

# Vermont Law School Alumni Association Regional Groups

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## Guidelines for Becoming an Officially Recognized Regional Group

Officially recognized regional groups provide an opportunity for our graduates to interact with each other, to learn from each other, to participate in the development and growth of VLS, and much more. These guidelines are intended to help alumni wanting to create regional alumni groups to do so with ease. *These are suggested guidelines – we do realize that every group will be different.* The Office of Alumni Relations will help you in this process.

### OBJECTIVES FOR REGIONAL / AFFINITY GROUPS

1. To create a networking community for alumni to interact and share information with each other to further professional and personal development.
2. To foster communications about the changing nature of the VLS experience and provide for the exchange of ideas and information.
3. To provide support for enrollment activities, Career Service activities and other VLS activities in the area so that all alumni activities are strengthened.
4. To serve the local community by providing opportunities for voluntary participation in public service projects benefiting the local community.

### STARTING A NEW GROUP

Group organizers must petition the Vermont Law School Alumni Association (VLSAA) if they wish to be formally recognized as an approved VLS regional alumni group. Official recognition can be requested by sending a letter to the President of the VLSAA Board which describes the alumni interest in establishing a regional group, its membership in the area generally and the leadership wanting to form the group. **One representative from the group will serve as a regional representative on the national VLSAA Board for a three year term. They must participate in the VLSAA board meetings.** Additionally, each regional alumni group has the responsibility to update the VLSAA President on its group's leadership prior to VLSAA board meetings.

### Requirements for seeking recognition

1. Worked with the Office for Institutional Advancement for at least 6 months prior to seeking recognition, organizing regional events and building membership
2. Have at least 3-6 alumni serving as regional group officers
3. Identified one individual to serve as the regional representative on the national VLSAA board for a three year term
4. Developed a platform for regional group communication, either through a listserv, facebook group, etc. that is run by one of the regional group officers

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The office of alumni affairs can support recognized groups in many ways. With adequate notice, they can provide you with:

- **General Support**
  - Conference Calls
    - Work with alumni affairs director on finding availability through all members. A conference line will be offered as long as it is not in prior use and a meeting request will be set up and sent out by OIA
  - Swag and name tags
  - Support in building membership
  - Provide updates on current VLS news and events on campus, connecting you with students or faculty, etc.
  
- **Events**
  - Notify us at least 4 weeks prior to your event of the event date, time, and location.
    - Meeting this timeline makes it so your event is included in the alumni biweekly newsletter, on our alumni calendar, and so we may notify faculty and staff in a timely manner
  - Registrations can be made on the alumni website vlsConnect
  - Assistance with finding a venue and setting up catering
  - Organize for a VLS faculty or staff member to attend
  
- **Publicity/Social Media**
  - Include your event in the alumni biweekly newsletter
  - Send targeted emails to alumni in your region
  - Post on behalf of the regional group on VLS social media platforms (Twitter, Instagram, Facebook)
  - Add a webpage for your regional group on our all alumni website vlsConnect. An example can be found here: <https://connect.vermontlaw.edu/alumni-networks/washington-dc-regional-group>
  
- **Listserv**
  - VLS Listserv for your group: To subscribe or unsubscribe members will email us at [alumni@vermontlaw.edu](mailto:alumni@vermontlaw.edu). Once the list serv is created members of the list serv can email that domain and it will reach everyone who is on the listserv.
  - GOOGLE Listserv: You can create your own google list serv by following these steps:
    - Go to: <http://groups.google.com/>
    - Click Create Group
    - Log in to a Gmail account or create an account
    - Follow the prompts to create a group.
    - Once in your group, click "manage"
    - Click "Direct add members"
    - Add the member's email addresses
    - Add a welcome message
    - Click "Add"
    - Confirm the Captcha
    - Email will be sent to members adding them to the group.
  
- **Budget**
  - OIA will provide budgetary support. \$10 per person is available to put towards food, space rentals, etc.. This budget **does not cover alcohol**.

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- Depending on the format of the event and whether a faculty member is attending, the budget can be negotiated.

## RESOURCES:

### ***Social Media ~***

Facebook: <https://www.facebook.com/vtlawalumni>

LinkedIn: <https://www.linkedin.com/groups/Vermont-Law-School-Alumni-99294>

Instagram: [http://instagram.com/vtlaw\\_alumni](http://instagram.com/vtlaw_alumni) / @vtlaw\_alumni

Twitter: <https://twitter.com/VTLawSchool>

VLS Hashtags (to use on Twitter, Instagram, and FB)

#vtlawalumni

#supportVLS (during campaigns/appeals/etc.)

#powerofthelaw

#fightingswans

#vtlaw

#vermontlaw

#swansflytogether

### **Alumni Website ~**

The VLS all alumni website is vlsConnect: <https://connect.vermontlaw.edu/>

On connect you can access the alumni job board and alumni directory, read Loquitur, share your professional news and accomplishments, register for events, and much more! Please encourage your classmates to register and use vlsConnect as a resource. It's a great way for your classmates to quickly update their information.

Additionally, the website is an ever evolving thing and we love constructive feedback. The more people who use it, the more we'll know what our alumni are looking for and how to make improvements.

vlsConnect webpages to know:

<https://connect.vermontlaw.edu/resources>

<https://connect.vermontlaw.edu/careers/jobboard>

<https://connect.vermontlaw.edu/directory>

<https://connect.vermontlaw.edu/events>

<https://connect.vermontlaw.edu/networks>

<https://connect.vermontlaw.edu/give>