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USF GLOBAL ALUMNI

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NETWORK LEADERSHIP GUIDEBOOK

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WELCOME, GLOBAL CITIZEN

Congratulations on your decision to be a leader for USF Global Alumni. In this booklet, you'll find important guidelines and resources that will help you manage your own local Network.

One of the benefits of being a USF Global Alumni is the support available to you from around the world. So if you have any questions or ideas, please don't hesitate to reach out! Your Global Alumni Officer and your peers are here for you!

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globalalumni@usf.edu

WHO ARE GLOBAL ALUMNI?

If you've been out there **changing, conquering, or learning** about the world, then this is the alumni group for you! Global Alumni have **international experience** and **global perspective**. Whether you were:

- an international student at one of our Florida campuses, or
- a domestic undergraduate who studied abroad,
- a visiting scholar from another part of the world, or
- a USF Fulbright Scholar,
- a returned Peace Corps Volunteer, or
- you've lived abroad,

YOU are **USF Global Alumni!**

VISION

A worldwide, interconnected network of USF alumni, students, and allies.

MISSION

- To connect USF's global citizens
- To connect current and prospective students with Global Alumni, so that they can benefit from alumni experiences, networks, and guidance
- To support USF global programs and the global engagement of students

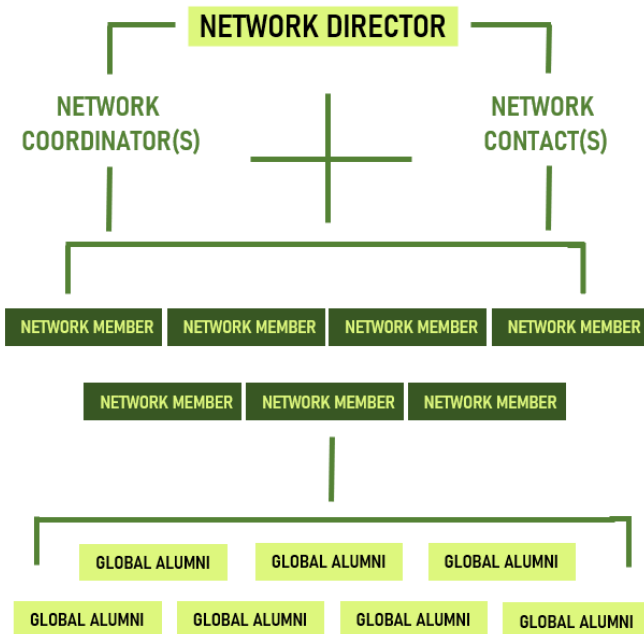
GOALS

- Establish networks on a global scale
- Work with Global Alumni to host and promote events abroad and virtually
- Collaborate with student organizations to include global alumni in their outreach and events
- Raise funds for international scholarships, study, and travel

GLOBAL ALUMNI NETWORKS

WHAT IS A GLOBAL ALUMNI NETWORK?

A group of USF Global Alumni who either currently or have formally lived or worked in a particular country abroad. For example, Network Brazil may include USF alumni living or working in Brazil, alumni from Brazil, and non-Brazilian alumni who have lived or worked in Brazil previously.



NETWORK [COUNTRY] STRUCTURE

NETWORK DIRECTOR

The leader of a country-wide alumni network. The Network Director oversees the delegation of tasks among the Network Team to meet their Leadership Responsibilities. He/she may appoint Network Coordinators and Contacts regionally, or as needed.

NETWORK COORDINATOR

The coordinator of country-wide and regional events. The Network Coordinator assists the Director with the logistics and planning of in-person and virtual events - selecting and communicating with venues, speakers, caterers, and service providers.

NETWORK CONTACT

The country and regional contact person for alumni and students. The Network Contact assists the Director with Network communications.

NETWORK MEMBERS

Global Alumni who either live(d) in the Network country or are from the Network country.

LEADERSHIP RESPONSIBILITIES

ESTABLISH YOUR NETWORK MANAGEMENT TEAM.

Decide who will take on the roles of Network Director, Coordinator, and Network Contact. As a team, you will work together to delegate and complete the responsibilities below.

REACH OUT TO USF ALUMNI IN YOUR AREA.

With the help of the Global Alumni Officer, contact alumni in your area and invite them to join your network and attend your events.

COORDINATE 2 GLOBAL ALUMNI EVENTS PER YEAR.

Global Alumni events can be in-person or online, including social gatherings, webinars, virtual panel discussions, or group adventures. See page 7 for some ideas!

LEND A HELPING HAND IN 2 RECRUITMENT EFFORTS YEARLY.

Share your USF experience with prospective students in your area. Answer questions over the phone or email or attend a formal recruitment event happening near you. Our international recruiter will be excited to meet with you while they're on the road!

SHARE YOUR EXPERIENCE WITH CURRENT STUDENTS 2X A YEAR.

Engaging with students is a wonderful way to stay connected to USF and share the knowledge you've gained since graduation. Your Global Alumni Officer will provide you with opportunities to interact with students through direct communications and exciting events.

COMPLETE EVENT REGISTRATION AND EVALUATION FORMS.

COMPLETE A BRIEF ANNUAL REPORT.

ENGAGEMENT TIME & TIMELINE

AVERAGE TIME COMMITMENT PER MONTH : \leq 3 hours

YOUR TIME PER YEAR: $<$ 36 hours

January

Organize a planning meeting with your Network.
Attend the Global Network Leadership virtual assembly.

February

March

April

May

June

Coordinate one local Network event.
Participate in one recruitment effort.
Participate in one student engagement opportunity.

July

Organize a planning meeting with your Network.
Attend the Global Network Leadership virtual meeting.

August

September

October

November

December

Coordinate one local Network event.
Participate in one recruitment effort.
Participate in one student engagement opportunity.

EVENT PLANNING

EVENT TYPES

Cultural	festivals, religious holidays, food
Professional	mixers, speakers, interviews, careers
Incoming Students	Q&A, meetup
New Member Welcome	coffee, drinks, dinner
Local Athletics	watch party, meetup
Academic	interviews, panel discussions, webinars
Fun	picnic, beach day, hiking, boating, museums

RECOMMENDED TIMELINE

Planning Worksheet(s)	- January & July
Event Registration Form	- 6 weeks prior to event
Marketing Request Form	- 5 weeks before the event
Event Checklist	- 2-4 weeks before the event
Post Event Evaluation Form	- within one week after the event

NETWORK MANAGEMENT RESOURCES

PLANNING WORKSHEET

You can download the Planning Worksheet to help flush out your ideas with your Network Team. It will help you plan what kind of event you want to host, where, when, and also help you discuss the required budget, possible sponsors, etc. When you are finished filling it out, you can use it to delegate tasks among team members and also share it with your Global Alumni Officer at USF for feedback and support.

EVENT REGISTRATION FORM

Use the Event Registration Form to inform the Global Alumni Officer of your plans. With the information on the form, the Officer will be able to include your event on the Global Alumni calendar and help you promote it. In most cases, the Event Registration Form is the responsibility of the Network Director.

MARKETING REQUEST FORM

Fill out the Marketing Request Form if you would like some help from your Global Alumni Officer with the marketing and promotion of your event! You can request digital flyers, social media posts, connections with student organizations, or mail merges. In most cases, the Network Contact can oversee marketing and communication requests.

EVENT CHECKLIST

As the date of your event approaches, nothing is more important than creating and reviewing the Event Checklist. Use it as a reminder to check on things like the venue, catering, or speakers, as well as needed technology, set up, and marketing. In most cases, the Network Coordinator is in charge of creating and using the Checklist.

POST EVENT EVALUATION FORM

It's important to know which events are more successful than others and why. The Post Event Evaluation Form helps to record the things you did well and the things that could be improved, before you forget. We recommend completing it within one week of the event.

LEADERSHIP & MEMBER BENEFITS

EXPAND YOUR PERSONAL & PROFESSIONAL NETWORKS

New in town or the industry? Reaching out to your fellow bulls is a great way to get your bearings and learn the ropes. You can also attend global alumni gatherings in your area focused on cultural traditions, sports, business, and more.

ACCESS TO INDUSTRY TALENT

Through your Global Alumni Officer, you can be connected to USF faculty, researchers, and innovative students in your field of interest. You can request expert speakers, recruit students for your network events, and increase your professional connections.

GLOBAL LEADERSHIP NETWORKING

Leadership meetings are a fantastic opportunity to network with other alumni leaders around the world. Special assemblies will be hosted virtually by the USF Global Alumni Officer twice a year. This open forum will be a platform for professional networking, brainstorming, problem-solving, and feedback among peers, while the Global Alumni Officer provides updates on upcoming activities.

TAKE AN ACTIVE ROLE IN ADVOCATING WITH USF

Believe it or not, your journey with USF doesn't have to end with your graduation. As an alumni, you have the opportunity to serve on college advisory boards that can influence the direction and priorities of the university. Interested in determining the future of USF? Your Global Alumni Officer can help you find a seat at the table!

PAY IT FORWARD

Share your personal passions and experiences with students who will benefit from their interaction with you. You can offer to mentor, sponsor, or simply be present in their journey.

NETWORK MANAGEMENT SUPPORT

Your Global Alumni Officer is ready to support you all the way.

We know that you are volunteering your time as a Network Leader, and that sometimes you'll need a helping hand with putting your team together and coordinating your events. Here's how we can help:

- Provide you with information about potential members for your network
- Support you in completing required forms
- Provide you with marketing and promotion for your events
- Send you reminders about completing the Annual Report
- Create special letterheads and mailouts for special guests
- Provide basic templates for events, like sign-in sheets.
- Offer consistent communication for your questions and concerns

www.usf.edu/world

> For Alumni

> Networks

> Management Resources



CONTACT YOUR GLOBAL ALUMNI OFFICER globalalumni@usf.edu