



# Volunteer Leadership Conference – Chapter/Class Agent Engagement

## Events we can do:

### ❖ Fee-driven event

- The VMIAA can mail check for funds collected online payable to a chapter account prior to event.
- The VMIAA can reimburse someone who paid for the event using funds collected online (must present receipt).
- The VMIAA can call the location of event and pay with a credit card the day of the event if given prior notice.

### ❖ Simple RSVP

## Important information to keep in mind for events:

- If you would like us to subsidize your event, you must contact us prior to the event.
- If you would like a speaker at your event, contact us early so we have time to talk to the individual.
- Please don't assume you will receive supplies (nametags, pens, etc.) or swag (giveaways) – we don't know you need or want the items if you do not tell us.

## What we need from you for events:

- What type of event (Founders Day, New Market Day, Happy Hour, etc.)
- Location
- Cost
- Date/Time
- Attire (if dress code is required)
- Speaker information (if having one)

## Timeline for events:

- Big events should be submitted 6-8 weeks ahead of time (the earlier you get them to me the more exposure they get)
- Email from VMIAA (if wanted) immediately
- Mailer 1 month out (based on chapter demographic, size and formality of event)  
2nd reminder email 2-3 weeks prior

## Types of events:

- New Market Day event
- Summer picnic
- Rat send-off
- Founders Day event
- Christmas/winter gathering
- Happy Hours
- Old Corps breakfast or luncheon
- Pregame or watch parties
- Golf outing/tournaments