



Alumni Club Officer Report

Return completed form to:

Office of Alumni Relations
Alumni Clubs
UNA Box 5047
Florence, AL 35632-0001
Email: alumni1@una.edu Fax: (256) 765-6011

The Alumni Association fiscal year is
October 1 through September 30.

This form should be completed each year
and turned in by August 31st.

Club Name: UNA _____ Alumni Club

President: _____

Election Date: _____ Officers Effective Date: _____ Term Length: _____

PRESIDENT: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

VICE PRESIDENT: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

SECRETARY: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

TREASURER: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

WEB CONTENT MANAGER: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

Please list additional officers or board members on the next page

ADDITIONAL OFFICERS OR COMMITTEE ASSIGNMENTS

POSITION: _____

Name: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

POSITION: _____

Name: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

POSITION: _____

Name: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

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POSITION: _____

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POSITION: _____

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Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____

POSITION: _____

Name: _____ CLASS: _____

Address: _____ City, State, ZIP: _____

Phone: Home: _____ Cell: _____ Work: _____

Home Email: _____ Work Email: _____



Alumni Club Goals

After election of new officers completed and return to:
Office of Alumni Relations
Alumni Club Goals
UNA Box 5047
Florence, AL 35632
Email: alumni1@una.edu fax: (256) 765-6011

The Alumni Association fiscal year is
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and turned in by August 31st.

Club Name: UNA _____ Alumni Club President: _____

City: _____ State: _____ Date: _____

Short-Term Goals (to be achieved during the current year)

Maximum number of characters per goal: 150

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Long-Term Goals (5-year plan for club objectives)

Maximum number of characters per goal: 150

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Please describe briefly an outline for achievement for the above listed short-term and long-term goals: Maximum number of characters: 255



Alumni Club Budget Request

Return completed form to:
Office of Alumni Relations
Alumni Club Budget Request
UNA Box 5047
Florence, AL 35632
Email: alumni1@una.edu fax: (256) 765-6011

The Alumni Association fiscal year is
October 1 through September 30.

Complete a separate form for each
planned event and submit by August 31st.

Club Name: UNA _____ Alumni Club President: _____

Request Date: _____ Treasurer: _____

City: _____ State: _____ ZIP: _____

Email address: _____ Phone Number: _____

For each event/activity, please provide the following information:

Event:

Purpose: (Networking, scholarship fundraising, friendraising, etc.)

Event Date: Event Time:

Event Location:

Please type a DETAILED description of the item/event/activity: Maximum number of characters: 255

Estimated Event Costs:

Venue Expense:

Food Expense:

Entertainment Expense:

Misc Expense:
decorating, supplies, etc.

Total Event Expense:

Expense Payment Instructions:

For payment/reimbursement of expenses, original invoices/receipts must be submitted to the Alumni Office.

If credit card deposit or pre-payment is required, submit an invoice to the Alumni Office and they will provide the vendor with the credit card information.

Printing/Mailing Costs:

The Alumni Office will handle the printing and mailing of event invitations.

Alumni Office use only:

Printing Cost:

Mailing Cost: