

Guidelines for establishing AUBG Chapters

I. Introduction

The American University in Bulgaria encourages the formation and development of alumni chapters to enhance and maintain stronger relationships between former students, currently enrolled students, and the University. We recognize our alumni as among our most valued and talented resources and encourage alumni participation in shaping the institution's future.

The goal of the alumni chapter is to create a platform for networking and maintaining lifelong relationships, and to strengthen the bonds between the local alumni community and the AUBG.

II. Purpose of an AUBG Alumni Chapter

AUBG alumni chapters are created by alumni volunteers who wish to reconnect with AUBG and with fellow alumni in their region or through shared interests. Alumni leaders and collaborators recognize the power of networking and enjoy interacting with their local AUBG community. The creation of an alumni chapter opens ongoing opportunities to share experiences and traditions, and to network during events and programs

III. Formation Guidelines

The leadership structure of an alumni chapter can be as complex or as simple as each chapter desires. A chapter can be created when there are at least 2 people to serve as a Chapter Chair/President and a Treasurer. There might be appointed other officers (for example secretary, vice-president, and marketing or communications manager) depending on the needs and internal structure of the Chapter.

After a decision is made to form a chapter, the representative of this chapter (the future Chair or Treasurer) has to submit a written intent via e-mail to the Alumni Manager at AUBG at alumni@aubg.edu. The intent has to provide a clear mission statement, action plan and a list of members/participants. Within a week the representative will receive a confirmation to proceed with the formation and the Chapter will be considered as accredited.

IV. Operational Procedures Guidelines

1. Requirements:

1.1. The name of the Chapter has to include AUBG Chapter in/of (name of country/city/class/group).

- 1.2. The formed Chapter has to maintain close communication with AUBG through the Alumni Manager.
- 1.3. Organize at least one alumni event of educational or social nature annually, which is in line with the needs and interests of the community.
- 1.4. Help update University records by obtaining address, phone, and email changes for alumni by submitting new information to alumni@aubg.edu.
- 1.5. Act as a contact point for AUBG in their country or region.
- 1.6. Promote the interests and welfare of AUBG.

2. Support Provided by AUBG Alumni Affairs Office:

- 3.1 The AUBG Alumni Affairs Office will provide you with information about former students in your area.
- 3.2 AUBG will keep you informed of any AUBG professors or staff visiting your country or area.
- 3.3 AUBG can advise you on the organization of events and other activities.
- 3.4 AUBG will publicize your events on the AUBG website.