

Maroon Chapter Pylon Status Checklist 2020-21

Activities to be completed between July 1, 2020 and June 30, 2021

Chapter: _____

Yes/No	
	Communicated at least quarterly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports via Alumni Spaces at least quarterly (meeting and events)
	Submitted signed Memorandum of Understanding (must be completed every year)
	Submitted updated officer contact information for the upcoming year (due June 30, 2021)
	Submitted the annual plan for the upcoming year (due June 30, 2021)
	Submitted at least one mailer/email request through VTAA central communications
	Submitted year-end financial report (due June 30, 2021)
	Submitted event registration lists when appropriate
	Shared Advancement priorities through social media, meetings, and events monthly
	Demonstrated support of Virginia Tech's Inclusion and Diversity initiatives
	Maintained updated social media and web presence (not more than 30 days out of date)
	Hosted minimum of ONE social event (includes game watching parties)
	Participated in The Alumni Big Event

Orange Chapter Pylon Status Checklist 2020-21

Activities to be completed between July 1, 2020 and June 30, 2021

Chapter: _____

Yes/No	
	Communicated at least quarterly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports via Alumni Spaces within one month (meeting and events)
	Submitted signed Memorandum of Understanding (must be completed every year)
	Submitted updated officer contact information for the upcoming year (due June 30, 2021)
	Submitted the annual plan for the upcoming year (due June 30, 2021)
	Submitted at least one mailer/email request through VTAA central communications
	Awarded chapter scholarship(s) for upcoming year
	Submitted year-end financial report (due June 30, 2021)
	Submitted event registration lists when appropriate
	Shared Advancement priorities through social media, meetings, and events twice per month
	Demonstrated support of Virginia Tech's Inclusion and Diversity initiatives
	Maintained updated social media and web presence (not more than 30 days out of date)
	Actively supported Virginia Tech's Giving Day via social media
	At least one chapter representative attended a VTAA training event (Chapter Officers Forum or webinar)
	Hosted Welcome New Alumni Party
	Hosted football and/or basketball Game Watching Parties (minimum of TWO)
	Participated in The Alumni Big Event
	Hosted a Speaker Event (faculty, alumni, local community member)
	Hosted a Student Send-Off Event
	Hosted at least one Donorship Event (gift included with registration - may be combined with existing event)

Focus Area Pylon Status Checklist 2020-21

Activities to be completed between July 1, 2020 and June 30, 2021

Chapter: _____

Yes/No	
	Communicated at least monthly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports via Alumni Spaces within one month (meeting and events)
	Submitted signed Memorandum of Understanding (must be completed every year)
	Submitted updated officer contact information for the upcoming year (due June 30, 2021)
	Submitted the annual plan for the upcoming year (due June 30, 2021)
	Submitted at least one mailer/email request through VTAA central communications
	Awarded chapter scholarship(s) for upcoming year
	Submitted year-end financial report (due June 30, 2021)
	Submitted event registration lists when appropriate
	Shared Advancement priorities through social media, meetings, and events weekly
	Demonstrated support of Virginia Tech's Inclusion and Diversity initiatives
	Maintained updated social media and web presence (not more than 30 days out of date)
	Actively supported Virginia Tech's Giving Day via social media
	At least two chapter representatives attended a VTAA training event (Chapter Officers Forum or webinar)
	Hosted Welcome New Alumni Party
	Hosted football and/or basketball Game Watching Parties (minimum of TWO)
	Participated in The Alumni Big Event
	Hosted a Speaker Event (faculty, alumni, local community member)
	Hosted a Student Send-Off Event
	Hosted a Professional Networking Event
	Hosted regular Hokie Happy Hours (coordinated with Young Alumni Committee where applicable)
	Hosted at least two Donorship Events (gift included with registration - may be combined with existing event)
	Developed succession plan for chapter leadership (submitted via Alumni Spaces form)