Alumni Regional Volunteer

Alumni Regional Volunteers are highly valued as they serve as hubs for alumni engagement around the country and the world. With the dedication, energy and skills of volunteers, alumni everywhere can enjoy opportunities to connect with the campus and each other at events like happy hours, faculty talks, career activities, and more.

Volunteer Responsibilities & Expectations:
The primary role of a lead regional volunteer is to plan events, which typically involves selecting a program format, finding a venue, working with vendors, helping promote the event, and managing logistics at the event itself. At the events, volunteers greet guests, facilitate introductions, and generally make all feel welcome.

Regional Volunteers are expected to:
• Plan at least one alumni engagement event per year
• Work collaboratively with other volunteers in the region
• Suggest ideas for types of events
• Scout, research and do site visits for possible venues
• Work with staff on invitation emails
• Promote events on social media such as Facebook, and among personal networks
• Work with staff to develop the event program (anything from a brief welcome message, an icebreaker activity, a faculty speaker, prize drawing, etc.)
• Arrive early at events to set-up including setting up the check-in table with name tags and collateral, checking in with facility, put up decorations and signage, etc.
• During the event, attend to event logistics
• Stay after the event is over to gather supplies and settle the bill, if necessary
• Track and forward attendance lists to staff

Volunteers are also encouraged to:
• Attend, and assist at events that have been planned by other volunteers or staff
• Act as a concierge, if appropriate, when hosting faculty or alumni speakers visiting your region (e.g., providing transportation to and from your event as needed, arranging for a token speaker gift representative of your region, etc.)
• Recruit additional volunteers and potential successors
• Leverage personal and other UC Santa Cruz networks to continually grow attendance
• Serve as a UC Santa Cruz alumni ambassador at University of California events
• Attend volunteer trainings either in-person, online, or conference calls.
• Make an annual gift—of any size—to UC Santa Cruz

Volunteers will receive event support from Alumni Engagement staff, including creating and sending out email invitations, and collecting RSVPs, attending and staffing the events whenever possible, and providing supplies such as nametags, signage, and giveaways,

To learn more, participate, or nominate someone as a Regional Alumni Volunteer, contact Allison Garcia at acgarcia@ucsc.edu