tournament



ALUMNI CHAPTER DIRECTORY

Chapter Presidents

ARIZONA

Phoenix

Nikkel Nielsen
Cell: 480-296-1652
nikkeln@cox.net

CALIFORNIA

Los Angeles

Ryan Fife
Cell: 310-487-6412
rfife@ertwllp.com

Orange County

Margarette Hall
Home: 949-766-5127
rette2@cox.net

San Diego

Jim Sorenson
Cell: 619-507-9494
jim@harborpackaging.com

Colorado

Denver

Scott Bills
Cell: 303-588-9104
scott_bills@ml.com

IDAHO

Treasure Valley

Ken Ferguson
Home: 208-887-9419
mkferguson@aol.com

Magic Valley

Scott Whiteley
Home: 208-862-3863
swg@pmt.org

Southeast Idaho

Jim and Kris Mullen
Home: 208-238-7280
jmullen@kellerassociates.com

Southern Idaho

(reorganizing)

Eastern Idaho

Todd & Jillian Sleight
Home: 208-529-2438
jodd@cableone.net

NEVADA

Las Vegas

Steve Rushton
 Cell: 702-769-6833
 srushton@beckerlv.com

Northern Nevada

Judy Silker
 Home: 775-246-5257
 jsilker@pyramid.net

OREGON

Portland

Dale Settje
 Home: 503-829-2086
 drsettje@gmail.com

UTAH

Box Elder County

Jeff Scott
 Home: 435-494-4107
 jeffscott@pwfinancial.net

Cache County

Keith Larsen
 Cell: 435-232-2505
 keith@sportsacademy.com

Carbon County

Caroline Barrington
 Cell: 435-820-6583
 barringtonc@sme.carbon.k12.ut.us

Davis County

Belinda Kuck
 Home: 801-546-6224
 belinda.kuck@yahoo.com

Salt Lake County

Larry & Linda Crandall
 Home: 801-576-0430
 larry.crandall@neumont.edu

San Juan County

Laurie Francis
 Home: 619-678-7857
 laurif@ext.usu.edu

Summit County

Don Kerr
 Home: 435-783-2728
 dwkerr@allwest.net

Tooele County

Jewel Allen
 Home: 435-884-6527
 jpallen@q.com

Utah County

Shelly Neilson
 Home: 801-489-9880
 trueaggie98@yahoo.com

Wasatch County

Randy McKee
 Home: 435-654-2624
 rmckee@daysmarket.com

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Weber County

Steve Noel
Work: 801-476-0303
snoel@smithknowles.com

Emeriti

LaMar Anderson
Home: 435-752-8594
lamar_jeri@pcu.net

Student Alumni Association

Ryan Gudmundson
Home: 435-512-1123
ryansoc@hotmail.com

Young Alumni

Jon & Michelle Dunfield
Home: 801-674-4150
michelledunfield@yahoo.com
jonglendunfield@yahoo.com

WASHINGTON

Seattle/SW Washington

WASHINGTON DC

Washington DC

Lacey O'Donnell
Home: 703-533-0973
laceodonnell@gmail.com

INTERNATIONAL CHAPTERS

Bolivia

Gover Barja
 P.O. Box 7344
 La Paz, Bolivia
 Home: 591-2-792988
 Work: 291-2-390075

Dominican Republic

Juan Luis Cardona
 Cell: 809-906-8170
 Work: 809-530-5505 ext 330
 juan.lozada@cei-rd.gov.do

Thailand

Praving Titavunno
 Home: 09-273-9766
 (Country Code 66)

Korea

Young-Chul Hong
 Home: 020-379-1172
 usukor@kiswire.co.kr

Malaysia

Fauzi Abu Bakar
 Work: 603-238-2355
 arkiland@tm.net.my

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University Advancement Office

Vice President of Advancement

Ross Peterson
435-797-1158
ross.peterson@usu.edu

Associate VP Advancement

Joan Scheffke
435-797-7191
joan.scheffke@usu.edu

Corporations/Foundation Relations

Kent Clark
(435) 797-2645
kent.clark@usu.edu

Development Officers

Athletics

Kent Stanley
435-797-2870
kent.stanley@usu.edu

College of Agriculture

Mary Lynne Clark
435-797-2208
marylynne.clark@usu.edu

Jon M. Huntsman School of Business

McKenzie Rees
435-797-2449
mckenzie.anderson@usu.edu

David Driggs
801-961-1344
david.driggs@usu.edu

Emma Eccles Jones College of Education & Human Services

Frank Stewart
435-797-1611
frank.stewart@usu.edu

College of Engineering

Val Potter
435-797-8012
val.potter@usu.edu

Ryan Marsh
435-797-0178
ryan.marsh@usu.edu

College of Humanities, Arts, and Social Sciences

Dave Patel
435-797-7878
dave.patel@usu.edu

Kim Nyoni
435-797-0192
kim.nyoni@usu.edu

College of Science

Joseph Jenkins
435-797-3510
joseph.jenkins@usu.edu

Natural Resources

Jon Paulding
435-797-2443
jon.paulding@usu.edu

Campaign Manager

Jeannie Simmonds
 (435) 797-3166
 jeannie.simmonds@usu.edu

Annual Fund

Lee Roderick
 435-797-2194
 lee.roderick@usu.edu

Utah Botanical Center

David Anderson
 (435) 797-1984
 david.anderson@usu.edu

Utah Public Radio

Bryan Earl
 (435) 797-3107
 bryan.earl@usu.edu

Nora Zambreno
 (435) 797-9507
 nora.zambreno@usu.edu

American West Heritage Center

Steve DeLong
 435-245-6050
 sdelong@awhc.org

Regional Campuses

Uintah Basin

Rob Behunin
 435-722-1770
 robert.behunin@usu.edu

Brigham City

Kiersten Wilson
 435-797-3943
 kiersten.wilson@usu.edu

Tooele

Vince Lafferty
 435-822-6611
 vince.lafferty@usu.edu



Other Campus Numbers

ADMISSIONS

435-797-1079 800-488-8108

Email: admit@usu.edu web: www.usu.edu/admissions

Director of Admissions

Jenn Putnam
435-797-0077
jenn.putnam@usu.edu

Associate Director of Admissions

Jeff Sorensen
jeff.sorensen@usu.edu
435-797-1109

Associate Director of Recruitment

Katie Jo Nielsen
435-797-0256
katie.nielsen@usu.edu

Special Tours

Jan Benson
435-797-1152
jan.benson@usu.edu

Program Coordinator

Carrie Milligan
435-797-8676
carrie.milligan@usu.edu

Residency Questions

435-797-8144

Recruitment Specialists

Katie Ashcroft
katie.ashcroft@usu.edu

Kate Gildea
435-797-8264
kate.gildea@usu.edu

Vannessa Garcia
435-797-8121
vannessa.garcia@usu.edu

Tad Sorenson
435-797-1378
tad.sorenson@usu.edu

Corey Mikkelsen
435-797-2835
corey.mikkelsen@usu.edu

Whitney Putnam
435-797-0251
whitney.putnam@usu.edu

Trent Hunsaker
435-797-8131
trent.hunsaker@usu.edu

Each Recruitment Specialist is designated a territory or assignment.
For specific information, please contact the Admissions Office.

Aggie Ice Cream

435-797-2112
 Fax: 435-797-2379
www.usu.edu/aggieicecream

Alumni Records Updates

www.usu.edu/alumni/update

Alumni Relations

435-797-2055
 800-291-ALUM
www.usu.edu/alumni
 email: alumni@usu.edu

Athletics

435-797-1850
www.UtahStateAggies.com

Bookstore

435-797-3950
 800-662-3950
 email: usubookstore@gmail.com
www.bookstore.usu.edu

Career Services

435-797-7777
 email: kim.latu@usu.edu

Regional Campuses & Distance Edutation

435-797-9700
 800-233-2137
 email: distance.info@usu.edu

Financial Aid

435-797-0173
 email: fnaid@usu.edu

Student Housing Services

435-797-3113
 800-863-1085
 email: info@housing.usu.edu

University Directory Assistance

435-797-1000
www.usu.edu

Student Employment

435-797-0184
 email: studemp@usu.edu
www.usu.edu/studemp

Ticket Office (Athletics Events)

435-797-0305
 1-888-USTATE-1
www.UtahStateAggies.com

Ticket Office

(Caine School of the Arts)
 435-797-8022
boxoffice.usu.edu

University Advancement

435-797-1320
 1-888-OLD-MAIN (653-6246)

University Inn

435-797-0017
 800-231-5634
 email: univinn@cc.usu.edu
www.usu.edu/univinn

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AWARDS AND HONORS

Distinguished Alumnus Award

Nominated By: Names received from Honorary Degrees & Awards Screening Committee from the pool of names received from DSA and Honorary Degrees

Selected By: Alumni Association Executive Council

Date Awarded: Founder's Day Ceremony

The Distinguished Alumnus Award is the highest award presented annually by the USU Alumni Association and is given to the individuals who have, throughout their lives, best utilized their knowledge, initiative and individuality in public service to the University, the public or their profession.

Alumnus of the Year

Nominated By: Anyone

(nominations must be to Executive Council by June 1)

Selected By: Alumni Association Executive Council

Date Awarded: Homecoming

This award is presented to the individual alumnus of USU who in the past year has demonstrated outstanding traits of leadership and character to such an extent that it has brought great credit to the recipient and to the alma mater.



Grand Marshal

Nominated By: Names received from Honorary Degrees & Awards Screening Committee from the pool of names received from DSA and Honorary Degrees

Selected By: Alumni Association Executive Council

Date Awarded: Homecoming

This individual is designated to lead the annual USU Homecoming Parade. The person selected is honored at a dignitary breakfast, the alumni luncheon and the Homecoming football game.

Alumni Merit Citation

Nominated By: Anyone

Selected By: Alumni Association Executive Council

Date Awarded: Any time

Recipients are recognized for excellence in one's own field or for a specific achievement, contribution or service to one's own community, state, nation or church. Significant personal achievement is also recognized. This award can be awarded at events outside of Logan.

Honorary Alumnus

Nominated By: Anyone

Selected By: Alumni Association Executive Council

Date Awarded: Any time

Honorary Memberships are granted by the Alumni Association to those who have rendered meritorious service to Utah State University, but who have never attended the institution.

Professional Achievement Award

Nominated By: University units

Selected By: University units

Date Awarded: Determined when and where by awarding University unit

Awarded on the recommendation of a University unit (e.g., College or Department). The unit determines when and how the award is to be given and the Alumni Association will prepare and present the award.



Alumni Hall of Honor

Nominated By: Anyone

Selected By: Alumni Association Executive Council

Date Awarded: Spring Council Workshop

The Alumni Hall of Honor recognizes alumni and friends of USU for their unselfish devotion and service to USU and the USU Alumni Association. A maximum of four awards will be presented annually. Nominees may be graduates, former students, or friends of Utah State University. Officers and directors of the USU Alumni Association Board of Directors are not eligible for selection until two years after they leave the board. Previous recipients of the Distinguished Service Award, Distinguished Alumni Award are not eligible. Persons actively employed by USU, members of the USU Board of Regents, or persons active in positions directly relating to University operations, such as state officials, state legislators, and members of the Utah State Regents for Higher Education are not eligible. Previous Alumni Hall of Honor inductees are:

1998

Kevin & Cecy Burtenshaw
Carol Harmer
Al Koch
Wayne Robins

1999

Mike Hamby
Alan Parish
Richard Roberts
Gordon Snow

2000

Dave Jeppesen
Bernice McCowin
Stan & Judith Meyrick
Catherine Montgomery

2001

Gaylen Ashcroft
Dave Champlin
Eldon Drake
Jane Johnson

2002

Roseann & Alan Croshaw
Elaine & Mel Melcomian
David & Suzanne Moore

2003

Mark Dennis
Carl & Mary Sue Lundahl
Barry Moore
Cathy Van Skyhawk

2004

Jean Kobayashi
Tom Moulton
Grant Vest
Dave & Marilyn Watts

2005

Dean & Joyce Adams
Lyn "Swede" Larson
John Lemperle
Paul Workman

2006

Marsha Carter
 Dawn Craner
 Dave & Barbara Kragthorpe
 Ross & Kay Peterson

2007

Dale Adams
 Herb & Helen Champ
 Wayne & Elliott Rich
 Neil Whitaker

2008

Lee & Karen Lantz
 Jack and Charlotte Nixon
 Max & Karen Peterson
 Carlos & Annette Smith

2009

Dee Jones
 Bill & Sharon Larkin
 Jim Sorenson
 Dave & Kris Stanger

FAQ's

How do I let USU know if I've changed my name or address?

You can update your information on our web site at www.usu.edu/alumni/update, or you can call Colleen Hobson in the Advancement Office at (435) 797-1285.

How do I apply to USU?

- Complete an Application for Undergraduate Admission and Scholarships, either online or by mail.
- Submit an official high school transcript.
- Submit ACT or SAT test scores.
- Pay the \$40 application fee by the appropriate deadline.

Those who wish to be considered for scholarships must submit the application for undergraduate admission and scholarship before the corresponding scholarship deadline. Please visit www.usu.edu/scholarships for complete details and deadlines. Students do not need to submit an essay or portfolio to be considered for admission to Utah State.

All application material should be directed to:

Admissions
Taggart Student Center 102
0160 Old Main Hill
Logan, UT 84322-0160
Telephone: (435)797-1079
Toll Free: 800-488-8108



	New Freshman	Transfer	Re-Admit
Summer Semester	April 1	April 1	April 1
Fall Semester	April 1	July 1	July 1
Spring Semester	November 1	November 1	November 1

*Admissions applications may be submitted after deadlines with an additional \$15 late fee.

How do students apply for the Alumni Chapter Scholarship?

Applicants must be an entering freshman or transfer student. Applicants must also be a child or descendant of an alumnus or faculty member and be living in a chapter area. The application deadline is February 1. For the application form please contact the Alumni Office, the chapter president in the area, or many high school counselors have the application. It is also available online at www.usu.edu/alumni/scholarships .

How do I get official USU logos and wordmarks?

Utah State University logos and wordmarks are available on line at www.usu.edu/prm/wordmarks.cfm

How do I set up a chapter listserve?

1. Log onto www.yahogroups.com <<http://www.yahogroups.com>>
2. Find Create Your Own Group and click on Start a group now
3. Sign in with Yahoo (if you don't have a Yahoo ID, register for free)
4. Choose a Category
5. When finished click on Place My Group Here
6. Name your Group (i.e. USU Alumni Washington DC)
7. Enter a Group email address (i.e. USUAlumniWashingtonDC)
8. Provide a brief description of the group
9. Choose the email you want messages sent to
10. One the group has been created, click on invite people to join and enter email addresses

**CONSTITUTION
of the
Utah State University
Alumni Association**

**ARTICLE I
Name and Mission**

- Section 1* The name of this Association shall be the Utah State University Alumni Association.
- Section 2* The mission of the Association shall be to promote the interests and welfare of Utah State University, its alumni, students, staff, and friends.

**ARTICLE II
Membership**

- Section 1* Members of the Association with full rights and benefits include all Graduates, present students and former students who have completed at least 12 hours of class work at the University or any of its Extension Centers, faculty, and staff members of Utah State University.
- Section 2* Special friends, which include any person desirous of promoting the objectives and mission of the Alumni Association of Utah State University and spouses of Association members, are recognized as honorary members with full rights and benefits.
- Section 3* Chapters of the Association may be organized by members in geographical areas where numbers of alumni and level of interest warrant such organization. Chapters must receive a charter jointly issued by the University and the Association. Chapters so organized and chartered shall function as part of the Association within the scope of this Constitution and under officially adopted By-Laws.



ARTICLE III Officers and Organization

- Section 1* The officers of the Alumni Association shall be a president, a vice president and a secretary, who is the director of Alumni Relations.
- Section 2* The president and vice president shall serve two-year terms of office and shall be members of the Association but shall not be employees of Utah State University. The vice president shall be selected and approved by vote of the Executive Board during the regular annual meeting of the Board. The vice president shall succeed to the office of president upon the approval of a new vice president.
- Section 3* The Council of Chapter Presidents of the Association shall be comprised of the president and vice president of the Association, the vice president of University Advancement, the director of Alumni Relations, college alumni society presidents, and presidents or representatives of regional Aggie chapters. The presidents of regional chapters shall hold office for two years.
- Section 4* The Council of Chapter Presidents shall direct the affairs of the Aggie chapters. Chapter presidents shall supervise alumni activities in their chapter areas under direction of the Council of Chapter Presidents and provide liaison between the Council and the members of the Association in their local areas. The Council shall also offer advice and support to the Executive Board.
- Section 5* An Executive Board of the Alumni Association shall be comprised of the president, vice president, and secretary of the Association, ASUSU president, the president of the Emeriti, the president of the Student Alumni Association, a Young Alumni representative, a College Alumni/Development representative, a University faculty representative, the vice president of University Advancement, the immediate past Association president, six members of the Council of Chapter Presidents selected by the Council

Section 5 cont.

from its membership, and an at-large representative. The six elected members shall serve no more than two one-year terms. The Athletic Director shall be a permanent member of the Executive Board.

Section 6 The Executive Board, together with the Alumni Relations staff, shall carry out the policies and programs set forth by the Executive Board.

ARTICLE IV Meetings

Section 1 The Council of Chapter Presidents may hold two (2) regular meetings each year at a time and place specified by the Council. The officers shall give reasonable notice of the meetings to the members of the Council.

Section 2 The President of the Association, with the advice and counsel of the Executive Board, may call other meetings of the Council of Chapter Presidents. Special meetings may be called by a two-thirds petition of the Council.

Section 3 The Executive Board shall meet at least bi-monthly and as otherwise necessary to conduct the affairs of the Association.

Section 4 A quorum of the Executive Board necessary to conduct and transact its business shall consist of two-thirds members of the Board. If less than a quorum is present for a meeting, the meeting may be adjourned. Proxy voting shall not be permitted at Board meetings. Board members may participate in a meeting by means of telecommunications. Board members who participate by telecommunications may be counted in the quorum necessary to conduct and transact Board business.



ARTICLE V
By-Laws and Amendments

- Section 1* The Executive Board of the Alumni Association may adopt such By-laws as it deems necessary.
- Section 2* This Constitution may be amended by a two-thirds majority vote of the Executive Board of the Alumni Association. Voting shall be by ballot on such amendments as previously prepared and circulated to Board members at least 30 days prior to the vote.
- Section 3* This Constitution shall be declared adopted upon a two-thirds affirmative vote of the Executive Board.

BY-LAWS
Of the
Utah State University
Alumni Association

ARTICLE I
Authority

These By-Laws are adopted in accordance with the Constitution of the Utah State University Alumni Association.

ARTICLE II
Chapters

Chapters of the Association may be organized wherever the number of alumni and level of interest warrant. It is intended that a chapter be organized in each county of the state of Utah and in such other areas of the nation or the world as is feasible.

Chapters will be established only by a charter issued by the Association and signed by the president of the University and the president of the Alumni Association. Chapters will be organized with a Chapter President selected by chapter members under the direction of the President of the Alumni Association, three chapter vice presidents elected by chapter members at the first meeting of the chapter after June 30th, one of which will succeed to the office of President. Vice President's office will be Academic, Advancement & Marketing and Athletics. In chapters in Utah, the Chapter Secretary will be the Utah State University County Extension Agent or a staff member designated by the Agent. In other areas, the Secretary will be elected by the chapter membership. Officers will serve a two-year term unless re-elected by the chapter members. It is recommended that if possible, chapters form additional committees for Social Activities, Recruitment, Scholarships, Recognition and Awards, Communication, and Legislative Advocacy each chaired by a chapter member selected by the Chapter Presidency.

ARTICLE III Professional Organizations

The Association will work closely with alumni groups organized for professional interest by academic colleges of the University for mutual support and to advance the cause of the University.

A representative of the above mentioned organizations will be members of the Council of Chapter Presidents. A representative of the College Professional Association will be a member of the Executive Board.

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UtahState
UNIVERSITY

UTAH STATE UNIVERSITY ALUMNI ASSOCIATION

7500 OLD MAIN HILL • LOGAN, UT 84322-7500

(800) 291-2586

(435) 797-2055

ALUMNI@USU.EDU

WWW.USU.EDU/ALUMNI