



ALUMNAE CLUB ACTIVITY REPORT

PURPOSE:

- *For Alumnae Office and club records
- *For publication in *Courier*.

GUIDELINES:

- *Cover the five W's: who, what where, when, why
- *Feature aspects of a meeting or social event which make it interesting or extraordinary.
- *Include a brief summary of a speaker's remarks (a quote always captures attention.)
- *Write about members' reactions to a speech or event.
- *Include as many members' names as possible (maiden name and class year, if known).

PHOTOGRAPHS: The *Courier* editor makes the final decision to publish all photographs and will keep all photos unless you request otherwise. Unsolicited photography may be published if it meets the following standards:

- *Photos are best when printed on glossy paper.
- *Photos should be taken only of groups of five or less.
- *The purpose or highlight of the event should be recreated for the photograph.
- *If taking an indoor shot, use as plain a backdrop as possible.

MAIL TO: Assistant Director of Alumnae Relations, Alumnae Relations Office, Saint Mary's College, Notre Dame, IN 46556 **immediately after the event has taken place.** Your report will be edited for publication in the next possible issue of *Courier*.

Name of Club: _____

Activity: _____

Purpose: (i.e. social, continuing education, student/alumnae, fund raising, other. If fund raising, please explain how money will be used and indicate amount raised.)

Date: _____ **Time of Day:** _____

Location: _____

Hostess(es) or Chair(s): _____

Guest speaker or featured entertainment:

Name and title: _____

Was the event co-sponsored with any other alumnae(i) group or organization?

Name of group: _____

Number of alumnae in attendance: _____ **Number of non-alumnae:**

If possible, please list names (maiden name, if known) and class year of attendees on separate sheet.

Please use the space below or a separate sheet to write a report of the event for publication in the *Courier Club News* column.