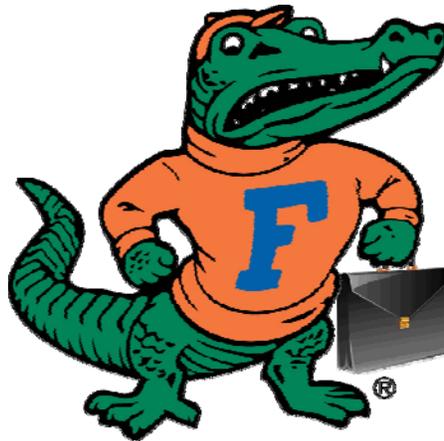




## GATOR SWAMP SWAP



PRESENTED BY:  
THE UNIVERSITY OF FLORIDA ALUMNI  
ASSOCIATION'S  
YOUNG ALUMNI COUNCIL

For more information, please contact:  
Virginia Y. Horton  
Assistant Director of Club Relations,  
Young Alumni & Special Interest Groups  
University of Florida Alumni Association  
1938 W. University Ave.  
Gainesville, FL 32603  
Phone: 352.392.9597  
Toll-free: 888.352.5866  
Fax: 352.846.3636  
vhorton@ufalumni.ufl.edu  
www.ufalumni.ufl.edu

Dear Young Alumni Coordinator:

This packet contains all of the information that you need to host the Gator Swamp Swap. This is a starting point for you to plan and implement this program. Please feel free to improve upon these ideas and customize the program for your Club.

The items contained in the packet include:

1. Suggested Agenda;
2. Opening Script;
3. An Ice Breaker – Gator Search BINGO;
4. Ground Rules; and
5. Suggested text for communication pieces to be distributed to your Gator Club to solicit participation.

As this is intended to be a networking event, the venue you select in your area needs to be appropriate (i.e. a venue that will allow your members to mingle and talk without yelling over loud music and televisions).

Should you have any questions about the contents of this packet, please do not hesitate to contact your Regional Representative from the Young Alumni Council or Virginia Y. Horton at the Alumni Association.

Good luck with your Gator Swamp Swap and Go Gators!

Gator Swamp Swap  
(Business Card Swap)  
6:00 p.m. – 8:00 p.m.  
at the location of your choosing

6:00 p.m. – 6:05 p.m.	Welcome/Opening Remarks by Young Alumni Coordinator
6:05 p.m. – 6:10 p.m.	Instructions for Gator Search BINGO
6:10 p.m. – 6:40 p.m.	Play Gator Search BINGO Ice Breaker
6:40 p.m. – 6:45p.m.	Instructions for Gator Swamp Swap
6:45 p.m. – 7:30 p.m.	Business Card Swap (you may need to shorten the time depending on the number of participants)
	[Announce a swap every 5 minutes]
7:30 p.m. – 8:00 p.m.	Network and socialize

## Gator Swamp Swap

### Opening Script

Good evening fellow Gators! My name is \_\_\_\_\_ and I am the Young Alumni Coordinator for the \_\_\_\_\_ Gator Club®. Welcome to our Gator Swamp Swap. The University of Florida Alumni Association's Young Alumni Council provided this program to us in response to your feedback that you want to network with Gators in your area.

### Gator Search BINGO Ice Breaker Instructions

We are going to start off by playing Gator BINGO. Everyone should have received a BINGO card when you walked in. If you did not, please pick one up off of the front table. You will have half an hour to meet your fellow alumni and fill in the BINGO card. So, for example, you need to talk to your fellow alumni and find someone who is the same profession as you. Once you do, write their name in the appropriate square on your card. The first person to completely fill in their card should yell BINGO! If no one is able to completely fill in the card, then the person who is able to complete the largest percentage of the card will win. You have thirty minutes to complete your card, so get started!

### Gator Swamp Swap Instructions

The Gator Swamp Swap is a business card exchanging event. In a minute I am going to divide you into two lines that face each other and explain the rules for the Gator Swamp Swap. After the Swamp Swap is over, we hope that you will stay for a while and socialize with the people you meet tonight.

#### Ground Rules

Please divide into two lines and face each other. Each person should be facing someone else. You should be spaced close to the person standing across from you, but far enough apart from the people to your right and left that you can have a conversation with the person in front of you without yelling over your neighbors.

*[Note: If it is possible to set up tables in the room, and put two people at each table, that would be ideal.]*

You will have five minutes to introduce yourself and to get to know the person who is facing you. The point of this exercise is for you to have a conversation with each person that you meet. If you get stuck and need some questions to ask the person standing across from you, suggested questions to ask the person include:

1. Where do you work;
2. When did you graduate from UF;
3. Did you go to graduate school and where;
4. What is your career field;
5. Why did you get into this current career field;
6. Did you need any specialized training;
7. Do you like what you do;
8. Do you want to stay in your career field or try something new; and,
7. What are your career goals.

I will keep time and will call out the word “SWAP!” every five minutes. When you hear the word “swap,” give the person across from you a business card and then move to one spot to the right. The person at the end of each line should step forward to join the line across from them so that they are now facing the person who was previously to their left. You will then have five minutes to meet the next person standing in front of you. We will continue to meet each other and swap cards every five minutes until you have swapped cards with everyone in the room.

*[Note: If possible, the Young Alumni Coordinator who is keeping time should try to participate in the swap too. If you have a large group, you can break everyone into smaller groups of two, three or four in separate areas of the room and then have each smaller group form two lines facing each other. After everyone in each small group has met each other, a line from each small group can swap places with a line in another group. You can continue to do this until everyone has met all, or at least met a substantial portion of, the participants.]*

After everyone has met and swapped cards, then the group will mingle and network with each other. Most importantly, have fun!

Let’s get started! You now have five minutes to meet the person standing in front of you.

# Gator Swamp Swap

Calling all Gators!

On \_\_\_\_\_, the \_\_\_\_\_ Gator Club will be hosting a Gator Swamp Swap from 6:00 p.m. – 8:00 p.m. This program is a business card exchange/networking program. We hope that you will join us so that you can get to know your fellow Gators.

Please RSVP to \_\_\_\_\_, the Young Alumni Coordinator for the \_\_\_\_\_ Gator Club®, via e-mail \_\_\_\_\_ or by telephone (\_\_\_\_) \_\_\_\_\_.

Don't forget to bring a stack of business cards with you to the event.

Go Gators!

Name  
Young Alumni Coordinator  
\_\_\_\_\_ Gator Club®  
Contact Information