# Table of Contents

GATOR CLUBS® AND AFFILIATE GROUPS ROLE IN UFAA

GATOR CLUB® GOALS

ESTABLISHING A NEW GATOR CLUB® OR AFFILIATE GROUP

GATOR CLUBS® BY REGION

GATOR CLUB® REQUIREMENTS

EXPECTATIONS OF UFAA VOLUNTEERS

PARTNERING SUPPORT FROM UFAA

GATOR CLUB® MEMBERSHIP REBATE

GATOR CLUB® AND AFFILIATE GROUP PROGRAMMING AND ENGAGEMENT EXAMPLES & DESCRIPTIONS

OPERATING RULES FOR UF GATOR CLUBS®

  - General
  - Membership & Dues
  - Officers
  - Board of Directors
  - Elections
  - Committees
  - Meetings
  - Conflict of Interest & Disclosures
  - Miscellaneous
  - Frequently Asked Questions on Operating Rules

GATOR CLUB® LEADERSHIP POSITIONS & ROLES

BOARD OF DIRECTORS MEETINGS

ESSENTIAL OPERATING INFORMATION

FINANCIAL GUIDELINES FOR CLUB TREASURERS

Legal Issues for Clubs (Contracts, Confidentiality, Raffles, etc.)
TABLE OF CONTENTS CONTINUED

COMMUNICATIONS 35
  Club Admin Website 35
  Website Hosting 35
  Gator Club® Marketing (mailings) 35
  E-mail Listerv 35

SOCIAL MEDIA 36

UFAA BRANDING AND IDENTITY USAGE 37

GETTING YOUR PICTURES IN FLORIDA GATOR MAGAZINE 39

SCHOLARSHIPS AND ENDOWMENTS 40
  Scholarship Process 40
  Scholarship Procedures and Timeline 41
  Machen Florida Opportunity Scholars Program 42

UFAA SIGNATURE PROGRAMS AND EVENTS 43
  Florida Forward 43
  Gator Gatherings 43
  International Gator Day 43
  Gator Nation Tailgates 43
  Silver Society Reunion 44
  Grand Guard Reunion 44
  Gator Nation U 44

Event Planning Guide 45

Procedures for Outreach Speakers 47
  Procedures for UF Admissions ambassadors 48
  Procedures for Outreach Speakers 49
  Distinguished Alumni Professor 50
  Athletic speaker requests 51

UFAA AWARDS & RECOGNITION PROGRAMS 57
  Distinguished Alumni 57
  Honorary Alumni 57
  Outstanding Young Alumni 57
  Outstanding Student Leader 57
  Gator Club® Awards (Clubbies®) 57

CONTACT INFORMATION FOR THE UFAA TEAM 58
About Gator Clubs® and Affiliate Groups

Gator Clubs® and Affiliate Groups consist of groups of alumni and friends worldwide. They exist as not-for-profit organizations under the corporate umbrella of the University of Florida Alumni Association (UFAA). Their purpose is to support and assist the Alumni Association and the University in its mission and goals. The primary programs consist of: Outreach, Young Alumni programming, networking and engagement events, community service and interaction, communicating academic excellence to prospective students and providing financial assistance to students where possible. You must join the Alumni Association to be an active member in the local club or affiliate group.

Role of the Gator Club and Affiliate Group
All Gator Clubs and Affiliate Groups are established under the corporate umbrella of the University of Florida Alumni Association and are subject to the regulations and restrictions contained in the Articles of Incorporation of the Alumni Association. The term “Gator Club” is a registered trademark of the UF Alumni Association.

A Gator Club or Affiliate Group is an organization of alumni, parents and friends of the University of Florida, bound together for the purpose of assisting the university and the Alumni Association to achieve its goals and objectives as detailed in the UFAA Strategic Plan.

A Gator Club or Affiliate Group is organized and is to be operated exclusively for educational and charitable purposes. In addition, the Gator Club or Affiliate Group shall advance and promote the general welfare and interests of the University of Florida as an educational institution. The goal is to foster a spirit of loyalty, unity and cooperation among the graduates, former students and friends of the University of Florida.
Gator Club® Goals

To support the mission, of teaching, research and service, for both the Alumni Association and the University of Florida.

To support the University by encouraging alumni to be counted as members of the Alumni Association

To share pride in UF

To inform alumni about current events at UF

To allow alumni of all ages to gather together socially

To assist the Alumni Association in collecting updated alumni records

To facilitate networking among alumni

To welcome new alumni moving into the Gator Club® community

To invite students’ families to participate in the Gator Nation

To enhance career opportunities for alumni

To welcome newly admitted students to the Gator Nation

To provide leadership opportunities for alumni within the club

To encourage financial support to UF students on behalf of the UF Alumni Association
Establishing a new Gator Club® or Affiliate Group

Any group desiring a charter as an official affiliate should submit a request to the Director of Broaden Gator Engagement. If the required criteria are met, a charter will be issued upon the approval of the Alumni Association. A Gator Club must be chartered by the UFAA.

The minimum requirements for an official Gator Club or Affiliate Group are as follows:

- For in-state clubs, a minimum of 200 alumni in a particular area, with 25 percent of that number already being active dues paying members
- For out-of-state clubs and Affiliate Groups, a minimum of 50 alumni and friends that are dues paying members
- A minimum of 4 key leaders (President, President-Elect, Treasurer, Secretary) to form a board of directors
- 100% Alumni Association membership among officers
- A distance of 50 miles between out-of-state clubs

In addition, the club and its membership are subject to the terms, provisions and restrictions of the Operating Rules for Gator Clubs and Articles of Incorporation and Bylaws of the Alumni Association. Failure to maintain these requirements may result in the club losing its charter by the Alumni Association.

Steps to Starting a Club

**First**, check the list of alumni clubs ([www.ufalumni.ufl.edu/gatorclubs/find](http://www.ufalumni.ufl.edu/gatorclubs/find)) to be sure there is no Gator Club® in your area. If a club does not exist, contact the Alumni Association to determine if there are the minimum number of alumni and dues paying members in your area. This report may take up to 10 days to obtain.

**Second**, join the Alumni Association. You (and all future officers) must be a member to organize a club. If your area meets the required numbers of alumni and members, UFAA can send an email to alumni, parents and friends in the area to gauge interest in starting a club. Recipients will receive an email with information about club interest and an online survey. A good practice at this point is the creation of a Facebook page or other social media presence to notify Gators in your area of the interest in a club. If the UFAA receives sufficient responses to the survey, they can initiate an organizational meeting.

**Third**, Schedule an organizational meeting with UFAA to inform and assist you in your development plan for chartering a club. The meeting will take place with an RVP, UFAA/Club representative, or the Director of Broaden Gator Engagement either in person, webinar, or via conference call and explain: how you can build the Gator Nation in your area, what you currently know of the alumni in your area, how you will support the mission of UFAA and UF, and the activities you can plan for the club and how you will attract volunteers.

**Fourth**, With the assistance of the interested volunteers, UFAA will develop a proposal to charter the club in your area. The proposal must be passed by the UFAA Board of Directors.

**Fifth**, Once approved and chartered by the Board of Directors, the UFAA will prepare a solicitation letter/email for alumni and friends in your area explaining that a club is in the startup phase, and include directions on how to become a member, and applications for all of the board positions.

*The requirements and criteria are in place to reach maximum potential and sustainability while receiving the adequate support of the alumni association.*
## Gator Clubs® by Region

### Region 1
**RVP – Javier Garrido**
- Broward County
- Florida Keys
- Key West
- Martin County
- Gator Club of Miami
- Palm Beach County

### Region 2
**RVP – Chris Carmody**
- Charlotte County
- Gator Club of Naples
- Highlands County
- Manatee County
- Sarasota County
- Southwest Florida (Ft. Myers)

### Region 3
**RVP – Rod Fischer**
- Citrus County
- Hernando County
- Pasco County
- Pinellas County
- Polk County
- Tampa

### Region 4
**RVP – John Cox**
- Space Coast (Brevard County)
- Central Florida
- Lake County
- Marion County
- Treasure Coast (Ft. Pierce)
- Volusia County

### Region 5
**RVP – Stephanie Bailes**
- Clay County
- Titletown (Gainesville)
- Historic St. Augustine
- Jacksonville
- Jax Beaches
- Nassau County
- North Florida (Lake City)

### Region 6
**RVP – Elizabeth Swiman**
- Capital Area (Tallahassee)
- Emerald Coast
- Northwest Florida
- Panhandle
- Taylor County

### Region 7
**RVP – Teri Hernandez**
- Atlanta
- Birmingham
- Blue Ridge (Asheville, NC)
- Charleston, SC
- Charlotte, NC
- Chattanooga
- Columbia, SC
- Greater Richmond
- Hampton Roads (Virginia Bch)
- Jackson, MS
- Knoxville, TN
- Memphis Area
- Music City (Nashville)
- Rocket City (Huntsville, AL)
- Savannah
- South Alabama
- South Georgia
- Triad (Greensboro, NC)
- Triangle (Raleigh, NC)
- Upstate (Greenville, SC)

### Region 8
**RVP – Nick Bokone**
- Alamo City (San Antonio)
- Baton Rouge
- Dallas
- Desert (Phoenix)
- Gateway (St. Louis)
- Houston
- Hula (Hawaii)
- Kansas City
- Las Vegas
- Lone Star (Austin)
- New Orleans
- Portland
- Rocky Mountain (Denver)
- Salt Lake Valley (Utah)
- San Diego
- San Francisco
- Seattle
- Southern California

### Region 9
**RVP – Dan McFaul**
- Baltimore
- Bluegrass (Lexington)
- Cincinnati
- Gotham (NYC)
- Greater Columbus
- Indy
- New England (Boston)
- Northeast Ohio
- Northwoods (Minneapolis)
- Motown (Detroit)
- Philadelphia
- Steel (Pittsburgh)
- Washington, DC
- Windy City (Chicago)
Gator Club® Requirements

Year-End Requirements
The following items must be received by the University of Florida Alumni Association Club Relations staff in order for your Club to be in good standing:

1. Financials
2. Annual Report
3. Update Club Officers
4. Gator Club Operating Rules – President to sign
5. Conflict Disclosure Form – All Officers to sign

*All forms can be found on the Club Admin Site (https://www.ufalumni.ufl.edu/gatorclubs/admin/default.aspx).

In addition, we also ask that our Gator Clubs® and Affiliate Groups:
- Communicate regularly with alumni and friends
- Communicate regularly with your UFAA staff representative and Regional Vice President
- Provide value to members by hosting Alumni engagement events
- Maintain an online presence
- Promote membership in the Alumni Association to local alumni
Expectations of UFAA Volunteers

AS A CLUB LEADER, WE ASK THAT YOU:

Communicate with your regional vice president on a frequent basis

Maintain an online presence for the club

At all times, work on behalf of UFAA and UF and maintain the integrity of the brand

Serve as an official Gator Club® representative when UF Foundation or Administration visits your area

Submit any requested post-event materials to the Broaden Gator Engagement team (i.e. sign-in sheets, financial summary)

Honor and respect other volunteers, be fair and do not discriminate. Acknowledge and respect the contributions, talents, efforts and dignity of all who participate and treat them equally as peers.

Communicate with alumni and friends in your area through the Alumni Association communication tools

Be honest and trustworthy and be in full, open and honest communication with volunteers, UFAA staff, and members, and do so in a responsible and respectful way.

Actively seek to raise scholarship funds on behalf of your club and the UF Alumni Association
Partnering Support from UFAA

Effective volunteer leadership boards depend on a strong, supportive relationship with the Broaden Gator Engagement Team. Each partner in this relationship has specific responsibilities for the success of the club. The Alumni Association and RVPs will communicate with the club leaders on a regular basis to provide assistance and advice in planning events and recruiting local alumni.

You can also access more information and forms by visiting our Gator Club* administration website: https://www.ufalumni.ufl.edu/gatorclubs/admin/default.aspx

The following are the benefits provided to each Gator Club*

- Annual funding to each club based on club and membership size at the discretion of the UFAA
- Access to membership roster via Club Admin section and use of the electronic Listserv
- Use of UFAA 501(c)3 tax exempt status
- Coverage under UFAA event liability insurance
- Publicity through alumni publications and emails
- Event support boxes (nametags, door prizes, decorations, etc.)
- Book Awards for distribution
- Additional funding for Outreach events
- General staff support

Our staff can help with

- Communicating your messages to alumni with our branded templates
- Directing interested members to your club
- Consulting on ways to make your club reach its full potential
- Serving as a sounding board for your event and fundraising ideas
- Aiding with the securing of necessary resources for events
- Assisting with the recruitment of new officers
- Sending supplies for events when requested
- Attending club events when possible
- Supporting the goals of your club

UFAA will provide the following mailings to a Gator Club annually:

**Clubs with 0-999 alumni:**
- Two ALL MEMBERS mailings through Gator Club Marketing
- One ALL ALUMNI mailing upon approval through Gator Club Marketing

**Clubs with 1,000-7,499 alumni:**
- Four ALL MEMBER mailings through Gator Club Marketing
- One ALL ALUMNI mailing upon approval through Gator Club Marketing

**Clubs with 7,500+ alumni:**
- Four ALL MEMBER mailings through Gator Club Marketing
- Two ALL ALUMNI mailings upon approval through Gator Club Marketing

*NOTE: The mailings for OUTREACH programs, International Gator Day and Football/Basketball Coach Gator Gathering are provided by the UFAA beyond those listed above.
**Gator Club® Membership Rebate**

The Gator Club membership rebate is designed to provide clubs with direct revenue in support of their efforts to support the University. These funds are intended to give clubs the means to address some of their administrative expenses, and a foundation to support their alumni membership, while also allowing them to focus both financial and human resources to local engagement efforts and scholarship development.

Gator Club® membership rebates distribution is subject to the discretion of the UFAA, but in a standard year, are calculated to be distributed in the following way.

Each active Gator Club® who has completed all of their year-end requirements is eligible for a portion of each paid membership in their club area. The portions paid break down as follows:

- **Life Members:** Clubs will receive $4 per life membership in their area.
- **Joint Life Members:** Clubs will receive $5 per joint life membership in their area.
- **Recent Grad Life Members:** Clubs will receive $2 per recent grad life membership in their area.
- **Recent Grad Joint Life Members:** Clubs will receive $3 per recent grad membership in their area.
- **Annual Members:** Clubs will receive $4 per annual member in their area.
- **Joint Annual Members:** Clubs will receive $5 per joint annual membership in their area.
- **Recent Grad Annual Members:** Clubs will receive $2 per recent grad membership in their area.
- **Recent Grad Annual Joint Members:** Clubs will receive $3 per joint recent grad membership in their area.

The Gator Club® membership rebate program will be reviewed annually, and is subject to review and change by the UFAA, the UFAA Board of Directors, and the University of Florida Foundation.
**Member Recruitment** – Gator Clubs® are essential in membership recruitment, acquisition, and retention for the UFAA. Each member counts towards helping the University of Florida reach its goal of becoming a Top Ten Public University. Gator Clubs play a huge role in proving value to each membership.

**Alumni engagement event** – an activity that connects UF alumni with one another. Examples are wide ranging and include receptions, dinners, watch parties and socials as well as golf tournaments, picnics and wine tastings.

**Online presence** - maintain an active and up-to-date online presence for the chapter. This can be accomplished with a *Facebook* fan page, a club hosted website, or submitting updated information for your club via the Gator Club® Admin site.

**Award student scholarships**- Award funds to UF students from your local club area, the Machen Florida Opportunity Scholars Program, or another UF related scholarship program.

**Participation in International Gator Day** – Club registration and participation in the UFAA’s Annual International Gator Day Volunteer Service day is a great way to engage alumni in your area, as well as provide a service in your local community to show them how strong the Gator Nation can be.

**Outreach or Career focused event**- An activity that connects UF alumni with academic programs/speakers from UF (IFAS, Faculty, local Alumni, etc...), or the UF Career Resource Center or another career focused programming resource. Examples are: Faculty speakers, supporting Gators at a local career fair, or having local businesses or business persons talk about a particular topic... even better if the speaker is an alumnus!

**Student engagement/University Recruitment activity** – An activity that engages current or prospective UF students. Examples include student send-off events, finals kits for current UF students from your area, coordinating official UF visits for a local high school group, assisting UF Admissions with a college fair or hosting an Alumni Admissions seminar, participating in an admissions yield event

**Academic-themed activity** – these activities include having an academic-themed speaker, academic-themed discussions or site visits, UF Faculty member visit, or UF staff hosted leadership workshops.

**Event for a target population** – Identify a population in your area that you would like to see attend more of your events. Plan an event to attract that population and work to get more people in the target group to attend. Examples include young alumni events, alumni parents (alumni with children), affiliate groups, or events for 50 year graduates in your area.

**Newsletter** – An electronic or print publication that promotes the club, your members, and/or your activities.
Activity to celebrate an UF tradition – Examples include Homecoming celebrations, “Get up and Give” Initiative, Morrill Act Celebration events, University anniversary celebrations, Homecoming blood drives or service projects. *Athletic Watch Parties do not count in this category.

Networking activity – an activity that includes an announced and specific opportunity to network and connect for professional development. Examples include networking or career development seminars, speed networking events, and webinars.

Legislative activity – Work with Gators for Higher Education to provide legislative support to UF. Work with UFAA staff liaison to develop a project that supports legislative issues.

Community service activity – Engaging in a service project, activity or initiative to support the local community. Examples include food drives, community clean-ups, or group participation in a charitable event. (Separate from International Gator Day)

Event to support UF Athletics – An event or activity that supports UF athletics including hosting an athletic speaker, attending a UF athletic event as a group, sponsoring a bus trip to an athletic event, or hosting a tailgate or team sendoff before an athletic event.

Collaborate with a UF school/college – Work with a school/college alumni organization at UF to co-host an event or activity or work together on a project.

RVP, Young Alumni Rep, or UFAA Liaison participation in one board meeting – Invite a Regional Vice-President, your region’s Young Alumni Council Rep, or UFAA staff liaison participation in a mutually agreeable chapter board meeting either in person, via phone, or via teleconference.

Add a new volunteer leader - including a new volunteer on the alumni board is a great way to keep ideas fresh, involve new alumni, and provide a leadership pipeline for the club to support its sustainability. (“New” is defined as: “Newly elected to your board and has never served on your area’s club board previously”)

Attends Florida Forward – have a current volunteer leader from your club participate in the Leaders Training portion Florida Forward hosted annually by the UF Alumni Association. (See Florida Forward section of handbook for details)

Promote UF or club publicly – Publish an ad or story about an event promoted by newspaper, radio, or television. Send a copy to your UFAA staff liaison.

Present a local award – honor a local volunteer, campus teacher or staff member, or local alumnus who has honored UF through their service or professional achievements. Presentation of a UF Student Book Awards also fit into this category

Provide local membership discounts- Work with local establishments to provide discounts on goods, services, etc... to UFAA members.
Operating Rules for University of Florida Gator Clubs®

Each University of Florida Gator Club® (Club) is associated with and chartered by the University of Florida Alumni Association, Inc. (Alumni Association) in accordance with the Alumni Association’s bylaws and policies. The Club will conduct its business in accordance with these Operating Rules (Rules), which are binding on all those associated with the Club. The Club shall have no additional rules or policies that conflict with these Rules. No Club rules or local policies shall have the effect of limiting or removing any voting rights granted under these Rules.

The Club’s President will annually certify the Club’s compliance with these Rules, by August 15 of each year, which shall be a condition of the Club’s continued recognition and existence as a Gator Club®, as determined by the Alumni Association.

I. General

The Club will be known officially as the University of Florida ____________ Gator Club®.

The Club is an affiliate of the Alumni Association and is to be operated primarily for educational and charitable purposes in support of the University of Florida, as set forth in the Club’s Charter.

II. Membership and Dues

Only members of the Alumni Association are Club members. Membership in the Alumni Association is open to alumni, current students, former students, family of alumni, and all other persons who have an interest in the Club, the Alumni Association, and the University of Florida. The Alumni Association will periodically establish the form and manner in which persons may apply for membership, and may also establish the level of benefits to different membership groups. Each member agrees to be bound by these Rules and the bylaws of the Alumni Association.

The Alumni Association shall periodically establish the amount and method of payment of Alumni Association membership dues. In order to be considered in good standing, all Club members must pay the required Alumni Association membership dues as established by the Alumni Association. There shall be no additional dues charged for membership in the Club.

No member will have any right, title, or interest in any of the property or assets, including any earnings or investment income, of the Club, nor will any of the property or assets be distributed to any member on its dissolution. No member will be personally liable for any of the Club’s debts, liabilities, or obligations, nor will any member be assessed for the debts, liabilities, or obligations of the Club solely as a result of membership.
III. Officers

Only members in good standing will be eligible to hold any office and/or serve on the Board of Directors of the Club. (All references in the Rules to “Board” shall mean the Board of Directors of the Club unless otherwise specified.)

Each Club must have a President, President-elect, Treasurer, and Secretary, elected as set forth below. Each Club shall also have an Assistant Treasurer which shall be the Executive Director/Secretary of the Alumni Association. The Club may elect other officers as needed, including, but not limited to, an Academic Vice President, Outreach Vice President, Athletic Vice President, Communications Vice President, and Young Alumni Coordinator. Officers shall be elected either by the Board of Directors of the Club or by the membership, in accordance with the nomination and election procedures set forth below.

An officer (other than the Assistant Treasurer) may be removed by a two-thirds vote of the Board, whenever in its judgment the interests of the Club would be best served. Any officer (other than the Assistant Treasurer) may be removed by a two-thirds vote of the Board of Directors of the Alumni Association, whenever in its best judgment the interests of the Club and the Alumni Association would best be served. No Club rules or local policies shall have the effect of granting removal rights to any one officer or reducing the number of votes needed to remove an officer.

The President shall be the person who held the office of President-Elect during the immediately preceding term of office. The President shall preside at all Club, Board, and Executive Committee meetings, appoint chairs and committee members, and perform such other duties as prescribed in these Rules or as assigned by the Board. The President is authorized on behalf of the Club to sign any reports required by law or by the Board, the Executive Committee, or the Alumni Association, or otherwise incident to the office.

The President-Elect shall perform the duties of the President in the absence or disability of the President.

The Treasurer shall have custody of all of the funds of the Club, keep a full and accurate account of the receipts and expenditures, and make disbursements as authorized by the Board. The Treasurer shall present a financial statement at such times as requested by the Board, make a full financial report at meetings of the membership, and file financial reports as required by the Alumni Association. The Treasurer shall be responsible for the maintenance of such books of account and records as necessary.

The Secretary shall record the minutes of all meetings of the Club and of the Board, and perform such other duties as may be delegated by the Board. The Assistant Treasurer shall be the Executive Director/Secretary of the Alumni Association. The Assistant Treasurer is authorized to sign all tax returns and related documents on behalf of the Club.
A member may hold more than one office at a time, except that the President or President-Elect may not concurrently hold the office of Treasurer. Terms of office for officers will begin on July 1. A term of office may be as set by the Board for one fiscal year or two; once a Club has set the term of office, the term may not be changed except by a vote of the Board effective upon completion of all then-current terms of office. No change of term may be used to extend or shorten the term of an officer then serving. No one may hold either the office of President or the office of Treasurer for more than four consecutive years in the same office.

IV. Board of Directors

The governing body of the Club will be a Board of Directors. All Club officers and the immediate past President shall be ex-officio voting Directors. Ex-officio Directors will serve for as long as they hold office in the Club. The Board shall also have at least three and not more than eleven elected, voting Directors. Terms of office for Elected Directors will begin on July 1. A term of office may be as set by the Board for one fiscal year or two; once a Club has set the term of office, the term may not be changed except by a vote of the Board effective upon completion of all then-current terms of office. No change of term may be used to extend or shorten the term of an Elected Director then serving. Elected Directors will be elected either by the Board or by the membership in accordance with the procedures set forth below.

An Elected Director may not serve more than four consecutive years as an Elected Director. After that, a Director may not serve on the Board as an Elected Director for two full years before serving again in that capacity. Past Presidents (except the immediate past President who is an ex-officio voting member) may serve as Elected Directors of the Club, but shall be subject to election in the same fashion as all other Elected Directors.

No Club Director or Officer has the authority to bind the Alumni Association. A Director may resign at any time by submitting a written resignation to the President and Board.

Any Director may be removed by a two-thirds vote of the Board, whenever in its judgment the interests of the Club would be best served. Any Director may be removed by a two-thirds vote of the Board of Directors of the Alumni Association, whenever in its best judgment the interests of the Club and the Alumni Association would best be served. No Club rules or local policies shall have the effect of granting removal rights to any one officer or reducing the number of votes needed to remove a Director.

The Board will fill any vacancy on the Board by electing a new Director by a majority vote of the Board. Any person elected to fill a vacancy in the Board will hold office for the unexpired term of his or her predecessor in office, subject to the power of removal stated in these Rules.

No member of the Board will receive any compensation from the Club solely by virtue of his or her membership on the Board. The Directors will not be personally liable for debts, liabilities, or other obligations of the Club.
V. Committees; Elections

There may be such committees as are authorized by the Board. The chair and members of all committees will be appointed by the President, subject to the approval of the Board.

The President will appoint a Nominating Committee, including two elected Directors, and chaired by a past President of the Club. The Nominating Committee shall submit names of candidates for all officers except Assistant Treasurer. The President will ask for and accept further nominations in writing (which may be submitted electronically) from the members of the Club.

Only Club members will be eligible to vote and to stand for nomination and election to the Board or an office.

If election of officers and Directors is by the Board, then election shall be by majority vote at a duly-called meeting at which a quorum is present. For this purpose, a quorum shall be one-third of the total number of voting members of the Board. If election of officers and Directors is by the membership, then election shall be by majority vote of those present at a duly-called meeting of the entire Club membership, or by electronic means as approved by the Alumni Association. Election shall be by membership unless otherwise approved by the Alumni Association on a case-by-case basis for the Club. No change in voting procedure shall be effective until the elections at least one full term after the change.

VI. Meetings

The Club is encouraged to have at least one meeting of the full membership each fiscal year. The Board of Directors will meet at least four times each fiscal year. Meetings of the Board of Directors may be called by the President or a majority of the members of the Board of Directors, provided that written or electronic notice of the meeting, including time and place, is given to the members of the Board of Directors and the full membership at least five days prior to each meeting. Notice may be given by email or by posting on the Club website.

For meetings of the Board, one-third of the voting members of the Board will constitute a quorum. For meetings of the full membership or a committee, a quorum will consist of the members in attendance. Attendance may be by attending a duly noticed meeting in person or by telephone. Once a quorum is established, it will remain in effect for the entire meeting. Proxy voting shall not be permitted.

Except as may otherwise be provided in these Rules, the act of a majority of the voting members of the Board, Club members, or committee members present at any meeting at which a quorum is present will be the act of the Board, the Club, or the applicable committee.
VII. Fiscal Year; Financial Matters

The fiscal year of the Club shall coincide with the fiscal year of the Alumni Association.

The Treasurer and President, with the Board, will review the books, records, and accounts of the Club at least once per fiscal year. The annual report for the Club may include comments with regard to improvements in the Club’s procedures and controls, if any.

VIII. Conflict of Interest

No member of the Board of Directors may have a material personal interest in conflict with the interests of the Club or be engaged to provide professional or other services to the Club for remuneration, unless the arrangement is the result of a competitive bidding process or has been fully disclosed to the Board in advance. The Club is not precluded from engaging the services of a Director, or the Director’s company, employer, associates, or immediate family members so long as the relationship is fully disclosed in advance to the Board. The Club shall not use Club funds to provide any remuneration, benefit, or award to any officer, Director, member, or other person, including but not limited to athletic tickets purchased by the Club, except for (a) a prize awarded in connection with a fundraising activity in which all Club members may participate, (b) a benefit provided to all Club members, (c) food provided to all Club members volunteering to work at an event or project open to all members at which an admission fee is not charged, or (d) a recognition item for service, which costs less than $100.

A Club scholarship award made through established procedures to someone in the family of a Club member shall not be precluded by the foregoing provision.

A Director will not use his or her personal influence in order to obtain a contract with the Club; a Director may, however, state his or her position and answer pertinent questions with respect to the matter. If the Club engages a Director, or the Director’s company, employer, associate, or family member to provide professional services for remuneration, the Club will enter into a written agreement for those services to specify the cost, nature, term, and scope of the engagement, and any other factors determined necessary by the Board. No Director may vote on any matter in which the Director has a direct pecuniary interest including, but not limited to, approval of the agreement.

Any member of the Board who receives fees, commissions, or other remuneration furnished by the Club to the Director, or the Director’s company, employer, associates, or family members, shall promptly disclose such matters to the President and Board in writing. Each member of the Board shall sign a conflict disclosure in a form as determined and provided by the Alumni Association.
IX. Miscellaneous

The Club shall not release or sell personal or financial information about alumni, students, members, volunteers, donors, or prospective donors for any purpose. No Club member may use any member contact information for personal, political, or commercial purposes, or any other non-Club related purpose.

The Club shall not discriminate based upon race, creed, color, religion, gender, marital status, sexual orientation, age, national origin, disability, political opinions or affiliation, or veteran status.

The Florida Sales Tax Exemption Certificate of the Alumni Association may only be used for qualifying purchases and activities of the Club.
Frequently Asked Questions on Operating Rules:

Is our club permitted to have local bylaws? No. The Gator Club Operating Rules take the place of any club bylaws. Local bylaws would conflict with the UF Alumni Association Bylaws.

Can my club have local rules for officers/board members to remain on the board? No. “Expectations” set by your board are acceptable; however the Club shall have no additional rules or policies that conflict with the Operating Rules. No Club rules or local policies shall have the effect of limiting or removing any voting rights granted under these Rules. No Club rules or local policies shall have the effect of granting removal rights to any one officer or reducing the number of votes needed to remove an officer.

Do we need to certify the Operating Rules each year? Yes. The Club’s President will annually certify the Club’s compliance with these Rules, which shall be a condition of the Club’s continued recognition and existence as a Gator Club®, as determined by the Alumni Association.

Do all Officers/Board Members have to be members of the UFAA? Yes. Only members of the Alumni Association are Club members. Membership in the Alumni Association is open to alumni, current students, former students, family of alumni, and all other persons who have an interest in the Club, the Alumni Association, and the University of Florida. In order to be considered in good standing, all Club members must pay the required Alumni Association membership dues as established by the Alumni Association. Only members in good standing will be eligible to hold any office and/or serve on the Board of Directors of the Club.

Can my club charge local dues or additional dues? No. There shall be no additional dues charged for membership in the Club.

What Board Positions/Officers are required to have an active Gator Club? Each Club must have a President, President-Elect, Treasurer, and Secretary plus at least 3 Directors. The Club may elect other officers as needed, including, but not limited to, an Academic Vice President, Outreach Vice President, Athletic Vice President, Communications Vice President, and Young Alumni Coordinator. A member may hold more than one office at a time EXCEPT that the President or President-Elect may NOT concurrently hold the office of Treasurer.

Will the club remain in active status if we don’t have the required officer positions elected and comply with the Operating Rules? No. Each club must have a President, President-Elect, Treasurer and Secretary to remain active with the UF Alumni Association. If you are having trouble electing positions on the board and complying with the Operating Rules, the UF Alumni Association Board of Directors and the UFAA Staff will gladly assist you. It is encouraged to promote the available positions to your membership and alumni in the area. Promotion can include posting the positions on your website, in newsletters, at events, in email announcements and newsletters, on FaceBook and other communications.
**Who elects club officers?** Officers shall be elected either by the Board of Directors of the Club or by the membership, in accordance with the nomination and election procedures.

**What if we need to remove an officer from the board?** An officer (other than the Assistant Treasurer/Executive Director of the UFAA) may be removed by a two-thirds vote of the Board, whenever in its judgment the interests of the Club would be best served. Any officer (other than the Assistant Treasurer) may be removed by a two-thirds vote of the Board of Directors of the Alumni Association, whenever in its best judgment the interests of the Club and the Alumni Association would best be served.

**Why do we need to have a President-Elect?** Succession planning and involving new Gators is vital to the longevity of the Alumni Association and the success of its programs. The role of President-Elect is crucial to the leadership structure of your board. The President shall be the person who held the office of President-elect during the immediately preceding term of office. In addition, the President-elect shall perform the duties of the President in the absence or disability of the President.

**Can officers/board members hold more than one office at a time?** Yes, **EXCEPT** the President or President-Elect may NOT concurrently hold the office of Treasurer.

**Do our club officer terms have to follow the fiscal year July 1 through June 30?** Yes.

**Can the club change the timeframe of terms?** No. Terms of office for officers/board members will begin on July 1. A term of office may be as set by the Board for one fiscal year or two.

**How many years is a term of office for board members/directors?** A term of office may be as set by the Board for one fiscal year or two.

**What is recommended if our club already had our elections before July 1 and before certifying the Operating Rules?** Make sure that all required officer/director vacancies are filled for the remainder of the fiscal year (through June 30, 2011). Be sure to transition to the correct fiscal year. Be focused on succession planning and complying with operating rules appropriately. Be on track to host elections before FY 2011. The Board will fill any vacancy on the Board by electing a new Director by a majority vote of the Board. Any person elected to fill a vacancy in the Board will hold office for the unexpired term of his or her predecessor in office, subject to the power of removal stated in these Rules.

**Can we change our term of office from one year to two?** **Yes.** HOWEVER once a Club has set the term of office, the term may not be changed except by a vote of the Board effective upon completion of all then-current terms of office. No change of term may be used to extend or shorten the term of an officer then serving.

**How long can someone technically serve as President or Treasurer?** No one may hold either the office of President or the office of Treasurer for more than four consecutive years in the same office.
Is the immediate past President considered a voting board member? Yes, all Club officers and the immediate past President shall be ex-officio voting Directors.

Are all Past Presidents voting board members? No. Past Presidents (except the immediate past President who is an ex-officio voting member) may serve as Elected Directors of the Club, but shall be subject to election in the same fashion as all other Elected Directors.

When does an officer term begin? Terms of office for Elected Directors will begin on July 1.

If the board approves, can the President appoint Committees and Committee Chairs? Yes. There may be such committees as are authorized by the Board. The chair and members of all committees will be appointed by the President, subject to the approval of the Board.

How do we come up with a slate of officers/board members for Elections? The President will appoint a Nominating Committee, including two elected Directors, and chaired by a past President of the Club. The Nominating Committee shall submit names of candidates for all officers except Assistant Treasurer. The President will ask for and accept further nominations in writing (which may be submitted electronically) from the members of the Club. Positions should be promoted to your membership through email, newsletters, websites and other forms of club communications.

For Election purposes, what is considered a quorum of the board? If election of officers and Directors is by the Board, then election shall be by majority vote at a duly-called meeting at which a quorum is present. For this purpose, a quorum shall be one-third of the total number of voting members of the Board.

For Election purposes, what is considered a quorum of the club membership? If election of officers and Directors is by the membership, then election shall be by majority vote of those present at a duly-called meeting of the entire Club membership, or by electronic means as approved by the Alumni Association.

Should our membership or our board vote on Elections? Election shall be by membership unless otherwise approved by the Alumni Association on a case-by-case basis for the Club.

Can we rotate between board voting and membership voting on our Elections? Yes, however it would not be effective until the following fiscal year. No change in voting procedure shall be effective until the elections at least one full term after the change.

Should we have a general membership meeting? Yes. The Club is encouraged to have at least one meeting of the full membership each fiscal year.
How often should our board meet and should we notify our membership? The Board of Directors will meet at least four times each fiscal year. Meetings of the Board of Directors may be called by the President or a majority of the members of the Board of Directors, provided that written or electronic notice of the meeting, including time and place, is given to the members of the Board of Directors and the full membership at least five days prior to each meeting. Notice may be given by email or by posting on the Club website.

What comprises a quorum on our board for voting purposes? For meetings of the Board, one-third of the voting members of the Board will constitute a quorum.

What comprises a quorum of the full membership for voting purposes? For meetings of the full membership or a committee, a quorum will consist of the members in attendance. Attendance may be by attending a duly noticed meeting in person or by telephone. Once a quorum is established, it will remain in effect for the entire meeting.

Can our new board take office January 1 or any other time besides the fiscal year? No. The fiscal year of the Club shall coincide with the fiscal year of the Alumni Association.

Can we use some of our season tickets or the Gator Booster parking pass as a perk for club officers? NO! The Club shall not use Club funds to provide any remuneration, benefit, or award to any officer, Director, member, or other person, including but not limited to athletic tickets purchased by the Club, except for (a) a prize awarded in connection with a fundraising activity in which all Club members may participate, (b) a benefit provided to all Club members, (c) food provided to all Club members volunteering to work at an event or project open to all members at which an admission fee is not charged, or (d) a recognition item for service, which costs less than $100.

We have a sponsor that will make a large donation if we give him access to our membership list. Can we release this information? NO! The Club shall not release or sell personal or financial information about alumni, students, members, volunteers, donors, or prospective donors for any purpose. No Club member may use any member contact information for personal, political, or commercial purposes, or any other non-Club related purpose.

Who certifies/adopts the Gator Club Operating Rules annually? After review with board members, the President of the Club certifies the rules each year.
Gator Club® Leadership Positions and Roles

Aside from the four mandatory positions, the following are some other board positions and their functions:

**Academic Vice-President**: The Academic VP is responsible for promoting support for the various academic programs at the University. S/he will work closely with UFAA on student recruitment efforts and coordination of club scholarship selection and distribution. He/she will chair the Gator Club® Student Recruitment Committee, which organizes programs and events to better inform high school students and administrators of the academic curriculum and admission standards of the University of Florida (Admissions seminars and College Fairs).

**Outreach Vice-President**: The Outreach VP is responsible for developing programs, in conjunction with the UFAA, to bring speakers from UF to the club’s area. Club Outreach supports programs sponsored by the Gator Club® and/or other local community service organizations, as well as special topic events sponsored by the Alumni Association. The Outreach VP serves as the local contact for all organizations which might be interested in securing a speaker for an event through this program and will, in many cases, be the local representative attending many, if not all, of these events.

**Membership Vice President**: The membership VP spreads the word about the great benefits of membership in the local Gator Club and helps plan membership drives and assist in registering new members at programs and events. The Membership VP will also report membership numbers and updates of the local club to the local board.

**Young Alumni Coordinator**: The Young Alumni Coordinator works to identify the needs of alumni who are age 35 and younger. The YAC works to develop and coordinate programs that would be of interest to the Young Alumni group such as community service projects, career networking events, and social activities. The Young Alumni coordinator reports directly to the Gator Club® President.

**Communications Vice President**: (Also called Webmaster) The Communications VP is responsible for the creation and coordination of communications to the local club and its membership. This includes the club website, e-mail lists, and social media sites.

**Vice President of Volunteers**: The VP of Volunteers is responsible for the coordination and communication with club volunteers around club events. Each club will frequently need volunteers from their membership to assist with large scale events and other efforts. The VP of Volunteers actively seeks those volunteers and works with them to get organized and prepared for each event.

**Athletic Vice President**: The Athletic VP works directly with the Association and the Gator Booster Office as the liaison between the Athletic Association and the Gator Club® membership. Because of the complexity of the NCAA rules and regulations, the Athletic VP should always contact the University Athletic Association (UAA) for clarification concerning any event or activity involving local high school student athletes, coaches or athletic directors.
Leadership Board Meetings

Leadership meetings should be coordinated regularly throughout the year. Remember not to make a meeting schedule that is excessively demanding; the board is made of volunteers and they have additional responsibilities outside of the club. If they feel overwhelmed, they may no longer be your volunteers. Remember, do what is best for your club. Here are some examples of best practices for leadership meetings.

MEETING SPECIFICS

1. The executive board (president, vice president, communications coordinator) meets monthly to coordinate future plans and programs and make club management decisions.

2. The president presides at the meetings. The vice president will preside if the president cannot be there.

3. The Secretary takes minutes and sends them to the Alumni Association.

4. Meetings should be structured and follow an organized agenda.

5. Officers, coordinators, or chairs not on the executive council may be invited to attend the meeting to give their reports or discuss concerns.

6. Any member may ask to attend the executive council to propose an idea, give input to a problem, or express opinions.

SAMPLE AGENDA

1. Roll call
2. Approval of minutes from previous meeting
3. Officer reports
4. Committee reports
5. Unfinished business
6. New business
7. Comments or general discussion
8. Adjournment
Essential Club Operating Information

Official Club Name - For all business transactions (example, open a banking account), the Club should be referred to as the “University of Florida Alumni Association, Inc. D/B/A University of Florida Gator Club®.”

Federal Employer ID Number - The Federal Employer ID Number (EIN) of the University of Florida Alumni Association is 59-291059. All clubs will have a separate Employer ID Number, obtained through the Association. An EIN will be required of all financial institutions so that interest income credited to your account will be reported as being earned by the University of Florida Alumni Association to the Internal Revenue Service. The Internal Revenue Service has a sophisticated computerized system that cross-checks all interest postings to accounts. Your club’s EIN is also used as your password for Club Admin site.

Sale Tax Exemption Number - The University of Florida Alumni Association is exempt from paying sales tax on its purchases. Florida clubs may use the Alumni Association’s sales tax exemption. Out-of-state clubs should file for sales tax exemption with their local Department of Revenue. Sample pdf listed on Club Admin site.

Entrepreneurial Activities - The Strategic Plan of the University of Florida Alumni Association maps out a program that will make the Association and its Clubs one of the most dynamic, effective and service-oriented Alumni Associations in the country. The Association has adopted many entrepreneurial activities for the benefit of alumni. These include merchandising tours, credit card programs, license tags, advertising, book sales and insurance.

Explanation of University of Florida Alumni Association Membership Dues - The Board of Directors of the UF Alumni Association instituted a Membership Program effective January 1, 1992, to provide financial stability of the Association and create an endowment to fund alumni services and programs. Membership categories include: Life, Joint Life, Annual, Joint Annual, Recent Grad and Student.

Merchandise/Vendors - There are a number of vendors seeking the right to merchandise. These merchandising contracts are very negotiable and have been well received by many clubs. Generally, the arrangement provides that the Club is paid a flat fee and/or a percentage of sales for the benefit of allowing the vendor to set up a display and sell merchandise at the Club functions. All vendors must be licensed through the appropriate University of Florida agency.

Contributions to the Club/Corporate Sponsorships/Advertising - From time to time, businesses or individuals wish to make a contribution to the Club for events. The deductibility of such a contribution by the benefactor to the Club is based upon a set of complex criteria and, in fact, many contributions are deductible. However, at no time should the Club Treasurer or other Officer imply that any paid advertising fee is tax-deductible as a charitable contribution.
Financial Guidelines for Club Treasurers

The job of a Club Treasurer is a very demanding one. Club Treasurers must keep the members informed on the way in which the club spends their money and keep the club operating efficiently. The job can only be done when the treasurer adheres to sound principles of financial management. Successful financial management is vital to the health of the club and the integrity associated with the projects and activities of the Club.

The job of Treasurer is compounded in its complexity because each year the financial records of the year pass from one officer to another. Therefore, it’s particularly important that (1) there is good documentation of all transactions, (2) accurate reports are filed with the University of Florida Alumni Association, and (3) adequate time is taken to train successor Treasurers for the Club. The “passing of books” also exemplifies the need for at least some minimum financial controls including an active and involved Board of Directors; frequent and complete financial reports; and bonding under certain circumstances. Club records and accounts may be subject to audit in conjunction with the annual audit of the University of Florida Alumni Association. Clubs to be audited on a periodic basis will be selected on a random sample as determined by the auditors necessary for the University of Florida Alumni Association to conform to generally accepted auditing standards.

Simply stated, the responsibility of the Treasurer is to account for all money that comes into or goes out of the Club. Looking more closely to the functions of the Club, they can be broken down as follows:

1. **General Activities** - The Club must account for all revenues and expenditures through the preparation of a profit and loss statement.
2. **Special Projects** - Some clubs have special projects that generate considerable amounts of money. These specific functions should be budgeted for and accounted for individually.
3. **Budgeting** - The Club leadership in cooperation with the Treasurer should generate financial data for planning purposes and budgeting so that the Club can be on sound financial footing and reduce the risk of loss.
4. **Reporting Information** - Since the Club is organized under the corporate umbrella of the University of Florida Alumni Association, the activities of the Club, including but not limited to money raised, must be reported to effectively support the University of Florida Alumni Association’s tax returns as well as financial reports and audit requirements of the National Collegiate Athletic Association, as of June 30th each year.

**Non-Profit Status:** It is imperative that the Officers of the Club realize that the University of Florida Alumni Association and its clubs are classified by the Internal Revenue Service as 501(c)3 Non-Profit Organizations. As such, they are exempt from paying taxes on those activities for which they were incorporated, but they are not exempt from paying taxes on unrelated business income. Furthermore, tax-exempt status does not preclude the filing of a tax return and accurate tax information. The University of Florida Alumni Association files the respective tax forms on behalf of the clubs which are not separately incorporated.
**Unrelated Business Income:** The IRS from time to time has ruled that income from advertising, insurance activity, and trade shows is unrelated and subject to tax. The criterion used in determining whether income is unrelated is whether or not the activity is substantially unrelated to the exempt purposes of the association. Income determined to be unrelated is subject to the tax, but does not necessarily jeopardize the basic tax-exempt status of the association unless such unrelated activities become substantial in relation to the total activities of the association. Therefore, the existence of unrelated income makes it imperative that the Club’s accounting records allocate expenses to each function so that the net income from a given unrelated activity may be accurately determined. The tax on the unrelated activity is a net income tax, and therefore all direct costs must be allocated to the activity as well as a proper share of administrative expenses.

**Responsibilities to Others:** As a volunteer leader, you and other officers of the Club have assumed a special role and along with it come added responsibilities. There has been a special confidence placed in you and the other officers to act in good faith and with due regard to the interests of all of the members of the Club. Sound financial management is the keystone to fulfilling this special fiduciary responsibility.

**University of Florida Foundation:** The relationship of the University of Florida Foundation and the University of Florida Alumni Association is interesting and complex. Although each is a separate corporation, the Foundation is the primary financial supporter of the University of Florida Alumni Association’s activities. Several years ago a decision was made to include all the financial records of the University of Florida Alumni Association under the reporting requirements of the University of Florida Foundation. Clearly, the University of Florida Foundation and the University of Florida Alumni Association are 501(c)3 organizations which are charitable and educational by nature. There is no financial relationship between the University of Florida Alumni Association/UF Foundation and the Athletic Association/Gator Boosters. However, because athletics is an important part of many of the Club programs, the University of Florida Alumni Association and the clubs will be required to complete financial reports in conformity with NCAA requirements. The responsibility for compiling the NCAA report rests with the UF Athletic Department.

**Treasurer’s Responsibilities:** The Treasurer shall be familiar with accepted accounting principles and policies established by the University of Florida Alumni Association. The responsibilities of the Treasurer shall include the following:
1. The Treasurer shall handle all Club monies and pay all bills approved or previously budgeted by the Club Board of Directors as presented.
2. The Treasurer shall maintain a set of books reflecting all Club activities which will be maintained on a “modified cash basis of accounting” with respect to generally accepted accounting principles.
3. The Treasurer shall prepare, present, and retain a preliminary profit and loss statement on all Club functions within 30 days of the function and a final profit & loss statement within 60 days of the function.
4. The Treasurer shall oversee and administer all budgets as approved by the Board; variances will be recorded at once and directed to the Board.
5. The Treasurer shall, at each monthly meeting, present a “State of the Club” report high-lighting the current financial standing including: bank balances, receivables, payables, present and future commitments.
6. The Treasurer shall present all Club records to the incoming Treasurer to be maintained for future use.
7. An operating checking account shall be established and maintained in a manner, if at all possible, to avoid the service charge and otherwise operate in the best interest of the Club.
8. An interest bearing account shall be established and maintained. This account shall be maintained with consideration for earning posture, ease of maintenance, and the Club’s “best interest”.
9. All expenditures, other than normal and customary daily operating expenses, of $100 or more must be approved by a majority of the Board of Directors except that under the direction and the discretion of the President, the Treasurer may issue a check or checks up to a limit of $500 in any 30 day period.
10. All necessary funds shall be transferred from the interest bearing account to the operating account for payment of expenditures as need be at the discretion of the Treasurer.
11. All operating account checks shall be required to have (2) signatures. The signatures for the account shall be the President, President-Elect, Vice President of Athletics, Vice-President of Academics, or the Treasurer, with any two of these five allowed to sign.
12. All financial statements, budget requirements, and financial reports required of the University of Florida Alumni Association shall be filed on a timely basis, and completed in accordance with the instructions received from UFAA.

Financial Best Practices
1. Two people should handle cash and cash receipts at every Club fundraising activity. Good cash handling procedures are important for three main reasons: A) To protect the Gator Club from fraud, theft or embezzlement. B) To protect staff or volunteers from accusations of dishonesty or the temptation to commit fraud. C) To assure donors that their donations and gifts are used for the purpose for which they were given.

Best practices include:

1. Cash received should be collected, counted and recorded by two individuals.
2. If possible, persons collecting cash should not have any other responsibilities related to cash. The deposit should be prepared by someone who did not collect the cash.
3. Income summaries should be made at the point of counting for reconciliation with the bank deposit slip and bank statement at a later date.
4. Two people should always handle all cash transactions.
5. A pre-numbered receipt book with duplicate receipts should be used.
6. Checks received should be immediately restrictively endorsed, “For Deposit Only to XXXX Gator Club). If a stamp with this message is not available, write it on the back of the check.
7. Expense deductions must not be made from cash received.
8. The Gator Club should have a lockable cash box. The cash box should be locked and secured in a safe place and access should be limited.

2. Timely bank deposits. Whenever possible, cash should be deposited immediately after an event. If not possible, cash should be deposited within 2 business days of an event.
Legal Issues for Clubs

Please note that laws affecting Gator Clubs outside the State of Florida may vary.

Contracts: A contract should be signed by an authorized officer of the Gator Club® for each special event. We suggest that a particular Gator Club officer be appointed to handle the review and signing of all vendor contracts to ensure consistency.

- The Gator Club® of ______ is the contracting party, not the University of Florida, the Alumni Association or the individual signing the contract.
- Insert “as president of the Gator Club® of ______” or other titles after your name to assure you are not personally liable.
- Careful review of the vendor’s policies on refunds and deposits is extremely important. You can always request a change in the wording of a contract.
- If you do make changes be sure all changes are made in writing and are signed or initialed by both parties.
- Helpful hint: If UFAA is paying for your Outreach event, then UFAA signs all contracts and pays venue directly.

Confidentiality
Club and Affiliate Group officers have access to a current detailed report of your membership. This list is includes Alumni ID, name, address, email, phone, birth date, expiration date and membership status. The rules of appropriate usage are outlined below. UFAA reserves the right to revoke any list at any time should these rules be compromised or if you do not complete year-end information.

Terms and Conditions
1. List information may only be used for legitimate Club purposes, including membership solicitations, solicitation and marketing efforts for the benefit of the Club, and information about events and Club activities.
2. List information may never be used for political or private commercial purposes. The list information may not be shared with anyone other than authorized Club officers, except for third parties for Club-related purposes such as a mailing service. Any third party must also sign a confidentiality statement.
3. All list information shall be held treated as strictly confidential in accordance with the Association’s affirmative statutory obligation of confidentiality. Paper copies of list information must be shredded and disposed of properly.

Clubs and Affiliate groups are must use this network and tool in an appropriate manner, using it for club or group business communication. All communications should be respectful and follow proper communication and business etiquette.

Liability Insurance: For your protection and that of your guests be sure your vendor has proper insurance. Ask each vendor to send a certificate of insurance naming the Gator Club® of ______ as a certificate holder.

Helpful hint: If your event requires additional insurance coverage, please obtain by working with the UFAA staff representative.
ADA Accessibility: Request written confirmation from each vendor that its facility is accessible in accordance with the Americans with Disabilities Act. Do not assume that all public facilities are in compliance.

Non-discrimination: Request written confirmation from each vendor that it has no policy of discrimination based on race, color, religion, sex, marital status, age, national origin, disability, or sexual orientation.

Tax-exempt Status: Gator Clubs in Florida are exempt from paying sales tax through the Alumni Association. Sometimes you should pay sales tax regardless of the exemption. If your club is purchasing goods or services for resale (such as a t-shirt or prepared meals), sales tax is required to be collected on the resale. As an alternative, the Club may choose to pay sales tax directly to the vendor to avoid having to collect and remit the tax.

Alcohol: If you must serve alcohol, a cash bar is strongly recommended, as it may decrease consumption and associated risk, but ONLY if the bar is be run by a properly licensed caterer or other business. It is difficult, but be prepared to deal with those who drink excessively, and with the issues of underage consumption. It is recommended that all events at which alcohol is available should be consistent with the University of Florida Alcohol Policy as it pertains to off-campus events.

The policy can be found at: http://www.ufsa.ufl.edu/faculty.staff/committees/alcohol.drug.education/uf.alcohol.policy

Sale of Alcohol. In Florida, the sale of alcoholic beverages is strictly regulated. The state considers a “sale” to include functions at which alcoholic beverages are served and for which:

- an admission fee is charged;
- cups are sold;
- tickets are sold;
- donations are collected by the group, or any of its members, sponsoring the function;
- cash is charged for food or drink; or
- anything else of value is exchanged for alcoholic beverages.

Aside from being an illegal sale of alcohol by a non-licensed entity, such activities may not be covered by the liability insurance that protects the Association as well as the clubs. No club activity may be held that involves the sale of alcohol that is served or provided by the club or its members.

- **Helpful hint:** Always list alternate transportation options and provide cab information on site for an event involving alcohol.
- **Helpful hint:** Refrain from calling events “Pub Crawls” where drinking is the prominent activity.
- **Helpful hint:** Use cash bar by a licensed and insured entity if serving alcohol.

Receipts: The IRS requires a contemporaneous receipt for donors claiming an income tax charitable deduction for contributions of $250.00 or more. A cancelled check serves as a receipt for income tax charitable contributions less than $250.00. See the sample receipt on the Club Admin Site.

- **Helpful hint:** If a gift or donation (to the club) is greater than $1000 and the donor wants credit from the university, please contact UFAA for receipt.
Benefits Given in Return for Contribution (Quid Pro Quo): When goods or services are given to a donor for charitable contributions (such as meals and free advertising), the IRS requires that the club give the donor a statement valuing the goods or service given in return. The difference between the contribution and the value (not necessarily the cost) of the goods or services is the amount the donor may be permitted to claim as a charitable contribution income deduction.

Sponsorship vs. Advertising: To the IRS, a sponsorship is a payment in return for recognition of a sponsor’s name and logo. This type of recognition is defined and limited to name and recognition in club publications or at a club event. If more recognition is given to the donor, the IRS will consider this advertising. For example, “the restaurant where Gators eat” or “the official Gator restaurant” are advertisements. In addition to disqualifying the payment as for a charitable contribution by the sponsor, the payment may be taxable to the club because it is considered unrelated business income.

General Charity Rules: A Gator Club has special privileges given by the IRS as a tax exempt organization. As a result, the IRS dictates that club resources (including the name Gator Club®) may only be used to support the University of Florida. Therefore, a club may not raise funds for any other organizations. In addition, the IRS dictates that business or professional directories of club members or non-members (such as Gator supporters) do not further the charitable purposes of a club, but are considered to be a use of non-profit resources for the commercial gain of those listed in the directory. Finally, remember that donors to scholarship funds may not select scholarship recipients.

Use of Names and Logos: The name “Gator Club®” is protected by trademark held by the Alumni Association. Please use any Gator Club property for Gator Club purposes only. For example, all membership lists are for Gator Club business only. Contact information may not be used by the club or its members for private commercial or political purposes. In addition, the use of Gator Club resources for any commercial purpose (such as website advertising) must be approved by the Alumni Association. The University Athletic Association, Inc. maintains the licensing rights on all official UF logos. Replication of UF logos without proper authorization is illegal. For approved logo files, visit the Club Admin site.

NCAA Rules and Compliance: All college athletes are subject to very strict NCAA regulations. Please be aware of these restrictions if contacting athletes for special appearances and engagements. Jamie McCloskey at the University Athletic Association can be reached at 352-375-4683 x6022, to answer any questions you may have.

Tournament Brackets: Gator Clubs® should not host or sponsor bracket contests. Basketball tournament brackets contests that may result in money or other prizes, when held by UF-related entities (including Gator Clubs®), violate NCAA regulations and are not allowed. Additionally, they may violate local or state gambling laws.

Transportation: If you are planning to transport people, please discuss insurance and releases with UFAA in advance.

- **Helpful hint:** If participating or hosting an event on a vessel or boat, call UFAA for legal clarification on parameters.

Season Tickets and Gator Booster Perks: If purchased with Club funds or otherwise obtained by the Club, ALL tickets and any type of perk associated with tickets or booster membership MUST be offered to your membership.
Raffles: In the State of Florida, it is required by statute that the phrase “No Purchase Necessary” is disclosed when sponsoring this type of contest at an event. This is a required disclosure in order to keep the raffle legal. Please check your state’s legal statutes if you are not in the state of Florida.

Section 849.0935, Florida Statutes, authorizes qualified nonprofit corporations and their officers, employees and agents to conduct drawings by chance, provided certain conditions are met.[7] All brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:

“(a) The rules governing the conduct and operation of the drawing.
(b) The full name of the organization and its principal place of business.
(c) The source of the funds used to award cash prizes or to purchase prizes.
(d) The date, hour, and place where the winner will be chosen and the prizes will be awarded, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than 3 days prior to the drawing.
(e) That no purchase or contribution is necessary.”[8]

PCI Compliance: Clubs cannot handle personal credit card personal information. The UFAA provides membership forms with tear off envelope. We recommend that clubs use online services for registrations to avoid handling credit cards.
Communications

Club Admin Site - Available at [https://www.ufalumni.ufl.edu/gatorclubs/admin/default.aspx](https://www.ufalumni.ufl.edu/gatorclubs/admin/default.aspx)
View, Update, and Post:
  - Get your events listed in on the UFAA Website and in officer updates by submitting them through the Club Admin Site.
  - Club contact information/submission
  - Financial information/submission and Annual Report
  - Officer lists
  - Club roster - updated every 24 hours
  - Important documents, presentations and best practice examples, your one-stop-shop for club resources
  - Communication Tools – links to Gator Cub Marketing, Listserv, Survey Monkey, etc

Gator Club Marketing (PRINT SNAIL MAIL) - Available at [www.GatorClubMarketing.com](http://www.GatorClubMarketing.com)
  - Order should be completed 6 weeks prior to event date
  - Access to mail all alumni, young alumni or all members in your Gator Club® area
  - Print Packages available include: Postcards, Golf template, International Gator Day template, 2 Page Newsletters, 4 Page Newsletters, General invitation
  - Choose from stock images or upload your own
  - Refer to Gator Club Benefits Overview to determine the number of mailers available to your club; database updated once per month

Listserv (EMAIL) - Available at [http://info.ufalumni.ufl.edu/](http://info.ufalumni.ufl.edu/)
    - Utilize the your local email database
    - Opt-in (non-members) database available – club provides emails addresses to UFAA Updated every 24 hours

Survey Monkey - Available at [www.surveymonkey.com](http://www.surveymonkey.com)
  - Username: ufalumni  Password: titletown
  - Free online survey tool and data collection for membership

Free Web Hosting Space on our server - Free domain name of [http://CLUBNAME.gatorclub.com](http://CLUBNAME.gatorclub.com)
  - Free hosting space on our server
    - FTP access to upload pages and files to our server
  - Free e-mail forward CLUBNAME@alumni.ufl.edu to forward to an existing email address as well as one e-mail box in the form of CLUBNAME@uff.ufl.edu
  - Our server supports: HTML, JavaScript, ASP, ASP.NET 1.1 and 2.0, and Microsoft Access database files
  - There is no access to SSL / HTTPS.

PLEASE NOTE: Our web hosting capabilities and resources are under review and will likely change in the near future. Thank you for your patience as we work through the details.
We encourage all of our clubs to connect with members through social media.

**SOME GENERAL REMINDERS**

From athletics to admissions to alumni relations, our Gator Club® leaders are recognized as key contacts and representatives. Keep this in mind when posting to social media sites. Remember that not everyone in your club is technologically savvy. Use additional communication methods to market your events.

No communication is as effective as good-old-fashioned word of mouth.

Visit and “like” or “follow” other club pages.

**LINKEDIN**

This is a great way to encourage alumni professional networks. The UF Alumni Association has a group that is 17,000 strong. Join and post about your club. You never know who is visiting your city.

To join, go to “University of Florida Alumni Association” Group on LinkedIn.com.

**FACEBOOK**

The Alumni Association encourages clubs to create Facebook pages, not Facebook groups to promote local activities and news.

Facebook pages are a great place to share pictures, publicize upcoming events, and network with club members.

All posts need to be welcoming and promote the very best of UF.

Post club news and events to keep people informed.

Please name your fan page “ (club name) Gator Club®.”

A best practice is to add all club executive council members as page administrators.

**TWITTER**

Twitter expands your network reach when sharing information.

You only have 140 characters, so use them wisely!

Fewer people use Twitter in comparison to Facebook. Use Twitter as a supplement and not your main source of communication.

Mention @UFAlumni and use the hashtag #UFAlumni or #ItsGreatUF to ensure you’re “retweeted.”
UFAA Branding and Identity usage

We ask that Gator Clubs® use the current logos and markers for UF Alumni Association at events. This is the rising gator head logo conjoined with the words “UF Alumni Association.”, or the circular “UF” above the rising gator head with “Alumni Association” underneath it.

Please discard or remove from your website pages and publications, any previous UF Alumni Association logos, including but not limited to, the Gator wrapping itself around an intertwined UF logo, and the flat Gator laying on top of the words “UF Alumni”.

At events, try to incorporate Orange and Blue whenever possible.

If you are having a major event and need supplies that have our logo on them, please let the UFAA office know several weeks in advance so we can ship supplies to you (if available)

When designing artwork for merchandise, please keep in mind that you must follow the University’s trademark policy. Below are a few steps to follow:

All University marks and logos must be used in their original form. There are no alterations allowed to marks or logos.

The UFAA will advise you once the artwork has been approved, allowing you to proceed with production/pricing of the merchandise for your club.

Production of the merchandise must be done by a Collegiate Licensing Company (CLC) licensee. If one is not available in your area, the UFAA will work with you on suggestions.

The logo is a custom piece of artwork. The proportion and arrangement of the logo and tagline have been specifically determined and should not be altered.

The logo should never be typeset, recreated or altered, which could cause inconsistencies that dilute the impact of the brand’s power.

The logo may be used without the tagline.

The UFAA logo with the Gator head cannot be used without the word “Alumni” or “Association.”

If you do not have explicit permission from the Alumni Association, you are not authorized to use a mark, logo or verbiage even if a printer is willing to print the job without it. It is your responsibility to acquire the approval before you go to print.

Do not fret—the Alumni Association staff is able to provide full support for you design needs. With your guidance, can produce high-quality designs for your materials and obtain all necessary approvals. When in doubt, simply contact us, and we will handle the rest!

*Please note although the UFAA office is referenced as the coordinator of information, everything transmitted from the clubs to the UFAA must be immediately sent to the Foundation, University Athletic Association Trademark Compliance for approval and processing.
UFAA Branding and Identity usage

SECONDARY LOGOS
In alternate versions, the logo can be used reversed with the “UF” in orange and all other elements in white.

- When space does not allow for the horizontal configuration of the logo, use the round or “seal” version.

- The preferred usage is to include the Gator head with the logo. However, if space does not permit, then it is acceptable to use the typographic version of the logo.

- It is not acceptable to only use the letters “UF” without also using “Alumni Association,” as this would infringe on the University of Florida’s identity.

- As with the UFAA logo, always maintain an uncluttered clearance space around it in all uses. The minimum clear space should be maintained as the logo is proportionally enlarged or reduced in size.

THESE SECONDARY ELEMENTS MAY BE USED AS SHOWN
Getting your photos into Florida GATOR Magazine

The Florida Gator Magazine is always looking for great Gator Club® and Affiliate Group event photos for the magazine.

Photos may be submitted e-mail to floridagator@ufalumni.ufl.edu. Please include a description of the photo along with the names and graduation degrees/years of those pictured. Not all stories or photos will be published due to space limitations. Here are some tips for taking better photos at your events:

- Photos should be 2 MB or larger for optimal print production and sent to floridagator@ufalumni.ufl.edu. Which means many cell phone photos are a no-go. Some e-mail software will automatically reduce the size of images when they are sent. Please check your e-mail options to make sure this action is not selected before you send photos.

- Make sure photos are in focus and light enough to see the subjects. If you are taking a photo in a dark area a flash may or may not work depending on how far away you are from the subject. Use a tripod so the camera doesn’t shake or create a blurred image.

- The best photos show people’s faces: The clearer and larger the faces are in the photo, the better. Before you take the photo, consider stepping closer to fill the frame.

- Remember composition – sometimes centering isn’t always better; step closer to your subjects; change perspective – maybe shooting from the side is a better angle. Questions to ask yourself:
  - Where is the point of interest?
  - What would happen if I zoomed in?
  - Note: Search “Rule of thirds” online for composition pointers.

- Use natural light when you can. Using a flash is okay, just make sure the photo isn’t taken against a reflective background (such as a window).

- Consider the background and surrounding objects: Sometimes we can’t use an otherwise wonderful photo because of a flagpole coming out of someone’s head.

- Show how much fun your group is having. Try to capture emotions.

- Feel free to send lots of pictures, but please evaluate your photos before sending them in. You will know better than we will if a club member would be offended or embarrassed by the photo.
Scholarships & Endowments

Scholarship Procedure

Each Gator Club® should follow the below procedure while determining scholarship awards, amounts, and disbursement.

- Club holds fundraiser(s)
- Club determines the amount of money they have available to award, and if they’d like to give it to local students, MFOS, or something else
- Club decides how many students they’d like to give to (NOTE: Amounts don’t need to be the same for all students)
- Club begins process of soliciting scholarship applications (if using local students)
- Club/committee decides which students to award
- Club/committee notifies students of award in writing (to include the amount of the award and which semester/semesters it is for)
- Club submits check for the total amount of scholarship money being awarded, along with the name and UFID# of each student being awarded (if local students)

- Funds and student names must be received by August 15 for Fall scholarships and January 15 for Spring scholarships
- UFAA deposits the funds in the students’ UF student account for disbursement to the student. This ensures that the student who received the award is enrolled at UF. *Clubs should not make payments directly to the student. By going through the proper UFAA procedures, we are both able to ensure the student is enrolled, that they are not a scholarship athlete, and we are able to recognize the club for
Scholarships & Endowments

Scholarship Procedure & Timeline
May-July, June-Aug, Aug-Sept, Sept or Jan

UFAA will provide encrypted files as each club request is received. Clubs send letters of intent to UFAA on club letterhead providing student names, UF ID (absolutely no SS#s), intended semester and scholarship amount. Make ALL checks payable to University of Florida Foundation (UFF). If using endowed funds, state the total dollar amount to be used and the amount per student. Include name and UF ID.

UF’s Student Financial Affairs office distributes the scholarships after semester drop/add dates. Note - students have online access to their scholarship and financial aid records.

Frequently Asked Questions:

Where do I send the checks/form letters?
University of Florida Alumni Association
Attn: Broden Gator Engagement Assistant
PO Box 14425
Gainesville, FL 32604
*make checks payable to University of Florida Foundation

Why do the checks need to be made out to UFF?
We request this in order to track all club scholarship dollars and count the amounts as soft credit to the University, the Gator Club or donor. All gift fees will be waived. The checks will be imaged and captured in our database, then sent to Student Financial Aid (SFA) for disbursement along with the required paperwork.

How long does the entire process take (from sending the check to the student’s receiving the money)?
Gator Club gift processing takes roughly 3 weeks. The Student Financial Aid office distributes awards to students after drop/add.

When do clubs receive an endowment statement from UFAA?
Club presidents or treasurers can expect to receive a bi-annual endowment statement via e-mail in January and July. Earnings and transfers will have been distributed and reflected in the balances. If at any time you wish to receive an update, e-mail the club staff representative to obtain that information.
Machen Florida Opportunity Scholarship Program
The Machen Florida Opportunity Scholars Program (MFOS) is an initiative to ensure first-generation students from low income families have the resources they need to be academically successful at the University of Florida. The goal of the program is to retain these students and have them graduate at rates equal to or greater than the undergraduate population at large.

The Machen Florida Opportunity Scholars Program was developed to expand the opportunities for academically prepared first-generation students to attend UF without being overwhelmed with the additional costs (e.g., books and fees, meal and housing, transportation, miscellaneous expenses) of attending college. A number of support strategies are in place for this group to ensure their academic success, engagement at UF, social interaction, and a sense of belonging to the UF community.

More information about the Machen Florida Opportunity Scholars program can be found on the UF Foundation website (www.uff.ufl.edu), or at the MFOS Website (www.fos.ufsa.ufl.edu).
Alumni Association Signature Events

Florida Forward, formerly known as Leaders Weekend
Each year, the UF Alumni Association welcomes Gator Club® and Affiliate Group leaders for an exciting leadership conference which aims to provide inspirational presentations and training that can be useful in achieving not only a successful Gator Club® or Affiliate Group but lessons which can also be utilized professionally. The mission of Florida Forward is to educate volunteer leaders on how to best serve the University of Florida and provides an opportunity for networking, leadership development and information sharing. The weekend culminates with the Gator Gala and Clubbie Awards given to the outstanding leaders and groups in our volunteer Gator Nation Network.

Gator Gatherings
Annual receptions/dinners hosted by the Alumni Association, Gator Boosters and the Gator Clubs®. Traditionally held in the spring and summer, Gator Gatherings are forums for all alumni, parents and friends in each club area to come together. Alumni staff, Gator Boosters staff and athletic coaches are the keynote speakers.

International Gator Day (IGD)
IGD is a program developed by the Alumni Association to be carried out by the Gator Club® network. Its purpose is to encourage Gator Clubs® to give back around the world on a single day. The event gets alumni involved in local community service projects. The Gator Nation is never stronger than when we work together for a common cause.

Gator Nation Tailgates
Join the UF Alumni Association as we cheer on the Gators three hours before each home game. Conveniently located at Emerson Alumni Hall across the street from The Swamp, these tailgates are the perfect place to meet with the Gator Nation before seeing our team face off against our rivals.
Silver Society Reunion
Alumni celebrate their 25th year of being a Gator by becoming a part of the Silver Society. This event is the perfect opportunity to reconnect with old friends and re-engage with the University of Florida.

Grand Guard Reunion
Alumni celebrate their 50th year of being a Gator by becoming a part of the Grand Guard Society. This event is the perfect opportunity to reconnect with old friends and learn about the newest research and programs being developed at the University of Florida.

Gator Nation U
Gator Nation U is an informative weekend filled with fun and fellowship. Experience continuing education opportunities, connect with faculty and classmates and re-live your days as a student. Bring your whole family as we have activities for Gators of all ages including a pre-game tailgate before the Gator Men’s Basketball game.
Planning an Event

8 WEEKS BEFORE THE EVENT

A planning team should be assembled. This team will be responsible for the following:

Communicate your event idea to your RVP

Meals/Refreshments—Start thinking of what your food needs are and remember those who have dietary restrictions.

Publicity—Who will enter Event information into the Gator Club® Admin site and post the event on website, Facebook, and LYRIS?

Contracts—Contracts associated with the event should be sent to the Alumni Association office for approval.

Enter Event information into the Gator Club® Admin site

Send out an invite to all members using LYRIS. If sending to non-members, contact UFAA to create invite to send to all alumni

If the e-mail is going to ALL ALUMNI, the Alumni Association will create an invite to be sent. The club should post the event on the appropriate website so attendees can RSVP (and pay) via the club’s registration system.

7 WEEKS BEFORE THE EVENT

A draft of the invitation will be sent to the club representative for review and approval. Changes should be communicated immediately.

6 WEEKS BEFORE THE EVENT

The revised invite will be finalized and produced. Details can then be placed on the club website.

4 TO 5 WEEKS BEFORE THE EVENT

The invite will be sent to the appropriate audience.

2 TO 3 WEEKS BEFORE THE EVENT

The second invite will be sent.

3 TO 5 DAYS BEFORE THE EVENT

Determine final guest count for caterer/site etc. Determine how many “walk-ups” can be accommodated.
Planning an Event

DAY BEFORE THE EVENT

Gather the materials needed for the event.

DAY OF THE EVENT

Arrive at least one hour early at your event to prepare the room.

Bring your club signs, nametags, attendance lists, membership forms, brochures, pens, sign-in sheets, address update sheets, etc.

Be on the lookout for new volunteers, greet guests as they arrive, and take photos.

Make sure to relax and have fun with your fellow alumni!

AFTER THE EVENT

Reconcile any outstanding bills and invoices with your vendors.

Send in a copy of the sign-in sheets & photographs from the event to the UFAA.

Send thank-you notes to speakers, special guests, or sponsors.

Hold a debriefing with your committee. Make notes for the future.
Procedures for UF Admissions Alumni Volunteers

1. The Admissions office receives a request for representation at a College Fair and reaches out to the UFAA to contact a Gator Club® in the area, or
   a. Gator Club receives direct invitation to participate in Admissions/College Fair.

2. UFAA contacts the Gator Club® to gauge interest and availability

3. If club is interested, UFAA will make e-mail introduction between Gator Club® and Admissions officer in charge

4. Admissions will coordinate with the Gator Club® to provide training for the designated volunteers.

5. UFAA makes name tags for volunteers and provides them to Admissions to ship with the other College Fair materials that they provide. These are shipped to the address that the club’s designated representative for the event provides.

6. Gator Club volunteers attend the event and provide feedback (and photos if possible) from the event to UFAA and Admissions.
Gator Club® OUTREACH procedures

The UF Alumni Association is dedicated to increase the awareness of both research and academic programs offered on campus. To help enable a strong connection between our University and our Gator Clubs, the UFAA Outreach office has created an opportunity for Clubs to receive financial support for bringing faculty members to their respective regions. The Gator Club Speaker Subsidy will offset a portion of the costs associated with hosting faculty and staff willing to travel to speak on his/her area of expertise.

This system has been developed to create more opportunities for Gator Clubs and provide better service to our alumni, friends and families around the state.

For In-State Gator Clubs, the University of Florida IFAS (Institute of Food and Agricultural Sciences) has a wide array of topics and speakers that are available for Gator Clubs and each county has their own UF affiliated IFAS office. You can find information about IFAS at: http://ifas.ufl.edu/ and you can find your own counties IFAS office at: http://ifas.ufl.edu/extension-offices-rec-maps.shtml. You can contact your IFAS office directly and do not need approval through UFAA.

For a Gator Club® to request an OUTREACH speaker (Non-IFAS):

- E-mail the Alumni Coordinator, Shirley Lynn (SLynn@ufalumni.ufl.edu) and the Director of Broaden Gator Engagement, Scott Francis (SFrancis@ufalumni.ufl.edu) with your request. Include the following:
  - Date of event requested
  - If you have a specific speaker/topic, please submit, if not we are happy to work with you on finding one
  - Location of event to be held
  - Estimated Attendance

- The Club is responsible for coordinating all aspects of the event, this includes promotion, decision making, planning and working the event.

- Once the speaker is acquired, the club will communicate all plans with the speaker or designated representative. This includes coordination of travel, event timeline and any special arrangements. As always the Gator Club will serve as official representatives of the UFAA.
Gator Club® OUTREACH subsidy funding

To be eligible for a Gator Club Speaker Subsidy the Club must:
- Complete and fulfill all of the above requirements
- Fill out a post event form; it will be e-mailed to you and available online.
- Submit all appropriate paperwork within 2 weeks of the event
  - A list of all actual attendees
  - Agenda of event
  - Copy of menu/Banquet Event Order
  - Copy of Invoice and all original receipts (detailed/itemized required)
- Original payments must be made by the Gator Club to the vendor; this subsidy will only be paid after all post-event paperwork is submitted. *Please note reimbursement may take up to 4 weeks after the event is held.

Approval
All requests will be approved by the Director of Broaden Gator Engagement

Subsidy Amount
Each Gator Club will be eligible, on a first come, first served basis for one Subsidy per fiscal year up to $600

Pre Event Request (form available online)
To make the initial request the following information must be submitted:
- Speaker/Topic Requested – Clubs have the option to request a speaker or topic. Topics must be academic or research as it relates to UF. Requests must be submitted at least three months prior to the event.
- Date/Time – Please list multiple options if possible. Faculty and staff are limited due to teaching and other responsibilities so flexibility is key for a partnership.
- It takes a minimum of 6 weeks to produce an electronic invitation.
- Estimated Attendance

Preferred Location Name and address – This must be finalized prior to design/creation of a postcard invitation if you choose to do one.
Distinguished Alumni Professor request procedures

The UF Alumni Association selects a Distinguished Alumni Professor bi-annually. The Distinguished Alumni Professor (DAP) works with the Alumni Association to carry the message of the university to alumni throughout the country. The honor includes a salary stipend, the opportunity to serve on the board of directors and other considerations from the Alumni Association. Nominations are made by alumni, administrators and faculty members.

The DAP is dedicated to increasing the awareness of both research and academic programs offered on campus, and serves as the faculty ambassador to the Gator Nation and, schedule permitting, will be available for UFAA sponsored speaking engagements.

This system has been developed to create more access to the academic experience for Gators.

To Request the Distinguished Alumni Professor
- E-mail the Director of Building Alliances, Ana Barrenechea (abarrenechea@ufalumni.ufl.edu) and the Director of Broaden Gator Engagement, Scott Francis (SFrancis@ufalumni.ufl.edu) with your request. Include the following:
  - Date of event requested
  - Location of event to be held
  - Estimated Attendance
- The Club is responsible for coordinating all aspects of the event, this includes promotion decision making, planning and working the event.
- UFAA staff will work with the DAP’s schedule and see if s/he is available to come to your area and when.
- UFAA staff will notify the club once the DAP speaking engagement is confirmed and will communicate all plans with the DAP or their designated representative. This includes coordination of travel, event timeline and any special arrangements. As always the Gator Club will serve as official representatives of the UFAA.
Gator Club® Athletics Speaker Requests

The University of Florida Alumni Association (UFAA), in conjunction with the University of Florida Athletic Association (UAA), will work to coordinate and schedule Gator Club requests for coaches/UAA staff speakers. Please understand that our coaches have very demanding schedules and cannot accommodate every request.

It is important for clubs to understand that our coaches often have limited availability and that clubs must be flexible when determining dates.

**Athletic Coaches/UAA staff**
Only Gator Clubs in good standing will be considered. Meetings attended by any athletic coach/UAA staff member are determined by UAA and the UFAA. Speaker availability may be determined by an anticipated/minimum attendance requirement.

**Mandatory RSVP requirements**
The UFAA wants to ensure that each meeting is well worth the local club volunteer efforts, travel expense and the speaker’s time, therefore, we will require that all clubs have a RSVP for their speakers meetings. Each club must have at least 75% of anticipated meeting attendance registered 10 days prior to meeting date. The RSVP numbers must be emailed to the Alumni Coordinator (slynn@ufalumni.ufl.edu). If RSVP attendance numbers don’t reach the 75% 10 days prior to the meeting, the speaker will be subject to cancellation. We ask for this information 10 days in advance so that travel memos and meeting details can be provided to all traveling University staff and/or the speaker in a timely manner.

**Post Meeting Requirements**
Each Gator Club is required to complete a meeting recap. This must be submitted to the UFAA in order to properly evaluate your club and remain eligible for future speakers.

**Deadlines**
The deadline is June 1st for Fall Speakers
The deadline is Dec. 1st for Spring Speakers

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**For a Gator Club® to request a UF Athletics Speaker:**
- Complete the UF Athletics Speaker Request Form (available online)
- E-mail, FAX, or send standard mail to Alumni Coordinator Shirley Lynn
- Based on the staff/coaches requested, UFAA will work with the University Athletic Association to coordinate. UFAA will contact you back to notify you if we were able to find a speaker for you.
- The Club is responsible for coordinating all aspects of the event, this includes promotion, decision making, planning and working the event.
- Once the speaker is acquired, the club will communicate all plans with the speaker or designated representative. This includes coordination of travel, event timeline and any special arrangements. As always the Gator Club will serve as official representatives of the UFAA.
University of Florida Athletics Speaker Request Form

Name of Club: ____________________________

Date submitted: ________________  Submitted by: ________________

Preferred Telephone number: ________________

E-mail: ________________  Days of the week to avoid: ________________

Is there a particular coach/staff member you’d like to request: ____________________________

Preferred date(s) you’d like coach/staff member to come: ____________________________

Dates to avoid: ________________________

Remember to check your local community activities (High school graduations, etc.) for minimal attendance conflicts

Estimated attendance: _____  Will the event be Open or Closed to the Public?  Open  Closed

Is there a charge to enter the event?  Yes  No

If so, what is the amount:  UFAA Members  Non-UFAA Members

Will there be prospective or current UF athletes at this event?  Yes  No

*If so, who? (if known): ____________________________

*This must be cleared in advance by UAA compliance office

Format of event: (ie: picnic, luncheon, dinner, golf tournament, reception, etc.)

☐ Picnic  ☐ Luncheon  ☐ Dinner  ☐ Golf Tournament  ☐ Reception  ☐ Other: __________

Will the coach receive any benefit in conjunction with this event?  Yes  No

If Yes, Please Explain: ____________________________

(Cash, Travel Reimbursement, Gift, Award, etc...)

Would you be willing to co-host meeting with a neighboring Gator Club © or with your Region?  (Y/N)

If so, please list the club(s): ____________________________

When did your club last host a coach/UAA staff member as a speaker?:

Name: _____________  Date: _____________

Send completed forms to Shirley Lynn

Fax: 352-392-8044  E-mail: slynn@ufalumni.ufl.edu  Mail: 1938 W. University Ave. Gainesville, FL 32608

53
Florida Players Network

The Florida Players Network (FPN) is an organization for former University of Florida football players to network and give back to the community. There are over 2,500 former Florida football players and many of them want to make a difference. The FPN would like to work with our Gator Clubs® to get more former football players involved by representing FPN at meetings and by speaking to clubs about their personal Gator Football experiences, the purpose and mission of FPN.

If you are interested in having a former football player attend or speak at your club events or meetings, please complete the request form found on the next page, or click here to access it online.
FPN Speakers Bureau
Appearance Request Form

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<th>Contact Information</th>
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<td>City ST ZIP Code</td>
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<th>Desired Speakers/Wish List</th>
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<td>Please list (in priority) the (5) speakers you would most like to have attend your event.</td>
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Will video and photography be present at the event?

☐ No      ☐ Yes

Will parking be available at the event?

☐ No      ☐ Yes
Will refreshments be served at the event?

☐ No  ☐ Yes

Will the event be open to the public?

☐ No  ☐ Yes

Do you plan on advertising the event?

☐ No  ☐ Yes

**Type of Event**

What would you like the speaker to do at your event? Check all that apply and describe below

☐ Give a prepared speech  ☐ Sign Autographs  ☐ Greet fans

☐ MC event/contest  ☐ Sign Sports Memorabilia

Please provide a brief description below:


**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if my proposal is accepted by the Florida Players Network, any false statements, omissions, or other misrepresentations made by me on this application may result in its immediate dismissal.

Name (printed)  
Signature  
Date

Thank you for your interest in the Florida Players Network Speakers Bureau. A FPN member will get back to you shortly.

**FOR OFFICE USE ONLY**

Appearance Fee  
Speaker’s Name (printed)  
Signature  
Date
UFAA Awards and Recognition Programs

Distinguished Alumni
Nominees must be an alumnus of the university and must have excelled in his/her chosen field or must have performed outstanding service for the university. Similar to the honorary degree, nomination with resume and three or more letters of recommendation should be sent to the Chairman of the Committee on Honorary Degrees, Distinguished Alumnus Awards and Memorials. Generally, the committee consults with the dean and/or vice president from the area appropriate to the candidate before approval is granted. Upon approval by the Committee, the recommendation is forwarded to the president of the University for Final Approval.

Outstanding Student Leader
The University of Florida Alumni Association (UFAA) has the distinct privilege of presenting the Outstanding Leadership Awards at each semester's commencement ceremonies. These prestigious awards are designed to honor graduating students who are the paragon of leadership. The Outstanding Leadership Award recipients are included in the commencement program, are a part of the graduation ceremony processional, are introduced and honored by the Alumni Association President and are invited to sit on the platform as distinguished guests during the program.

Honorary Alumni
An Honorary Alumnus is a person who has evidenced an interest in, or who has rendered outstanding service to the University and who has been elected by the Board of Directors of the Association for this distinction. Individuals are nominated by various sources, including College Deans, Development Officers, etc. The nomination is put to the Alumni Association Board of Directors, and if approved, the individual is designated as an Honorary Alumnus. The awardee is presented with a certificate commemorating their approval as an Honorary Alumnus at a time designated by the nominating college or department.

Outstanding Young Alumni Awards
The University of Florida Alumni Association has established the Outstanding Young Alumni Award to recognize alumni who are 35 years of age or younger and have distinguished themselves in their profession and community. To celebrate, a breakfast held in the spring (Typically, the Saturday of the Orange and Blue Debut) honors and recognizes these alumni, chosen by their respective colleges to receive these awards.

Gator Club® Awards (Clubbies®):
Club Membership Rate Increase Award In-State & Out-Of-State Gator Club
Overall Club Membership Rate Award In-State & Out-Of-State Gator Club
Outstanding In-State & Out-Of-State Gator Club
Most Improved Gator Club In-State & Out-Of-State
Outstanding Gator Club Communications In-State & Out-Of-State
Best Gator Club Event/Program
Gator Club Leader of the Year
Young Alumni Leader of the Year Award
Best Young Alumni Event/Program
Gators For Higher Education Award
Outstanding Volunteer Awards
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About UFAA

Mission
The mission of the University of Florida Alumni Association is to support exclusively the University of Florida’s mission of teaching, research, and service as determined by the University of Florida Board of Trustees by fostering and enhancing the relationship between the University of Florida and its alumni, students, and friends.

History
"We, the members of the Class of 1906, the first graduates of the University of Florida, in order to keep alive a sentiment for affection of our Alma Mater, unite the graduates of successive years by a common tie of fellowship, foster the feeling of friendship and love toward each other, promote the welfare of the University and encourage education, do ordain and establish this constitution for our government." This was the preamble of the Constitution of the University of Florida Alumni Association established in 1906.

In its early years, the Alumni Association was associated with the Athletic Department, and had its offices at various places on campus, including Thomas Hall, Anderson Hall and the Women’s Gym. In 1936, with the dedication of the Florida Union, (now the Arts & Sciences Building), the Alumni Association occupied an office there. After 1948, it was located in the University Auditorium. The Alumni Association office then moved to the J. Wayne Reitz Union and, in 1981, to its present location on University Avenue.

In 1992, a dues membership program was initiated. Members of the Alumni Association receive an annual subscription to the alumni magazine and many other benefits and discounts.

The Alumni Association is responsible for a network of nearly 100 Gator Clubs® in Florida, across the U.S. and internationally. These clubs are composed of alumni and friends who represent UF in their communities. They hold a wide variety of programs and events in support of the university. The Alumni Association is also actively involved with financial assistance programs for students attending the University of Florida in the form of scholarships sponsored by the Gator Clubs®.

In addition, we host Outreach programs that bring faculty and administrators on the road to carry the University's message to alumni and friends. Reunion programs are organized and conducted by the Alumni Association and have been successful in bringing alumni back to Gainesville, with activities that are designed to involve returning graduates with campus life.

Specific groups have been organized to represent the needs of special interests on the campus, including the Association of Black Alumni, the Association of Hispanic Alumni, the Association of Asian Alumni, Lesbian Gay Bisexual Transgender and Allies, and the Jewish Alumni Association. In addition, Students of the Alumni Association (SAA) was developed to create networking opportunities between current students and alumni. With 10,000 members, this group offers career networking, social events and special programming.

The Florida Cicerones, who are UF’s campus ambassadors, are also members of this group. These students, specially selected to represent the University, lead tours and host events across UF’s campus.

Today, alumni on record total nearly 370,000. We have alumni in every state and in more than 100 foreign countries.
About the University of Florida

General Statistics
Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprising the top 63 public and private institutions in North America.

Fun Facts about the Florida Gators- Reminding us why “It’s Great to be a Florida Gator”
UF is consistently ranked among the nation’s top universities: No. 14 in U.S. News & World Report “Top Public Universities” (2013); No. 16 in RatER’s “Global Universities Ranking” (2009); No. 2 in Kiplinger’s “Best Values in Public Colleges” (2011).

Admissions
With an enrollment of just under 50,000 students annually, UF is home to 16 colleges and more than 150 research centers and institutes. Approximately 95 percent of incoming freshmen score above the national average on standardized exams. The fall 2011 incoming freshman class had an average 4.18 GPA and 1907 SAT score. UF enrolled 1,250 International Baccalaureate students – more than any other university in the U.S. – in Fall 2011.

Gators for Higher Education
Gators for Higher Education is a project of UF Government Relations in partnership with the UF Alumni Association. It consists of University of Florida alumni, faculty, students, staff and friends who want to help communicate the University’s goals to Florida’s elected officials. The Gators for Higher Education mission is to be advocates for UF to make it the best it can be — a top-ranked U.S. University that educates Florida’s future leaders, drives the state’s economic development, produces breakthroughs in scientific research, and serves the people of our state. For more information on Gators for Higher Education, please visit G4HE.ufl.edu.

Gator Boosters
The mission of Gator Boosters, Inc. is to strengthen the University of Florida’s athletic program by encouraging private giving and volunteer leadership from Gators everywhere. Gator Boosters is dedicated to two major goals. First and foremost is to educate our student-athletes. They provide scholarship funding to pay the academic costs of all scholarship athletes, providing them with one of the finest educations available anywhere. Secondly, they are constantly building, or improving athletic facilities for Gator student-athletes to be given the opportunity to compete in the finest facilities.
University Athletic Association
UF’s athletic victories include 29 national team championships, 210 SEC crowns and more than 250 individual national titles. In 2006, UF became the first university in collegiate history to earn both the national men’s basketball and football titles in the same year. The university again made history in April 2007 by winning a consecutive national title in men’s basketball. The latest Gator teams to win NCAA titles were also repeat winners, as the men’s indoor track & field team claimed their third consecutive crown in 2012 while the women’s tennis team took its second straight in 2012, while gymnastics added their first National Title to the mantle. The Gators lead the Southeastern Conference (SEC) in team titles and Academic All-SEC recipients.

Since 1968, 163 different Gators and 13 Florida coaches have earned 109 medals (50 gold) while representing 37 countries in 12 different sports, in 12 Olympiads.

University of Florida Foundation
The University of Florida Foundation, Inc. is a non-profit, 501(c)3 organization that receives, invests and administers private support for the University of Florida. Created in 1934 as the University of Florida Endowment Corporation, the Foundation expanded in the early 1950s to become the primary fund-raising and fund management arm of the university. In 1964, Florida certified the Foundation under its current name. The mission of the University of Florida Foundation is to support and enhance the University of Florida by encouraging alumni and friends to provide private funds and other resources for the University’s benefit, to manage those assets and to provide volunteer leadership in support of the University’s objectives.