



Operations Manual

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I. The Grambling University National Alumni Association

A. Purpose

In 1958, graduates of Grambling State University (GSU) organized the Grambling State University, National Alumni Association (GUNAA). The purpose of this Association is as follows:

- To facilitate better communication and relationships between the University, Graduates and Friends;
- To cooperate with the University’s Administration, Field services, and other Alumni organizations in the promotion of worthwhile activities for the Grambling State University Faculty, Graduates, Students, Prospective Students, and Friends;
- To encourage the highest type of professional ethics and scholarship among the Alumni and Students;
- To stimulate school loyalty, devotion, and responsibility;
- To further encourage professional enthusiasm, initiative, and growth;
- To provide a National Association to channel information to support local, state, regional and national programs;
- To provide suitable headquarters, offices and facilities to direct alumni affairs and to channel information to support local, state, regional and national programs;
- To study any propositions concerning the mutual relationship of the University and the various allied organizations to the and that both will benefit from their close association;
- To legislate through by-laws or by resolution upon any subject of general concern to the members of this organization;
- To promote a “Greater Grambling State University” through the work of the Alumni Association;
- To secure financial assistance for Grambling State University, through the following methods: Cash, Securities, Bequests, Life Membership Payment, Real Estate, Insurance, Specified Property, Annual Dues and Annual Fund Drives;
- To establish alumni chapters throughout the nation to assist Grambling State University in achieving the above goals, as well as educational excellence, financial security, humanitarian ideals, athletic and social prominence;
- To fulfill the purpose for which the corporation is organized which are exclusively charitable, scientific, literary, and educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 and the corresponding provision of any future United States Internal Revenue law; and
- To avoid any activities not permitted to be carried on by an organization exempt from Federal Income Tax under of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

The association annually sponsors homecoming activities, class reunions, recognition programs for alumni and students, chapter activities, student scholarships, legislative relations programs, and other functions to promote good fellowship among its members.

B. Today and Tomorrow

Today's Alumni Association is a sophisticated, multifaceted organization that supports all areas of the University. GUNAA has grown from only a handful of members in 1958 to over 3,000 alumni members today. It is composed of over 43 active chapters, organized along geographic lines that will continue to grow and prosper.

Vision, enthusiasm, and energy fueled the growth of the Alumni Association into the dynamic organization we know today. That same vision, enthusiasm, and energy will help today's alumni, volunteers and professionals face the challenges of advancement in the next decade.

C. Programs

The Alumni Association organizes University alumni, supporters and friends and directs their time, talents and resources where they can best serve the university. To promote the interests of the University, the Association provides scholarships to worthy and needy students, conducts an ongoing and active legislative relations program, offers advice to the administration, recruits outstanding students and student-athletes, promotes student retention activities, and involves its members and specialized University needs. The Alumni Association secures funds for its programs through a portion of the donations to the GSU Alumni, and with royalties received from various ventures.

II. The Grambling University National Alumni Chapters

A. Chapter Goals

Alumni Chapters should be established throughout the nation to assist Grambling State University in achieving their goals, as well as, educational excellence, financial security, humanitarian ideals, athletic and social prominence.

Grambling University National Alumni chapters are based on membership. They are involved in many activities, but their major goals should be as follows:

Chapters are created in specific geographic areas to share their pride and to meet other Gramblinites and GRAMFAM living in their area.

Chapters are officially recognized and approved by local governing entities that operate under the GUNAA Constitution and Bylaws in the respective geographical regions.

1. To provide an opportunity for all alumni (graduates or former students) and friends of GSU to interact meaningfully with the University and its activities, and to serve as the community contact for current information about the University and its programs;
2. To consistently seek to increase active membership;
3. To recruit outstanding students to attend Grambling State University (GSU).
4. To provide financial aid to students for the purpose of attending GSU.
5. AT LARGE Membership is considered a chapter within GUNAA. This consist of members who are not part of a local chapter, yet, perform the same tasks listed above.
6. Facilitates connections among alumni based on shared experiences, interests, and/or geographic location.
7. Expands opportunities for alumni engagement, helping them connect and network with fellow GSU graduates.
8. Encourages alumni leadership and involvement in university-related activities.
9. Builds a strong sense of community within the alumni network.
10. Supports the university financially through alumni contributions and fundraising efforts.

B. Chapter Purposes

The GUNAA chapters were devised to fulfill a dual role of serving alumni and the University. Alumni chapters play a central role in the promotion of the interests and needs of the University. No one should underestimate the importance of GSU's alumni chapters. The reputation of the chapter, in a sense, is the reputation of the University in a specific locality or interest area.

Chapters:

- Bring together the organized efforts of GSU alumni to provide for the best interests of their alma mater;
- Encourage participation in GSU programs;
- Allow association with GSU alumni in the same community or interest area;
- Serve as a channel of communication between the individual and the University;
- Inform members about the University's most recent progress, achievements, and challenges;
- Help alumni who have recently moved to the area become acquainted with, and active in, the chapter; and
- Promote GSU!! A well-organized chapter can do much to increase awareness of GSU within its community.

C. Chapter Services

In addition to enhancing GSU's image within the community, individual chapters can support and engage with the University through several key initiative:

1. *Recruitment of Scholars*

Every chapter should actively seek out potential GSU students and encourage enrollment by sharing information about academic programs, campus life, and University resources. Chapters play an important role in promoting GSU to students in their local communities.

2. *Scholar Support for Areas Students*

Chapters can provide significant support to GSU by awarding scholarships to deserving students in their communities. Many chapters award scholarships ranging from \$100 to \$1,000 or more. Alumni should consult the Office of Admissions regarding eligibility and current policies on in-state tuition for out-of-state student.

3. *Encourage Contributions to the Alumni Fundraising Activity*

Chapters should encourage donations to the Alumni Association through annual giving. Chapters may allocate a portion of collected funds to support chapter operating expenses, including printing, postage, administrative support, and communications, in accordance with GUNAA policies.

4. *Update Alumni Records*

Chapters assist the National Office and the Office of Alumni Relations by providing updated contact information and new data on local alumni. Regular updates ensure accurate alumni records and facilitate communication of University and chapter activities.

D. Office of Alumni Relations Services to Chapters

The Grambling University National Alumni Association (GUNAA), through the University's Office of Alumni Relations, may, subject to availability and University policy, provide chartered alumni chapters with the following services:

1. Assist chapters in the development of annual program plans, including identification of speakers and program themes.
2. Provide, upon request and in accordance with University privacy policies, an up-to-date list of alumni residing in the chapter's geographic area to the chapter president or a designated chapter officer.
3. Assist chapters with planning additional programs. Requests for speakers or other University-supported programming should be submitted at least one month in advance and copied to the GUNAA Office, GUNAA President, and Vice President, as applicable.
4. Assist chapters with publishing and distributing announcements. When available, chapters may utilize reduced non-profit bulk mailing rates through the Office of Alumni Relations. The Office may also provide mailing labels or electronic distribution support, subject to

availability, for the purpose of promoting chapter and University activities and communicating the Association's message to alumni.

5. Publicize chapter activities in official alumni publications and approved digital platforms. Meeting notifications should be submitted to the Office of Alumni Relations at least eight weeks prior to the event to ensure consideration for publication. Photographs and articles from completed events may be published in the next available issue or online outlet.
6. Provide chapters with advance notice of Alumni Association programs, including travel opportunities, special events, and Association-sponsored activities.
7. Provide chapters with fundraising solicitation materials, guidance, and training, in accordance with University and GUNAA policies.

III. Getting an Alumni Chapter Started

A. Why Have a Chapter

The Alumni Association currently supports more than 43 chapters throughout the United States. Chapters are formed primarily because alumni have a special love for GSU and want to enhance their relationship with the University and all that it represents. Members seek to maintain a direct link with the University and remain a vital part of its future through monetary gifts, recruiting, and retaining talented students. They also enjoy connecting with other GSU alumni and friends within their community while sharing their GSU experiences.

Like the members who compose them, each alumni chapter will have its own personality and interests. No chapter will progress beyond its early stages unless it offers a program that is relevant and beneficial to both its members and the University.

The purpose of a local alumni chapter is to encourage its members to become more knowledgeable and active in the life of GSU. This is the most effective way to enhance mutual benefit for alumni, the community, and the University. A chapter that is formed with this purpose in mind, and offers a well-structured program designed to achieve it, provides satisfaction to its members by bringing GSU closer to them.

B. Forming an Alumni Chapter

An individual or group may organize a chapter; however, no matter who is providing the

leadership, the Alumni Association should always be informed of chapter plans and activities.

The procedures below should be studied carefully before forming a chapter.

(See Addendum A)

Organizational Steps

1. The individual or group wishing to organize a chapter should contact the President of the GUNAA through the National Office by emailing: office@gunaa.org or mail informing the office of the group's intent to do so.
2. If a group of alumni is interested in forming a chapter, a temporary chairperson should be selected.
3. The group should write or call the National Office and ask for a current list of alumni from your area.
4. If additional help is needed in organizing the chapter, the Alumni Association, when appropriate, will assign a staff member or designee to assist and give the names of other alumni in the area who have expressed an interest.
5. The group should find an appropriate place and set the date and time for the first meeting including a virtual meeting.
6. The group should send out the letter of intent and the survey to potential alumni members in their area.
7. The group should plan an effective meeting built around organizing the new chapter.

The following items may be included in the agenda:

- Organizing the chapter (*how detailed the chapter wishes to be*)
 - Selecting potential activities (*social, fund raising, views-in, etc.*)
 - Planning for the election of officers
 - Financing the chapter
 - Setting the date for the next meeting on the first event
8. Two or three weeks prior to the meeting of the first event, the group should have an organizational meeting. At this, time they should appoint a nominating committee or nominate a slate of officers to be voted on at the first chapter meeting. All nominees should be contacted to make certain they are willing and capable of serving. Also, the group should appoint any other committees or delegate responsibilities to individuals to provide for maximum success of the first meeting.
 9. Several days before the event, the group should have some publicity in the local papers, radio, and television stations. The group should also make as many personal contacts and telephone calls to alumni in the area as possible.
 10. The meeting should be fun and informative.
 11. Within five days after the meeting, information should be sent to the GUNAA Office.

C. Chapter Organization

1. Organizational Chart

Each chapter should prepare an organizational chart representative of the

administrative structure used by the chapter.

(See Addendum B for an example of an organizational chart.)

Chapters should work with their regional representatives to ensure regions are maximizing all opportunities and sharing of learnings.

The Regions shall consist of: 1. Far West -- To cover all Chapters located in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. 2. Southwest -- To cover all Chapters located in Texas and Oklahoma. 3. South Central -- To cover all Chapters located in Arkansas, Mississippi, Alabama, and Tennessee. 4. Southeast -- To include all Chapters located in Georgia, Florida, North Carolina, and South Carolina. 5. East Coast -- To include all Chapters located in District of Columbia, New York, Virginia, West Virginia, Maryland, Pennsylvania, Delaware, Connecticut, New Jersey, Maine, New Hampshire, Vermont, and Massachusetts. 6. Northeast -- To include all Chapters located in Michigan, Indiana, Ohio, and Kentucky. 7. North Central -- To include all Chapters located in Illinois, Minnesota, Wisconsin, Iowa, Missouri, North Dakota, South Dakota, Nebraska, and Kansas. 8. Northwest Louisiana -- To include all Chapters located in Caddo, Bossier, Webster, Claiborne, Bienville, Red River, and Desoto Parishes. 9. Southwest Louisiana -- To include all Chapters located in Beauregard, Calcasieu, Allen, Jefferson Davis, Cameron, Evangeline, St. Landry, Acadia, Lafayette, Vermillion, Iberia, St. Mary and St. Martin Parishes. 10. Northeast Louisiana -- To include all Chapters located in Union, Lincoln, Jackson, Ouachita, Morehouse, West Carroll, Richland, Madison, Tensas, Franklin, and Caldwell. 11. Central Louisiana -- To include all Chapters located in Winn, Sabine, Natchitoches, Grand, LaSalle, Vernon, Rapides, Avoyelles, Concordia, and Catahoula Parishes. 12. Southeast Louisiana -- To include all Chapters located in West Feliciana, Pointe Coupee, East Feliciana, St. Helena, Washington, Tangipahoa, St. Tammany, West Baton Rouge, East Baton Rouge, Livingston, Iberville, Ascension, St. John the Baptist, St. James, Assumption, Terrebonne, Lafourche, Jefferson, Plaquemines, St. Bernard, St. Charles, and Orleans Parishes.

2. Chapter Officers and Duties

In each chartered alumni Chapter, we recommend at least seven elected officers. These are President, Vice President, Secretary, Treasurer, Business Manager, Financial Secretary, Parliamentarian, and Reporter (*optional*). Based on chapter size; however, it may be more prudent to have fewer officers. In this case, chapters should have no fewer than a President, Secretary and Treasurer. The officers will assume the duties of their office immediately. Chapters are also urged to appoint a nominating committee for officer elections who will present nominees to the general membership. Nominations may also be taken from the floor. The degree of enthusiasm by which officers carry out their responsibilities determines to a great extent the success of the chapter.

The Duties of the Officers (*See Duties in GUNAA Bylaws for complete list and details*)

The ***President*** has the responsibility of leadership for the chapter and is the official spokesperson of the group. GUNAA will depend heavily upon the President for all official contacts between the chapter, GUNAA, and the Office of Alumni Relations. The President should be alert at all times to observe the needs of the chapter and to act to improve its activities where necessary. It is recommended that this Officer be bonded.

The ***Vice-President*** acts, as in most organizations, in place of the President. In some chapters, the Vice-President may have additional responsibilities, such as Chair of Fundraising, Programming, or Membership, etc. It is recommended that this Officer be bonded.

The **Secretary** is responsible for the minutes, reports, and detailed records of the chapter, and to have such matters filed where easily accessible when needed.

The **Financial Secretary** is responsible for the recording and reporting of INCOMING Funds at each chapter meeting and as required for year-end reporting. It is recommended that this Officer be bonded.

The **Treasurer** is responsible for the recording and reporting of OUTGOING Funds at each chapter meeting and as required for year-end reporting. It is suggested that the signature of the Treasurer be required on all checks along with the President or other designated officers. It is recommended that this Officer be bonded.

The **Business Manager** should manage the business affairs of the chapter to include developed of a yearly budget, cost analysis of fundraisers and projects, and tracking of expenses and making recommendations to improve the financial positioning of the chapter. It is recommended that this Officer be bonded.

The **Parliamentarian** shall interpret the rules and regulations as prescribed in the Constitution and By-laws of the local chapter and Robert's Rules of Order Newly Revised version.

3. Chapter Leadership

A chapter officer must master the mechanics and responsibilities of the position if a chapter is to be well-managed. A good nucleus of leaders is vital for a strong chapter. **One of the most important jobs of the chapter officer is the identification of potential chapter leaders.**

Elections will most often be held in even years. People, however well-intentioned, tend to grow stale if they are kept in the same position too long. If a chapter leader is unable to give time to the chapter as the year progresses, he/she should ask someone else to serve in his/her place. The leader should remember that the members who elected him/her count on him/her to keep the organization active. Once a chapter has disbanded, it is difficult to reactivate it. Consequently, please notify the national office in the event that it is considering disbanding or has disbanded.

Contact the national office for **reactivation** requirements by mail or emailing:
office@gunaa.org

The size of a chapter and the scope of its programs will determine how many officers and committees it should have. Good leaders delegate responsibility and involve others. Committees are an excellent means of involving a large number of people in the actual operation of the chapter, and personal involvement means greater interest.

All local committees should work with the National Committee for ideas, amplifying events and maximizing profits.

Aside from the officers, chapter members might consider some of the following

committees:

Finance Committee (Chaired by the Treasurer)

- Handles contributions for Annual Fundraiser, donations, charges for meals at meetings and selling of tickets.
- Approves all expenditures if not budgeted.

Membership and Attendance Committee (Chaired by Membership Chairperson)

- Works to encourage high attendance at meetings.
- Maintains a current membership roster for the chapter.
- Reports address changes to the Alumni Association monthly.
- Encourages contributions to Annual Fundraiser.

Program Committee (Chaired by the Vice-President)

- Works closely with the President on program ideas.
- Plans and arranges the program and entertainment for each meeting.

Publicity /Social Media Committee (Chaired by the Reporter and or Secretary)

- Supplies information to all local media outlets.
- Sends all newsworthy facts and pictures from chapter meetings, activities and local individuals to the Alumni Association.
 - Submits Chapter Notes to GUNAA and the Office of Alumni Relations.

High School/ Recruitment Committee (Chaired by the High School Relations or Recruiting Committee Chairperson)

- Works with the GSU Office of Admissions/Recruitment in coordinating recruitment programs in the community.
- Attends local high school College Day programs to represent GSU and provide enrollment information to potential students.
- Arrange/coordinate the presence of a GSU recruiting table at local College Fairs, etc.

4. Chapter Constitution and Bylaws

In order to be officially recognized as a chapter of GUNAA, each chapter must have a constitution and/or By-laws. These documents, filed with the Association, enable the Office of Alumni Relations to provide all the services needed to a chapter. A sample of a chapter constitution and by-laws are included.

(See Addendum A -Chapter Charter packet for sample Constitution and Bylaws)

The constitution and bylaws need to be completed and submitted to the Alumni Association prior to chartering and each year (with changes) prior to the first chapter meeting. For

chartering chapters, these documents will be presented by the National Membership Committee to the Board of the GUNAA for official acceptance.

5. Chapter Membership and Budget

Membership in the chapter should be open to any graduate, former student, or supporters of GSU. Alumni chapters may charge dues for the purpose of membership in the chapter. Chapter members are defined as contributing members to Grambling University National Alumni Association. A chapter member is one who has met all of his/her financial obligations with the local chapter and national organization of GUNAA and is in good standing with both, unless they are a *Member At Large*.

Chapter activities should be self-supporting, particularly where meals, entertainment, building and room rentals, etc. are involved. An adequate activity fee or cover charge should be assessed to participants to cover these costs.

Chapters should establish a checking and savings/program (*scholarship*) account(s) at FDIC banks. Funds cannot be placed in anyone's personal bank account.

Because a chapter is a part of an association, the chapter's financial information, must be kept accurate and up-to-date, since our auditors could request the chapter's financial statement at any given time. In order to do so, a check record or ledger book is suggested -- digitally.

The records should be classified according to budget categories with the following items considered:

- Chapter supplies
- Printing and postage
- Individual event costs
- Refunds
- Fund-raising items (tickets, merchandise, etc.)

(See Addendum K for a sample Chapter Budget; See Addendum C for a sample Financial Secretary and Treasurer's Report.)

6. Chapter Checking Accounts

- a. All accounts are GUNAA accounts with signature for specific chapter officers.
- b. All checks will require co-signatures (President and Treasurer; and the Vice President and/or Financial Secretary may sign as an alternate signatory). Digital payments are becoming the norm. A process should be established for how funds will be disbursed and paid since co-signatures are not possible.
- c. No checks should be made payable to cash.
- d. All checks must have invoices, vouchers or receipts to support them.
- e. Copies of bank statements and checks may be requested by the GUNAA for audit purposes.
- h. Chapter operating expenses are funded with a portion of membership dues and assessments. Operating expenses are defined as administrative, printing, postage, clerical assistance, etc.

D. Meetings

The number of meetings held by a chapter is a matter to be decided by the membership or its executive committee. There seems to be no set pattern within the chapters over the country. Some meet monthly, while others meet quarterly, every six weeks, etc. Whatever way a chapter meets, one of the meetings should be designated as the annual meeting. This meeting should include election of officers, report of the financial officers, and the presentation of programs for the year by a committee appointed earlier. (It would be well for the chapter's annual meeting to be held in December of each year so that reports can be made at that time.) Some types of meetings are informal with or without refreshments; luncheons or dinner meetings (*with or without speaker*); formal banquet meetings; and outdoor meetings such as picnics, barbecues, or fish fries.

E. Meeting Procedures

The following are organizational steps a chapter might consider in planning its activities.

1. *Yearly Planning*

The chapter should set events dated for the entire year so that members can plan accordingly.

2. *Two Functions*

Most chapters organize two functions a year. One function is usually held in the Fall and the other one in the Spring. We encourage the chapter to plan its Spring functions between mid-January and April. This time of year, has been most successful.

3. *Conflicts*

The chapter should plan functions in advance in order to secure a date, location and program. Additionally, this planning will help avoid conflicting programs within the community and with the National organization. To ensure University representation at the event, the University calendar should be consulted to avoid conflicting events, such as homecoming, graduation, Bayou Classics, alumni reunion weekend, etc.

4. *Location*

The chapter should select a place with quality atmosphere that will appeal to and welcome all alumni and will project the image of a great and friendly University. Additionally, the chapter should aim for a local venue with quality meals.

5. *Agenda*

The chapter should establish a program schedule to prevent confusion or

disorganization. Endless business meetings should not be scheduled as a part of the dinner program. The chapter officers and/or responsible committee should be responsible for leadership and introduction of key issues and initiatives to the chapter after thorough research.

6. *Punctuality*

The chapter meetings should start on time. Those who are punctual should not have to suffer for the late arrivals. This will help set a precedent for future meetings and help ensure promptness. Meetings should close promptly as planned. Evening meetings need not run longer than necessary. The chapter should have a strong closing, telling of the next or future events and giving everyone the feeling of continuity. Digital and hybrid options should be offered e.g. Zoom

7. *Size*

Largeness is not a virtue in itself. Chapter size will vary with the size of the community, in which it is located and/or the interest of the group. All sizes of chapters have been successful; it just depends on the enthusiasm of its members.

8. *Reception*

A real effort should be made to get the group acquainted at each meeting. If alumni have an enjoyable evening the first time out, they are a good bet for future participation. Coming to an event as a stranger and leaving the same way will certainly discourage people. Everyone should also have an opportunity to meet the speaker and guests. *(Often, one alumnus will monopolize the speaker, regaling him/her with boring stories, condemning the football coach or asking impossible questions or favors. Someone should be there to gracefully break in.)*

9. *Emcee/Master of Ceremony*

This is vital to the enjoyment of an evening. A chapter may wish to have an emcee/ master of ceremonies who does not have to be the President or an officer. A prominent or talented graduate will be an added drawing card and will bring warmth, cordiality and humor to the program. Valuable meeting time should not be used by a master of ceremonies who recounts dull experiences or stumbles through a series of tasteless or uneventful jokes.

10. *Banquets/Signature Events*

Because of their nature, these events merit special attention and thorough vetting *(or discussion)*. It should be a widely anticipated event for all chapter members *(and local participants)*. The chapter should look for an attractive, unique facility for the event. While we are not advocating expensive meals, attendance is higher at better establishments. The price of the event should be kept at a minimum without sacrificing quality. In planning for a speaker, the chapter should observe these extremely important parameters in scheduling:

- If you desire GSU/GUNAA speaker or presence: Notify the Office of Alumni Relations/President and the Alumni Association six weeks or more in advance of the intended event.
- Choose a topic that has strong appeal to alumni in the area.
- Request biographical data on the speaker so that proper introductions can be made.

Note: The Association will do its best to provide speakers/representatives for one event, annually. We cannot guarantee that a speaker (*especially from Grambling*) can be arranged for every meeting and/or event.

On rare occasions, bad weather prevents campus representatives from attending as scheduled. Should this rare misfortune occur, the chapter may wish to have an alternative local speaker.

(See Addendum D for a Checklist for Meetings and Events)

F. Publicity and Promotion

Every means of promotion available should be used to enhance the success and status of the chapter. Publicity lends additional importance and stature to any activity.

#1 publicity/promotion tool is social media. It has become an undeniable force in the 21st century, permeating nearly every aspect of our lives, from personal connections to business strategies. Its influence extends across demographics and professions, connecting individuals globally and reshaping how we communicate, consume information, and interact with the world around us. From teenagers finding community on TikTok to professionals networking on LinkedIn, social media platforms offer a diverse range of opportunities for connection, engagement, and even entertainment.

News releases should be sent to the area newspapers, radio and television stations. Brevity is the style for all releases. When preparing a story, the chapter should keep it short while, including all the pertinent details. Important meetings with an outstanding speaker are always worth an advanced story and a follow-up. Biographical information and photos should be requested from the Alumni Association for an advanced article, and then local media should be encouraged to cover the event for a follow-up.

Call members via Telephone and Text campaigns as this usually ensures good turnouts. This is likely to increase attendance at future meetings as well as the one being promoted. The chapter's telephone committee should contact those who do not reply to the announcement and do it early enough for them to make arrangements to attend. Even though a person does not attend a meeting, he/she is reminded of the Chapter's activities by the notice received, and by telephone calls and personal contacts. This may help a future meeting as well as the one being promoted.

(See Addendum E-G for examples of events, flyers, postcards, and news releases.)

IV. CHAPTER PROGRAMMING

A. Programming Options

Programs are the heart of every chapter. Successful ones make a successful chapter. However, having too many programs in a short period of time is asking for trouble, as attendance and participation may be curtailed. Two major gatherings a year are most effective at attracting participation and providing regular opportunities to accomplish the chapter's mission.

In any event, one with "a meeting a year" is better than "three poor meetings." Each function should have a definite purpose, and the chapter should always have a principal speaker, slides, movies, a discussion, or some significant activity to inform or entertain the group. The chapter should offer something of substance that is interesting. **The program should always focus on GSU or GUNAA!**

All functions should provide entertainment, information, and inspiration. The chapter should plan an event that all alumni, friends, parents, students, and faculty/staff can enjoy. Remember, everyone has at least one thing in common: *GSU!* The chapter could consider any of the following everyday activities or a variation thereof. Program alternatives include the following:

1. *The Signature Event*

This format has been used when: When

- Celebration of the new officers,
- Scholarship fundraiser,
- A chapter host only one major meeting or event per year,
- A distinguished guest speaker is invited to serve as the keynote or focal point of the program,
- The agenda includes the election of officers,
- The majority of attendees are adults,
- There is a desire to have a more formal meeting to honor alumni or award student scholarships,
- There is a desire to strengthen fellowship and networking among members and guests,
- A less formal dinner for families is desired to ensure a large turnout (i.e., fish fry, jambalaya, etc.),
- The program's goal is to celebrate achievements or highlight community partnerships.
- There is a need to increase members during a chapter's membership

drive.

2. Informal Reception or Mixer

This type of activity may be appropriate in the following situations:

- A reception for the newly appointed University official with the interest of acquainting him/her with the alumni in the community or academic discipline.
- An “after-work social” function in areas of high alumni concentration. This will present an opportunity for alumni to get better acquainted with each other and to identify those individuals interested in helping with the chapter. This is also a good opportunity for members to network
- A community-sponsored event which may have a University official or GUNAA Board Member as a guest.

3. Chapter Picnic/Crawfish Boil/Tailgates

This type of activity is appropriate for the following:

- A spring/summer activity.
- An event the entire family can enjoy.
- An excellent opportunity to introduce potential supporters/sponsors, young people, and the local community to the GSU/GUNAA/Local Chapter family and to promote the Grambling spirit.

4. Student Recruitment Programs

This activity plays a vital role in supporting the University’s continued growth and outreach efforts. Recruitment programs may take several forms, such as:

- A formal reception where university officials and representatives from the Office of Admissions and Recruitment meet with high school juniors, seniors, Transfers, and International Students who are interested in attending Grambling State University (GSU),
- Participation in college recruitment events sponsored by area high schools introduces students to various institutions of higher learning. Alums can represent GSU at these functions and encourage top students to consider the University. The GSU Office of Admissions and Recruitment provides valuable support to chapters, assisting in these efforts.
- A “New Student Party” to celebrate and honor incoming students planning to attend GSU in the upcoming semester.
- A College Recruitment Event hosted by a local organization (e.g., local GUNAA Chapter, church), whereby local GUNAA chapters or members at large, who are in good standing with GUNAA and who are familiar with the recruitment process, can share information about GSU and encourage students to enroll. The GSU Office of Admissions/Recruitment can share information about GSU.

5. *Watch Parties*

These gatherings provide opportunities for alumni to come together and watch football games, basketball games, or any other sporting events or gatherings in which GSU is participating.

6. *Other Activities*

There may be many other activities that a chapter may consider, such as the following items. Chapters should send the completed form (Addendum L) to GUNAA to use as examples for other chapters to follow. This information is available at the National Office upon request.

- Bus or caravans to athletic events.
- Golf Tournaments.
- Day at the Races.
- Seafood Feasts.
- Holiday Parties (Christmas, Mardi Gras).
- Local Community Traditions (festival, fairs).

B. Scheduling

When planning events, chapters should consider the following scheduling guidelines to ensure maximum participation and coordination with other activities:

1. Avoid scheduling conflicts with events hosted by other GUNAA chapters or Grambling State University. Scheduling conflicts can lead to a decrease in participation and negatively impact the event's success. Therefore, it's essential to plan events that do not conflict with other important activities within the GSU community.
2. Avoid conflicts with major university-sponsored events such as Homecoming, Spring Fest, Class Reunions, and Commencement.
3. Plan and sponsor events that appeal to the broadest cross-section of alums to encourage inclusivity and engagement

C. Financing the Event

Cost should be kept as low as possible. To encourage a family atmosphere and enable all alumni to attend, adequate publicity is needed to attract as many alumni, family members, prospective students, and friends of GSU as possible.

1. The chapter is responsible for all costs of an event. A portion of the contributions to the Annual Fundraiser pays for the chapter's operating expenses, such as printing and postage for letters sent to local alumni. The event itself should be self-supporting.

2. Chapters must inform the Alumni Association for any events involving expenditure of funds or collection of money.
3. Chapters should keep an accounting of collections and expenditures after each event.

Tips on Finance

- The chapter should make sure that arrangements for food and beverages are made complementary in advance to avoid embarrassment when special guests or speakers are present.
- The chapter should try to have reservations made prior to the event and to get money in advance as well. However, there will always be a few guests who will pay at the door. A small table should be set up near the door to confirm reservations and accept payment from those who fail to make reservations.

D. Program Speakers

When inviting University representatives to speak at chapter events, the following guidelines should be observed:

- All speaker requests must be submitted through the Office of Alumni Relations.
- Requested speakers may include academic or athletic personnel, whether on or off campus.
- Because athletic coaches are highly sought-after speakers, chapters should submit requests as early as possible, including at least three (3) optional dates.
- Chapters are encouraged to include both academic and athletic speakers to appeal to a diverse group of alumni and supporters.
- Avoid requesting the same speaker each year to ensure program variety.
- Chapters should not contact any university official, faculty member, or coach directly without prior approval from the Alumni Association. Doing so may create scheduling conflicts and unnecessary confusion.

E. Promotional Materials

The Office of Alumni Relations can assist chapters in promoting events by providing university-approved materials such as GSU brochures, informational handouts, and other literature upon request.

Additionally, recruitment videos and digital resources may be available online through the Office of Admissions. Chapters are encouraged to contact that office for current recruitment materials and updates.

Official GSU apparel and paraphernalia can be purchased through the GUNAA website, University Bookstore or other licensed vendors. (Online searches are a helpful way to locate approved merchandise.)

F. Special Groups

Two essential groups deserve special attention when planning chapter programs.

Encouraging their participation will help sustain long-term growth, energy, and engagement within the organization.

1. *Young Alumni*

Young alumni bring enthusiasm and fresh perspectives, having recently experienced life on campus. Their involvement adds vibrancy to chapter activities and helps attract future members.

When developing programs for young alumni, consider the following:

- Their interests and schedules may differ from those of older alumni, so plan events that are simple, local, affordable, and time-conscious.
- Solicit their ideas for creative programming and outreach that can attract potential students or younger supporters.
- Encourage involvement soon after graduation to help build lifelong engagement with the University.

A successful chapter actively recruits and retains young alumni to ensure continuity and sustained vitality.

2. *Parents of Current Students*

Parents of current GSU students are often eager to connect with local alumni and support university initiatives. Chapters should make every effort to include them in meetings and events.

The Alumni Association continues to expand its outreach to parents by distributing chapter meeting announcements in areas with high concentrations of parents. Chapters that are aware of local GSU parents are encouraged to invite them to participate in the event.

Like young alumni, parents bring fresh energy, new ideas, and valuable perspectives that strengthen chapter activities and foster stronger connections between families and the University.

ADDENDUMS

ADDENDUM A



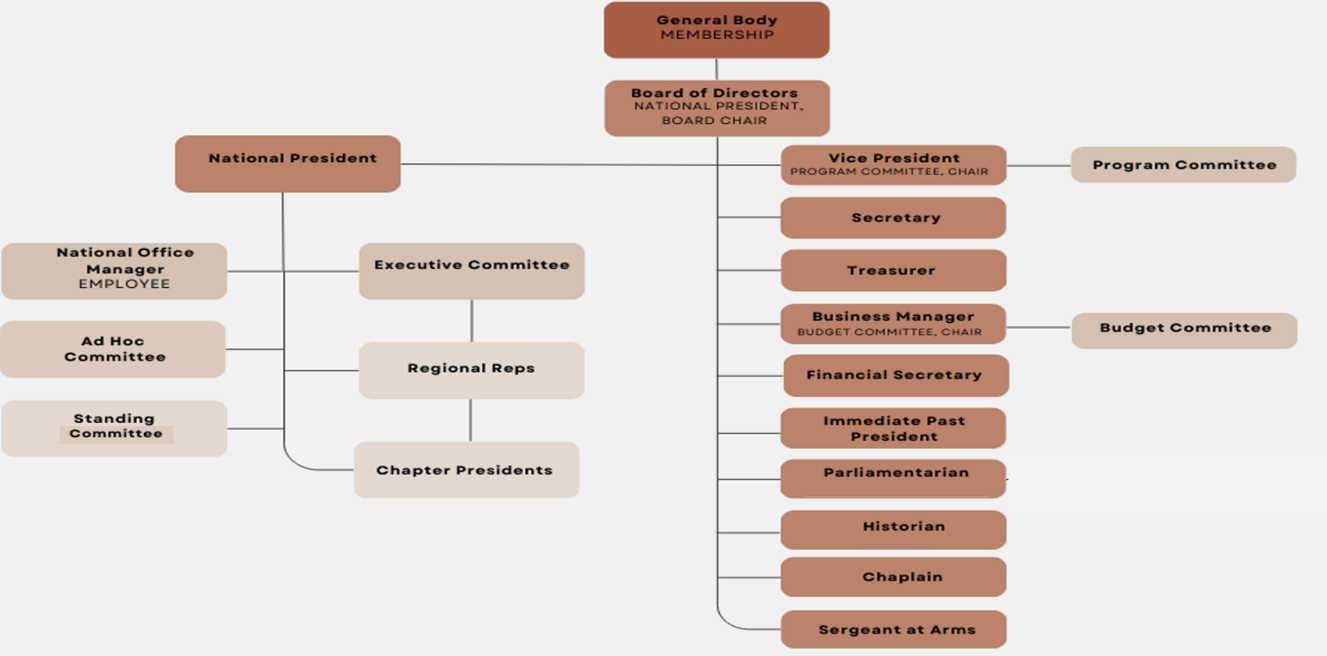
2025 - GUNAA -
NEW CHAPTER Chart

New Chapter Charter Application PACKET:

Mission Statement.....	2
Vision.....	2
Core Values.....	2
How to Start a Chapter.....	2
Detailed Checklist & Letter of Intent Form.....	4
Petition To Establish a Recognized Alumni Chapter.....	7
New Alumni Charter Application.....	9
Checklist.....	10
Charter Requirements.....	10
Sample Chapter Report Form.....	12
Sample Chapter Installation Program.....	11
Sample News Release.....	12
Sample Chapter Bylaws.....	13

ADDENDUM B

GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC ORGANIZATION CHART



ADDENDUM C

SAMPLE: FINANCIAL SECRETARY and TREASURER'S REPORT

Financial Secretary Report - Budget vs. Actuals Grambling University National Alumni Association

May 2025

	Actual	YTD	Budget	over Budget	% of Budget
Income					
1000 General Operating Income					
1001 Dues		0.00	0.00	0.00	
1002 Regular Dues & Assessments	210.00	19,876.80	21,250.00	-1,373.20	93.54%
1003 At Large Dues		2,074.56	630.00	1,444.56	329.30%
1004 Associate Dues		846.90	1,950.00	-1,103.10	43.43%
1005 Recent Grads		0.00	0.00	0.00	
1006 Chapter Assessment		13,130.96	13,000.00	130.96	101.01%
Total 1001 Dues	\$ 210.00	\$ 35,929.22	\$ 36,830.00	-\$ 900.78	97.55%
1007 Dues Paid in Advance (Prior Year)		0.00	15,430.00	-15,430.00	0.00%
1008 Assessments Paid in Advance (Prior Year)		0.00	7,500.00	-7,500.00	0.00%
1009 Life Membership - Sustainability Contributions	20.00	1,117.04	2,480.00	-1,362.96	45.04%
1010 Reactivating & Reinstatement Fees		700.00	1,340.00	-640.00	52.24%
1011 Other - Checking Income		0.00	0.00	0.00	
1012 Contributions/Donations - Receivable	663.20	2,553.18	2,000.00	553.18	127.66%
1013 Sponsorships/Business Corporations Rceivable		1,549.16	0.00	1,549.16	
1014 Grants		0.00	838.00	-838.00	0.00%
1015 Young Alumni - Annual Brunch		0.00	525.00	-525.00	0.00%
1016 General – Online Store		0.00	0.00	0.00	
1017 Elections - Receivable		0.00	0.00	0.00	
1018 Fundraising		0.00	0.00	0.00	
1019 Large Sporting Events - Vendors		0.00	1,500.00	-1,500.00	0.00%
1020 Miscellaneous Income		122.17	0.00	122.17	
1021 Other Income		5,000.00	5,000.00	0.00	100.00%
1022 Insurance Refund		0.00	0.00	0.00	
1023 Membership Income - Recruiting		0.00	0.00	0.00	
1024 Rental Income		0.00	0.00	0.00	
Total 1011 Other - Checking Income	\$ 663.20	\$ 9,224.51	\$ 9,863.00	-\$ 638.49	93.53%
1025 Transfer from Bayou Classic Account		0.00	0.00	0.00	
1026 Transfer from Convention/Homecoming Account		0.00	0.00	0.00	
1027 Transfer from Donation/Contribution Account		0.00	0.00	0.00	
1028 Transfer from Life Membership Account		0.00	0.00	0.00	
1029 Transfer from Pledges Account		0.00	0.00	0.00	
1030 Transfer from Savings Account		0.00	0.00	0.00	
1031 Transfer from Scholarship Account		0.00	0.00	0.00	
1032 Hotel Rebate - Transfer to Bayou Classic Acct		15,093.70	0.00	15,093.70	

502 Life Membership - Couple	0.00	1,500.00	-1,500.00	0.00%
504 Bank Credit Fees/Interest	0.00	0.00	0.00	
Total 500 Life Membership Income	\$ 0.00	\$ 4,059.64	\$ 5,500.00	-\$ 1,440.36 73.81%
600 Pledges Income	0.00	0.00	0.00	
601 Chapter Pledges	1,697.70	8,000.00	-6,302.30	21.22%
602 Miscellaneous Income	15.00	0.00	15.00	
Total 600 Pledges Income	\$ 0.00	\$ 1,712.70	\$ 8,000.00	-\$ 6,287.30 21.41%
700 Scholarships Income	0.00	0.00	0.00	
701 Scholarships Income	1.00	0.00	1.00	
Total 700 Scholarships Income	\$ 0.00	\$ 1.00	\$ 0.00	\$ 1.00
800 Special Projects Income	0.00	0.00	0.00	
801 Special Projects Deposits	0.00	0.00	0.00	
802 Other Income - Special Projects	16.00	0.00	16.00	
Total 800 Special Projects Income	\$ 0.00	\$ 16.00	\$ 0.00	\$ 16.00
Total Income	\$ 1,047.76	\$ 71,863.77	\$ 171,408.00	-\$ 99,544.23 41.93%

Expenses

1500 General Operating Expenses	0.00	0.00	0.00	
1501 Administrative	0.00	0.00	0.00	
1502 Paper/Printing/Office Supplies	499.86	400.00	99.86	124.97%
1503 Toiletries Office	0.00	400.00	-400.00	0.00%
Total 1501 Administrative	\$ 0.00	\$ 499.86	\$ 800.00	-\$ 300.14 62.48%
1504 Subscriptions	0.00	0.00	0.00	
1505 Tech-Constant Contact (Newsletter)	143.19	1,001.46	1,718.00	-716.54 58.29%
1506 Tech-Canva	0.00	0.00	0.00	
1507 Tech-Website (WiX)	47.88	672.73	1,494.00	-821.27 45.03%
1508 Tech-Audio Services (OnSolve)	0.00	1,965.00	-1,965.00	0.00%
1509 Tech-Airtable	0.00	480.00	-480.00	0.00%
1510 Tech-Jotform	0.00	505.00	-505.00	0.00%
1511 Tech-Adobe Pro	0.00	264.00	-264.00	0.00%
1512 Tech - AT&T / Internet	127.26	937.85	1,494.00	-556.15 62.77%
1513 Tech-Zoom	0.00	500.00	-500.00	0.00%
1514 Tech-Dropbox	0.00	1,362.00	-1,362.00	0.00%
1515 Tech-Membership Database	0.00	8,400.00	-8,400.00	0.00%
1516 Finance - QuickBooks	1,590.03	1,589.00	1.03	100.06%
1517 Finance - QuickBooks Tech Support/Fees	46.66	218.30	379.92	-161.62 57.46%
Total 1504 Subscriptions	\$ 364.99	\$ 4,420.37	\$ 20,150.92	-\$ 15,730.55 21.94%
1518 Insurance(s)	0.00	0.00	0.00	
1519 Insurance-Officer Bonding	1,532.00	1,532.00	0.00	100.00%
1520 Insurance-Bond \$25K	296.00	296.00	0.00	100.00%
1521 Insurance-Adhoc Events	0.00	750.00	-750.00	0.00%
1522 Insurance-Property \$1M	0.00	4,176.00	-4,176.00	0.00%
Total 1518 Insurance(s)	\$ 0.00	\$ 1,828.00	\$ 6,754.00	-\$ 4,926.00 27.07%

GUNAA - Treasurer's Report

Bank Reconciliations

May 1, 2025 - May 31, 2025

Bayou Classic		
Beginning Balance		100.00
Ending Balance		100.00
Convention & Homecoming		
Beginning Balance		208.92
Deposits/Transfers	-	
PayPal Deposit	48.51	
PayPal Deposit	28.91	
PayPal Deposit	67.82	
PayPal Deposit	9.31	
Total Deposits		154.55
Withdrawals/Transfers		
Total Withdrawals/Transfers		-
Ending Balance		363.47
Operating Savings		
Beginning Balance		125.13
Deposits/Transfers	-	
Mobile Deposit 05/01	103.20	
Mobile Deposit 05/15	70.00	
Mobile Deposit 05/19	20.00	
Mobile Deposit 05/19	20.00	
Mobile Deposit 05/27	140.00	
Mobile Deposit 05/27	39.00	
Interest	0.01	
Total Deposits		392.21
Withdrawals/Transfers		
Transfer Monthly Deposits from Savings to Checking	417.33	
Total Withdrawals/Transfers		417.33
Ending Balance		100.01

ADDENDUM D

CHECKLIST FOR MEETINGS AND EVENTS

Plan your calendar of events one year in advance. Keep in mind University sponsored events.

Annual Planning

- Plan and approve a tentative calendar of events at least one year in advance.
- Review the University academic calendar and University-sponsored events to avoid conflicts.
- Ensure the annual program of events aligns with the chapter mission, member interests, and financial capacity.

Ten to Eight Weeks (or Earlier) Before the Event

1. Confirm the purpose, goals, and expected outcomes of the event, and ensure discussion and approval by chapter officers.
2. Begin planning early to secure the date, time, location, and program (speaker, facilitator, or entertainment). Provide speakers with topics, formats, and specific time limits.
3. Verify that the event fits within the chapter's overall program and budget.
4. Confirm the date and time do not conflict with national, religious, University, or significant local events.
5. Select a location that is convenient, accessible (ADA compliant), and has adequate parking.
6. For outdoor events, secure an alternate site or establish a weather contingency plan.
7. Confirm the event value is appropriate for the anticipated cost.
8. Include applicable taxes, gratuities, service fees, and contingency funds in the budget.
9. Prepare a detailed cost estimate to determine per-person expenses.

Consider costs including:

- Venue rental
 - Catering or food per person
 - Supplies (cups, napkins, utensils, ice, etc.)
 - Entertainment or speaker fees
 - Decorations, signage, and printed materials
 - Door prizes, raffles, or auction items
10. Determine whether reservations and payments will be required in advance.
 11. If entertainment is included, confirm tax obligations and whether a written contract is required.
 12. Decide whether there will be a cash or open bar and include this in per-person cost calculations.

Eight to Six Weeks Before the Event

1. Finalize and approve all event announcement details, including date, time, location, cost, and RSVP deadline.
2. If the chapter is handling mailings, notify GUNAA and coordinate notice preparation and distribution.
3. Determine whether advance reservations are required (recommended for all paid events).
4. Establish whether follow-up reminders or a telephone/email outreach committee will be

needed.

5. Invite all special guests and speakers, and arrange meals, accommodations, and transportation for campus or University guests as needed.
6. Prepare publicity materials for newspapers, radio, television, and digital platforms.
7. Send copies of all notices to the GUNAA Office for publicity and records.
8. Order required supplies such as name tags, signage, door prizes, and raffle or auction items.
9. Determine whether tickets or a reservation list will be used, ensure timely printing, and assign responsibility for sales and collection.

Five to Four Weeks Before the Event

1. Review committee assignments and status reports with chapter officers.
2. Distribute invitations and event announcements.
3. Publicize the event through appropriate civic meetings, partner organizations, and supportive businesses.
4. Confirm that all entertainment contracts are signed and details finalized.

Three to Two Weeks Before the Event

1. Confirm all arrangements with the venue, including room setup and head table needs.
2. Determine decoration needs (flowers, banners, signage, reserved seating) and assign responsibility.
3. Finalize the written program or agenda.
4. Assign responsibility for room setup and seating arrangements.
5. Secure all required equipment, including PA systems, microphones, podiums, projectors, screens, and extension cords.
6. Test all equipment in advance.
7. Confirm post-event cleanup responsibilities and appoint a cleanup committee if required.

One Week Before the Event

1. Conduct follow-up outreach to members and guests who have not responded.
2. Review the program with the emcee and coordinate with the Office of Alumni Relations or GUNAA if University representatives will attend.
3. Confirm travel arrangements and accommodations for University officials or special guests.
4. Ensure adequate cash or electronic payment capability if funds will be collected onsite.
5. Prepay tickets or meals for speakers and special guests to avoid onsite issues.
6. Confirm banquet guarantees with venues based only on funds received.
7. Designate host(s) to greet early arrivals and special guests.
8. Prepare registration sheets and plan for submission to the Alumni Office or GUNAA after the event.
9. Confirm name tags and auction, raffle, or door prize items are ready.
10. Finalize social hour arrangements if applicable.
11. Reserve head table seating and notify participants.
12. Confirm photography arrangements and permissions.
13. Assign responsibility for the invocation, if applicable.
14. Confirm speakers and the emcee understand the agenda, time limits, and whether audience questions are planned.

Post-Event (Recommended Best Practice)

- Submit attendance records, registration sheets, and photos to GUNAA.
- Reconcile event finances and submit reports to the Treasurer.
- Conduct a brief event evaluation to inform future planning and continuous improvement.

ADDENDUM E

SAMPLE POST CARD

The GUNAA Los Angeles Chapter Alumni Gathering

Quarterly Luncheon Invitation

Event Details

Date:

Wednesday, September 15, 2025

Location:

The Continental Plaza
(Wilson Inn)

Schedule:

- 11:30 a.m. – Registration
- 12:00 p.m. – Luncheon
- 12:30 p.m. – Guest Speaker

Program Highlight

Join fellow alumni for an enjoyable afternoon of fellowship and networking. The featured guest speaker will be **Wilbert Ellis**, award-winning alumnus and former **Grambling State University Head Baseball Coach**. This is a luncheon you will not want to miss.

RSVP & Payment Information

Please RSVP by **September 3, 2025**.

Contact:

Jannie Huggins, President

Phone: 213-555-1212

Cost: \$25.00



Scan QR, [Pay Online](#) or Mail Checks.

Check should be made payable to: **GUNAA Los Angeles Chapter**
1314 Crenshaw Blvd., Los Angeles, CA 97506

ADDENDUM F

Sample Press Release Format

FOR IMMEDIATE RELEASE

Contact:

Karen Robinson, Chapter President

Phone: 318-247-1111

Date: July 7, 2025

New GUNAA Alumni Chapter to Host Inaugural Scholarship Banquet

Farmerville, LA — A newly established Grambling University National Alumni Association (GUNAA) chapter will host its inaugural fundraising banquet to support freshman scholarships at Grambling State University.

The banquet will take place on July 5, 2025, at **The Greenery Restaurant**, beginning at **7:00 p.m.** Proceeds from the event will benefit first-time freshmen through a dedicated scholarship fund.

“This new chapter is vibrant and eager to assist students in the community,” said **Karen Robinson**, Chapter President. “Our planning committee consists of ten dynamic individuals who are committed to making a meaningful difference in the Farmerville area.”

The evening will also recognize a distinguished Grambling alumna and feature **Dr. Helen Richards-Smith**, former Associate Dean of the College of Education and Dean of the Earl Lester Cole Honors College, as the guest speaker.

The banquet will conclude a fundraising initiative featuring several prize drawings. The grand prize is a seven-day Caribbean cruise for two to Montego Bay, Cozumel, and the Grand Cayman Islands, courtesy of Carnival Cruise Line. A second prize includes two round-trip airline tickets to any destination within the United States, courtesy of Southwest Airlines.

“Funds generated from this event will directly support a deserving first-time freshman,” Robinson added.

For tickets or additional information, please **contact Mrs. Karen Robinson at 318-247-1111.**

ADDENDUM G

SAMPLE EVENT FLYER

**THE NORTHEASTERN GRAMBLING UNIVERSITY
NATIONAL ALUMNI ASSOCIATION (GUNAA) INVITES
YOU TO THE**

 **2025** 
**BAYOU CLASSIC
WATCH PARTY**



**SATURDAY, 11/29/25
ROW HOUSE**

**2128 FREDERICK DOUGLASS BLVD,
NEW YORK, NY 10026**

**12:30PM | KICKOFF IS
1PM EST**

**COME OUT IN YOUR GRAMBLING
GEAR/HBCU GEAR AND REPRESENT**

ADDENDUM H

**Grambling University National Alumni Association (GUNAA)
YEAR END Reporting Form**

Click here: [Chapter Year End Financial Report](#)



Chapter Year End Financial Report

Please Complete the Annual Financial Report for this Fiscal Year, The financial report is due to the national office No later than February 1st.

Chapter Name *

Chapter Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Chapter E-mail *

example@example.com

Chapter Website

ex: www.yourchapterwebsite.com

Chapter Phone Number: *

Area Code

Phone Number

Do you have a presence on Social Media (Please provide links): Facebook, Instagram, Twitter, etc.

Social Media Info

Please provide your handle e.g. gramalumniassoc

List Chapter Officers (Officers & key committee chairs : Recruiting, Scholarship)

e.g. President - Name, Email, Mobile

List Position, Name, Email, Mobile

Does the chapter have an endowment at GSU? *

No

Yes

If 'Yes', please provide the name of the endowment.

Enter endowment name

Does the IRS recognize your local chapter as having its own standalone 501(c)(3) status (per Publication 78)? *

No

Yes

***Chapters must file federal 990N forms by May 15th of each year to remain active with the Federal government and must also file all required Local/State.**

If 'Yes', please provide the Tax ID number

Please provide the total dollar amount of scholarships awarded to students through chapter scholarships from January to December.

Please provide the total dollar amount awarded in scholarships by your chapter from January to December. This includes funds given to the Office of Advancement & Foundation or directly to students.

Please provide the total dollar amount your chapter donated to any GSU programs (e.g., \$100 to the GSU Band, \$500 to the GSU Football Team)

Please provide the total dollar amount your chapter donated to GUNAA during the Chapter Roll Call at the National Convention *

Please list the major events and activities your chapter conducted this year. *

Please list any outreach and community service initiatives your chapter conducted this year.

Please provide the key events your chapter has planned for next year, including outreach initiatives, community service activities, galas, scholarship banquets, and similar programs. The National Office will use this information to help increase awareness, engagement, and amplification of your events.

Event names(s)

How many recruitment events did your chapter participate in during the year?

#

How much did the chapter spend on recruitment events and materials?

\$

From January to December, how many students did your chapter engage with for the purpose of recruiting them to attend Grambling State University?

#

From January to December, how many students enrolled at GSU as a direct result of your chapter's recruiting efforts?

#

How many students did your chapter bring to GSU's Spring and/or Fall High School Day events?


#

Contact Information for the officer submitting the report. *

Name, Email, Mobile Number

Did your chapter file all required Federal, State, and Local taxes? If not, please describe your plan to achieve compliance. *

Chapter Bylaws *



Browse Files
Drag and drop files here

Please upload your Chapter Bylaws (All Chapters are required to have current bylaws filed with the National Office)

Finalize Submission *

I declare that the info I've provided is accurate & complete.

Save

Submit

Chapters must file federal 990N forms by May 15th of each year to remain active with the federal government and must also file the required local and state forms at the appropriate date(s).

Notify the national office, yearly, if you will/will not include your tax filings with the parent organization's filing.

ADDENDUM I

GRAMBLING UNIVERSITY NATIONAL ALUMNI ASSOCIATION, INC Membership Application are digital

Membership can be paid in the following ways:

- 1) Zeffy with \$0 fees: [Grambling University National Alumni Association Membership](#)
- 2) PayPal with a 3.5% + 30cents fee attached: [GUNAA National Membership - New Members](#)
- 3) *least preferred/time consuming* Mailed to P.O. Box 565, Grambling, LA 71245

Current Membership Dues:

- A. Regular - \$70.00 (with fees \$72.50)
- B. Associate - 65.00 (with fees \$67.20)
- C. Life - Single - \$1000.00 (with fees \$1040.00) Married Couple - \$1500.00 (\$1560.00)
- D. Corporate - 500.00 (\$520.00)
- E. Recent Grad - FREE 1st Year *(immediately following graduation)*

ADDENDUM J

NEWSLETTER, SOCIAL MEDIA

If you enjoy reading about GUNAA, consider submitting content to GUNAA.

Submit information to GUNAACOMMUNICATIONS@gmail.com for consideration/inclusion in the newsletter. Newsletters are published the last week of each month.

Submit information to GUNAA.Technology@gmail.com for consideration/inclusion on social media channels. Published as necessary.

ADDENDUM K

Sample Chapter Budget



Budget Template

Click here to download file template:

Grambling University National Alumni Association - BUDGET (2026)						
	\$	#		Total		Comments
1	2026 INCOME			\$15,418	<small>Total Income</small>	
2	Membership			830	5%	
3	Dues			830		Using average of 2022 , 2024 and current 2025
4	Regular	70	10	700		5%
5	Associate	65	2	130		
6	Recent Grads	0	4	0		
7	Events			13250	86%	
8	Bayou Classic Watch Party			750	6%	
9	Saturday Event	30	25	750		
10	Signature Event			12500	94%	
11	Event 1 (Mixer)	5000	1	5000		
12	Ticket Sales	300	25	7500		
13	Other			838	5%	
20	2026 EXPENSES			\$8,866	<small>Total Exp.</small>	
21	Administrative			150	1.7%	
22	Supplies/Toiletries	100	1	100		
23	Paper/printing material	50	1	50		
24	Subscriptions			1400	16%	
25	Tech:Constant Contact	50	12	600	<small>Broad Commc#Newsstr</small>	
26	Tech:Carva	0	0	0	<small>lyers#ads</small>	non profit / fee version
27	Tech:Website (Wix)	500	1	500	<small>website</small>	annual
28	Tech:Zoom	25	12	300	<small>video-conference</small>	
29	Finance: Quickbooks	1	0	0	<small>ledgers#reporting</small>	Annual expense 1080+ upgrade \$509
33	Insurance			1900	21%	
34	Insurance: Officer/Employee	1532	1	300		Powell and Associates/ Travelers Insurance (Dec)-lawsuits from others
35	Insurance: Bond \$25K	296	1	200		Misconduct by Officers/OfficeMgr - due in Apr. yearly
36	Insurance: AdHoc Events	375	1	400		Large sporting events:Ohio State, Las Vegas, will require event insurance
37	Insurance: Property \$1M			1000		annual - Burlington Insurance (Dec)
38	Scholarships			1500	17%	
39	Fall Distribution	500	1	500		
40	Spring Distribution	500	1	500		
41	Day of Giving	500	1	500		
42	Bayou Classic			600	7%	
43	Watch party	200	1	200		
44	Food	400	1	400		

45	Fees	\$	#			676	8%	
46	Shipping	9	24	216				twice per month @9 each; Shippo
47	Banking	0	0	0				
48	PO Box	360	1	360				annual fee
49	Contingency	100	1	100				Unexpected expenses
50	Fundraising					1250	14.1%	
51	Popcorn Sale	50	1	50				
52	Raffle	200	1	200				
53	Signature event	1000	1	1000				
54	Committees					250	3%	
55	Standing Committees	\$	#			250		
56	Nomination	0	1	0				ELECTION BUDDY software \$99 for every 1000 ballots nonCPA process; https://electionbuddy.com/pricing/2022-2023 election expense budgeted \$2005
57	Program	0	1	0				
58	Social	0	1	0				include Bayou Classic andhomecoming line item
59	Constitution and Bylaws	0	1	0				
60	Fundraising	0	1	0				
61	Awards	100	1	100				6 chapter awards (\$314.76); 2 social justice awards (\$105); 7 presidents awards (\$514.85); 2 lifetime plaques (51.90); logo engrave \$64; tax 90.32; postage \$340
62	Membership	100	1	100				Spring Grad(\$900)Fall Grad(800)Table signs(150);Retractable Signs(800)New Chapter(560)Signage(300)Giveaways(500)
63	Executive	0	1	0				
64	Budget	0	1	0				
65	Technology	0	1	0				
66	Young Alumni	50	1	50				planned income of \$1575 --Need to equate Expenses closer to income--submitted expenses \$4250--- Supplies(400)Design/Social (500)Photo/Video(400)Homecoming Mixer (1000)Young Alum Brunch(1000)BayouClassic (250)Merch(250)Ads(200)Contingency(250)
67	History	0	1	0				
68	Recruiting/High School Relations	0	1	0				
69	AdHoc Committees					0		
70	Signature Program	0	1	0				
71	Scholarships	0	1	0				
72	Newsletter	0	1	0				
73	Other:	0	1	0				
74	Officers					0	0%	
75	President	0	1	0				
76	Vice President	0	1	0				
77	Secretary	0	1	0				
78	Financial Secretary	0	1	0				
79	Treasurer	0	1	0				printer and supplies
80	Business Manager	0	1	0				
81	Chaplain	0	1	0				
82	Historian	0	1	0				
83	Parliamentarian	0	1	0				
84	Bereavement					140	2%	
85	Memento	70	2	140				
86	Sponsorships				1000	1	1000	1000 11% Donations: National Pledge (1000)
87	Surplus/Deficit							
88	2025 NET (Income less Expenses)							\$6,552
89	Total INCOME							\$15,418
90	Total EXPENSES							\$8,866