



US Naval Academy Alumni Association Shared Interest Group Handbook



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Introduction

As the primary source for the community of Naval Academy alumni, family, and friends worldwide to strengthen our network of active lifetime links and engage with each other, the United States Naval Academy Alumni Association (USNA AA) recognizes that Shared Interest Groups (SIGs) provide an additional opportunity for alumni to associate outside of class or chapter affiliation. This handbook, governed by the USNA AA Board of Trustees (BOT) Draft Policy Concerning Shared Interest Groups (Appendix A) provides general guidance to alumni who are considering creating a USNA AA SIG.

For more information, contact the USNA Alumni Association's Director for Engagement Operations:

USNA Alumni Association
Director of Engagement Operations
247 King George Street
Annapolis MD 21402
410.295.4000
Email: SIG@usna.com

The USNA Alumni Association Mission Statement

To serve and support the United States, the Naval Service, the Naval Academy and its alumni:

- By furthering the highest standards at the Naval Academy;
- By seeking out, informing, encouraging and assisting outstanding, qualified young men and women to pursue careers as officers in the Navy and Marine Corps through the Naval Academy
- By initiating and sponsoring activities which will perpetuate the history, traditions, memories and growth of the Naval Academy and bind alumni together in support of the highest ideals of command, citizenship and government.

Shared Interest Group Membership/Operating Principles

Definition: USNA AA Shared Interest Groups

United States Naval Academy Alumni Association (USNA AA) Shared Interest Groups (SIGs) are communities of alumni that actively communicate or gather around a central unifying purpose and a common shared affinity or bond based on shared experience, background, academic affiliation, profession or other USNA-related interest beyond class year or chapter affiliation. Shared interests could relate to a myriad of factors that tie alumni together such as, but not limited to, Academy team sports or clubs, academic affiliation, careers in the Fleet, or second careers such as business executives or lawyers.

Membership of Shared Interest Groups

SIG membership should be open to, and limit membership to, any member of the USNA community defined as alumni, their spouses/partners, faculty, staff, visiting faculty and friends of the Naval Academy and/or alumni group. At a minimum, seventy-five percent (75%) of SIG members shall be USNA AA members.

Organizing/Operating Principles for Shared Interest Groups

1. SIGs should remain volunteer-driven, independent organizations.
2. SIGs should be aligned with the overall mission of the United States Naval Academy ("USNA"), the Alumni Association and United States Naval Academy Foundation ("Foundation") and strive to strengthen relationships between alumni and the Academy. SIG members are expected to be actively involved with other Alumni Association activities such as Class and Chapter activities. SIGs are envisioned as complements to Alumni Association activities and not as isolated entities.
3. SIGs are formed with a minimum of 25 USNA alumni who are Alumni Association members, and a minimum of seventy-five percent of SIG members shall be Alumni Association members.
4. SIG leadership positions shall be held by USNA alumni.

Support to Shared Interest Groups

The Alumni Association will provide mutually agreed upon support for approved SIGs by assisting with initial and ongoing advertising efforts, event support and marketing SIGs in the ways described below. The Alumni Association staff will use its judgment to balance the support requests of SIGs with other Alumni Association priorities.

- a. Promotion of the SIG on the Alumni Association's website via a link to the SIG website.
- b. Limited promotion via the Association's communications vehicles (*Wavetops*, *Shipmate*, etc.) to include launch announcements, call for members, etc. Promotion via social media when appropriate.
- c. Guidance and recommendations for effective use of social media. The SIGs will work with the Alumni Association Communications and Information Services Divisions to ensure we maintain secure and safe information infrastructure. There are a preferred set of templates available for SIG communication tools.
- d. The Alumni Association may consider a fee structure to offset the cost of administering SIGs.

Procedures for Establishing a USNA Alumni Association SIG

An individual USNA graduate or group of alumni seeking recognition as a SIG must produce and submit a proposed charter to the Alumni Association that includes a petition with a minimum of 25 alumni names who are alumni association members and who support the charter and pledge to join the group. These signatures may be collected electronically.

How do I start a new group and achieve Shared Interest Group status?

1. Draft a charter that describes the basic principles of the Group including a Mission Statement stating its purpose for existence and how it is connected to the mission of the U.S. Naval Academy (see Appendices B and C for sample charter documents)
 - a. Body of the charter must acknowledge the General Operating Principles and the fundraising limitations as delineated in paragraphs 3 and 4, respectively, of the policy statement in Appendix A.
 - b. Charter must include standard language that the Group will adhere to the USNA policy on the use of the USNA name and logos/insignia (Appendix D).
 - c. Charter will state that the Group is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the SIG Charter shall contain the following provision: The relationship between the Alumni Association and the SIG shall not be construed to (i) give either Party the power to direct or control the day-to-day activities of the other, (ii) constitute the Parties as the legal representative or agent of the other Party or as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking, or (iii) allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly set forth in subsequent written agreements between the SIG and the Alumni Association.
2. Request the Alumni Association send an e-mail to SIG's target audience to direct to your website.
3. Collect data via an online survey to gauge interest of the targeted audience. Survey support can be obtained thru the Alumni Association.
4. Obtain signatures of 25 USNA alumni who are also USNA AA members and who pledge to join the group (Sample in Appendix E)
5. Submit an application package to the Alumni Association by email to SIG@usna.com , to include:
 - a. Application form for Share Interest Group Status (Appendix F)
 - b. Charter (Sample, Appendices B and C)

- c. Group contact information, including: name, email address, year of graduation, and signatures of at least 25 alumni. Signatures may be collected electronically. Include contact information for SIG leadership team. (Appendix E)
- d. Request for Data Extract Form (App G)

Approval Process

Upon receipt of the application package, the charter will be reviewed by both the Alumni Association staff and the Board of Trustees' Committee on Membership and Alumni Services to ensure all requirements are met. Where applicable, the Governance Committee will also review the charter to ensure it complies with existing governance. SIG charters will be reviewed to ensure they serve the best interests of the Alumni Association and Foundation and their mission. Once approved by the Board of Trustees' Executive Committee and an affirmative vote received from the full Board of Trustees, a letter of notification will be issued to the Group as soon as possible. If the charter is not accepted, a letter will be sent with an explanation and recommendations for future action.

Required Annual Report of Shared Interest Group Membership

The Group will submit annual reports each January to the Alumni Association which include the following information:

- a. Updated SIG leadership contact information,
- b. Current SIG membership list with graduation year, email address, current state
- c. Alumni Association member names
- d. Meeting minutes with attendance list and meeting location
- e. Past year activities
- f. Website or Social Media page link

Updating Addresses

In order to better serve you and your Shared Interest Group, it is essential that we have the most accurate and up-to date address for each alumni. Please provide any updated information that you may acquire on your group members to the Alumni Association SIG POC so that we can maintain the most reliable method of reaching our alumni. Changing an address is as simple as making a telephone call or updating information online. If you know someone who is moving or changing jobs, encourage them to contact the Alumni Association at 410.295.4000 or send updated information to membership@usna.com.

Appendix (A): Draft Board Policy Concerning Shared Interest Groups

1. **Purpose:** This draft policy will be reviewed and updated during the Shared Interest Groups (SIG) Pilot Project experience with inputs from the participants and the United States Naval Academy Alumni Association (“Alumni Association”). The policy delineates the organizing principles for SIGs comprised of Naval Academy alumni. As the primary source for the community of Naval Academy alumni, family and friends worldwide to strengthen our network of active lifetime links and engage with each other, the United States Naval Academy Alumni Association recognizes SIGs provide an additional opportunity for alumni to associate outside of class or chapter affiliation.
2. **Definition:** Shared Interest Groups are communities of alumni that actively communicate or gather around a central unifying purpose and a common shared affinity or bond based on shared experience, background, academic affiliation, profession or other USNA-related interest beyond class year or chapter affiliation. Shared interests could relate to a myriad of factors that tie alumni together such as, but not limited to, Academy team sports or clubs, academic affiliation, careers in the Fleet, or second careers such as business executives or lawyers.
3. **General Operating Principles:** The Alumni Association recognizes the importance of engaging with alumni Shared Interest Groups to further the Association’s mission to bind alumni together in support of the highest ideals of command, citizenship, and government. Therefore, the Association will provide certain support to those SIGs that demonstrate a commitment and an ongoing adherence to each of the following General Operating Principles:
 - a. SIGs should remain volunteer-driven, independent organizations.
 - b. SIGs should be aligned with the overall mission of the United States Naval Academy (“USNA”), the Alumni Association and United States Naval Academy Foundation (“Foundation”) and strive to strengthen relationships between alumni and the Academy. SIG members are expected to be actively involved with other Alumni Association activities such as Class and Chapter activities. SIGs are envisioned as complements to Alumni Association activities and not as isolated entities.
 - c. SIGs shall adhere to the USNA policy on the use of the USNA name and insignia/logos as provided by the Alumni Association.
 - d. SIGs are formed with a minimum of 25 USNA alumni who are Alumni Association members. A minimum of seventy-five percent of SIG members shall be Alumni Association members.

- e. SIG leadership positions shall be held by USNA alumni.
- f. SIG membership should be open to, and limit membership to, any member of the USNA community defined as alumni, their spouses/partners, faculty, staff, visiting faculty and friends of the Naval Academy and/or alumni group.
- g. SIGs shall not start or invest in any commercial enterprise.
- h. SIGs shall not take a position on any political, social, or economic issues both inside and outside the Naval Academy community that may violate the Alumni Association's Certificate of Incorporation or other governance; any position of the SIG must always be qualified with clear language that states "The [GROUP] does not represent the United States Naval Academy, the United States Naval Academy Alumni Association, the United States Naval Academy Foundation, its members, Officers, or Trustees."
- i. SIGs shall comply with the Association's policy of nondiscrimination by not discriminating on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, or veteran status.
- j. SIGs shall submit annual reports each January to the Alumni Association which include updated SIG leadership contact information, SIG membership list, Alumni Association member names, meeting minutes, and a summary of group activities and samples of any materials produced by the organization. For a SIG to remain in good standing, its officers shall submit all annual reports. Failure to timely submit a required annual report shall result in a SIG being placed in a probationary status and could potentially lead to SIG status being revoked.
- k. The SIG and the Alumni Association will each have the unilateral right to dissolve the relationship between the SIG and the Alumni Association. Designation as an Alumni Association SIG will be revoked and the SIG will have no further relationship with the Alumni Association in the event the SIG does not submit required annual reports or fails to meet any of the requirements outlined in this policy statement.
- l. During the period of this Pilot the Alumni Association Board of Trustees' Membership and Alumni Services Committee will monitor initiatives and provide oversight of the services and support to SIGs, and will develop and promulgate policy as approved by the Board's Executive Committee.

4. Fundraising:

- a. SIGs shall not raise funds on behalf of the United States Naval Academy, the Alumni Association, or Naval Academy Foundation unless part of a Naval Academy Foundation directed fundraising campaign.

-
- b. SIGs may fundraise among members in support of its organization and may not fundraise for other unrelated charitable organizations. For example, SIGs may collect membership dues to pay for SIG operating expenses.
 - c. SIGs shall not portray themselves as fundraising entities acting on behalf of the Naval Academy, the Alumni Association or the Foundation.
 - d. SIG names shall not include the word *Trust* or the word *Fund*.
 - e. SIGs should have written approval from the United States Naval Academy Foundation (USNAF) to conduct fundraising of any kind in support of USNA. This would apply to fundraising in such areas as accepting corporate support, funding academic chairs, and gifts related to athletic support. Such written agreements with the Foundation would, as appropriate, enable SIGs to partner with and leverage the resources and information of the USNAF.
 - f. SIGs may solicit sponsorship for events only in an amount that does not exceed the greater of (1) the expenses of a particular event, or (2) the SIG's annual operating expenses. Requests for and acknowledgements of sponsorships must clearly state that the contribution is to the SIG and not to the USNAF.
 5. **Support:** The Alumni Association will provide mutually agreed upon support for approved SIGs by assisting with initial and ongoing advertising efforts, event support and marketing SIGs in the ways described below. The Alumni Association staff will use its judgment to balance the support requests of SIGs with other Alumni Association priorities.
 - a. Promotion of the SIG on the Alumni Association's website via a link to the SIG website.
 - b. Limited promotion via the Association's communications vehicles (*Wavetops*, *Shipmate*, etc.) to include launch announcements, call for members, etc. Promotion via social media when appropriate.
 - c. Guidance and recommendations for effective use of social media. The SIGs will work with the Alumni Association Communications and Information Services Divisions to ensure we maintain secure and safe information infrastructure. There are a preferred set of templates available for SIG communication tools.
 - d. The Alumni Association may consider a fee structure to offset the cost of administering SIGs.
 6. **Procedures for Establishing a USNA Alumni Association SIG:** An individual USNA graduate or group of alumni seeking recognition as a SIG must produce and submit a proposed charter to the Alumni Association that includes a petition with a minimum of 25 alumni

names who are alumni association members, signatures, and years of graduation, who support the charter and pledge to join the group. These signatures may be collected electronically. The charter will be reviewed by both the Alumni Association staff and the Board of Trustees' Committee on Membership and Alumni Services to ensure all requirements are met. Where applicable, the Governance Committee will also review the charter to ensure it complies with existing governance. SIG charters will be reviewed to ensure they serve the best interests of the Alumni Association and Foundation and their mission. Once approved by the Board of Trustees' Executive Committee and an affirmative vote received from the full Board of Trustees, a letter of notification will be issued to the Group as soon as possible. If the charter is not accepted, a letter will be sent with an explanation and recommendations for future action.

Basic Group responsibilities include:

- a. The Group must draft and submit to the Alumni Association a charter that describes the basic principles of the Group including a Mission Statement stating its purpose for existence and how it is connected to the mission of the U.S. Naval Academy:
 - i. Operating Principles: Each Group must acknowledge as part of the body of their charter the General Operating Principles as delineated in paragraph 3 of this policy statement and the fundraising limitations as delineated in paragraph 4 of this policy statement.
 - ii. Policy on the use of USNA name, logos, and insignias: The charter must include standard language that the Group will adhere to the USNA policy on the use of the USNA name and logos/insignia, as provided by the Alumni Association.
 - iii. Governance: The charter will state that the Group is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the SIG Charter shall contain the following provision: The relationship between the Alumni Association and the SIG shall not be construed to (i) give either Party the power to direct or control the day-to-day activities of the other, (ii) constitute the Parties as the legal representative or agent of the other Party or as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking, or (iii) allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly set forth in subsequent written agreements between the SIG and the Alumni Association.

- iv. SIGs are independent and distinct organizations from the Alumni Association. Depending on the size and level of activity of the SIG, the SIG may have to file Tax-Exempt Articles of Incorporation in their respective state of incorporation. In order to have articles that will qualify your Club for federal 501(c)3 tax-exempt status, the SIG should have a dissolution clause that meets the requirements of the IRS indicating that if your organization is dissolved, “assets will be distributed for an exempt purpose described in section 501(c)3, or to the federal government, or to a state or local government for a public purpose.
 - v. If necessary, the SIG may also obtain Federal Employer Identification Number (EIN) from the IRS. In addition, complete and File IRS Form 1023 if seeking 501(c)(3) tax-exempt status. Filing this form will require the purpose, program descriptions, budget, and bylaws of the SIG. You may also need a copy of your Articles of Incorporation and should include a copy of the minutes from the Club’s meetings.
 - vi. If the SIG will be soliciting contributions for its own activities, each SIG must comply with the requirements of any solicitations act or charitable organization registration of each respective state agency responsible for charitable registrations. In certain states, registration is required prior to soliciting charitable contributions in the state. Some states will provide an exemption for non-profits such as a SIG where there is fundraising among members, less than a designated amount, and in support of its own members. The SIG must ensure they are compliant with these laws prior to conducting fundraising.
- b. Provide to the Alumni Association a list of their members who will work as contacts with the Alumni Association and receive member information updates.
 - c. The Group will submit annual reports each January to the Alumni Association which include updated SIG leadership contact information, SIG membership list, Alumni Association member names, meeting minutes, and past year activities.

Appendix (B): Sample Charter for Executive Board Structure

< _____ *Insert SIG Name* _____ > Shared Interest Group (SIG)

ARTICLE I – NAME: The name shall be the __ <*insert SIG name*> __ Shared Interest Group of the United States Naval Academy Alumni Association (USNA AA).

ARTICLE II – PURPOSE: The Shared Interest group shall be formed with the purpose of _____.

ARTICLE III – ORGANIZATION: The __ <*insert SIG name*> __ is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the relationship between the Alumni Association and the __ <*insert SIG name*> SIG shall not be construed to:

- i. Give either Party the power to direct or control the day-to-day activities of the other,
- ii. Constitute the Parties as the legal representative or agent of the other Party or as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking, or
- iii. Allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly set forth in subsequent written agreements between the SIG and the Alumni Association.

ARTICLE IV – GOVERNANCE: The __ <*insert SIG name*> __ will abide by the General Operating Principles and the Fundraising Limitations as outlined in paragraphs 3 and 4, respectively, of the Draft Board Policy Concerning Shared Interest Groups as promulgated by the USNA AA Board of Trustees.

ARTICLE V – MEMBERSHIP: Membership in the __ <*insert SIG name*> __ Shared Interest Group shall be voluntary and restricted to the USNA community who _____. Seventy-five percent (75%) of SIG members shall be members of the United States Naval Academy Alumni Association.

ARTICLE VI – DUES (Optional) Membership dues shall be \$ _____.00 per calendar year. Failure to pay dues will result in termination of membership.

ARTICLE VII – OFFICERS: Officers of the Shared Interest Group must include President, Vice President, Secretary, and Treasurer, each with a term of ____ year(s). All SIG leadership positions shall be held by USNA alumni. Officers will be voted upon at each Annual Meeting. If

an officer position becomes available due to death, resignation, or recall, the remaining officers may appoint someone to fill the position until the next Annual Meeting. (Note: Other officers may be elected and responsibilities outlined as desired by the group).

- i. The President will normally preside over all events sponsored by the Shared Interest Group and shall be a member of its Board of Directors if established.
- ii. The Vice President shall have such powers and duties as prescribed by the President and shall discharge the duties of President in his/her absence.
- iii. The Secretary shall be responsible for keeping the records of the organization, preparing reports, conducting the correspondence, maintaining a membership roster, and publishing such items as directed by the President.
- iv. The Treasurer shall be the custodian of all organizational funds and shall disburse funds to defray the expenses authorized by the organization, report the status of funds at each regularly scheduled meeting, and present an annual financial report at the Annual Meeting.

ARTICLE VIII – MEETINGS: The Annual Business Meeting should be held for the purpose of electing new officers for the upcoming year and conducting other business. (It is highly recommended to have at least quarterly business meetings.)

ARTICLE IX – COMMITTEES: Committees may be formed at any time at the direction of a group officer.

ARTICLE X – AMENDMENTS: Amendments or changes to this charter may be made at any meeting of the Shared Interest Group by a two-thirds vote of those present or represented by a proxy.

ARTICLE XI – DISSOLUTION: If necessary, dissolution shall be completed in accordance with any applicable federal, state, and local laws and regulations, and in accordance with the USNA AA BOT Policy Concerning Shared Interest Groups. Assets in excess of obligations shall be distributed as directed by majority vote of the membership with consideration given to a donation to the US Naval Academy Alumni Association.

Appendix (C): Sample Charter for Leadership Team Structure

< _____ *Insert SIG Name* _____ > Shared Interest Group (SIG)

ARTICLE I – NAME: The name shall be the __ <*insert SIG name*> __ Shared Interest Group of the United States Naval Academy Alumni Association (USNA AA).

ARTICLE II – PURPOSE: The Shared Interest group shall be formed with the purpose of _____.

ARTICLE III – ORGANIZATION: The __ <*insert SIG name*> __ is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the relationship between the Alumni Association and the __ <*insert SIG name*> SIG shall not be construed to:

- i. give either Party the power to direct or control the day-to-day activities of the other,
- ii. constitute the Parties as the legal representative or agent of the other Party or as partners, joint venturerers, co-owners or otherwise as participants in a joint or common undertaking, or
- iii. Allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly set forth in subsequent written agreements between the SIG and the Alumni Association.

ARTICLE IV – GOVERNANCE: The __ <*insert SIG name*> __ will abide by the General Operating Principles and the Fundraising Limitations as outlined in paragraphs 3 and 4, respectively, of the Draft Board Policy Concerning Shared Interest Groups as promulgated by the USNA AA Board of Trustees.

ARTICLE V – MEMBERSHIP: Membership in the __ <*insert SIG name*> __ Shared Interest Group shall be voluntary and restricted to the USNA community who _____. Seventy-five percent (75%) of SIG members shall be members of the United States Naval Academy Alumni Association.

ARTICLE VI – DUES (Optional) Membership dues shall be \$ _____.00 per calendar year. Failure to pay dues will result in termination of membership.

ARTICLE VII – CO-CHAIRS: The lead co-chair is responsible for leadership within the organization, including convening and presiding over board meetings. The other co-chairs are responsible for coordinating group committees, determining a calendar of events, overseeing financial matters and

assuming the role of the lead chair when needed. Remaining members of the team shall assume all responsibilities not covered by the chairs, including serving as individual committee chairs and members, recruiting new group members, and other tasks as determined by the co-chairs.

ARTICLE VIII – MEETINGS: The Annual Business Meeting should be held for the purpose of electing new officers for the upcoming year and conducting other business. (It is highly recommended to have at least quarterly business meetings.)

ARTICLE IX – COMMITTEES: Committees may be formed at any time at the direction of a group officer.

ARTICLE X – AMENDMENTS: Amendments or changes to this charter may be made at any meeting of the Shared Interest Group by a two-thirds vote of those present or represented by a proxy.

ARTICLE XI – DISSOLUTION: If necessary, dissolution shall be completed in accordance with any applicable federal, state, and local laws and regulations, and in accordance with the USNA AA BOT Policy Concerning Shared Interest Groups. Assets in excess of obligations shall be distributed as directed by majority vote of the membership with consideration given to a donation to the US Naval Academy Alumni Association.

Appendix (D): United States Naval Academy Policy on the Use of USNA Name and Logos/Insignias

<USNA Alumni Association action: Insert policy statement here>

Appendix (E): SIG Initial Signature Form

Petition for ___ <Insert SIG Name> _____ **Shared Interest Group (SIG)**

(SIG recognition requires a minimum of 25 alumni who are also USNA Alumni Association Members)

	Last Name	First Name	Grad YR	USNA Alumni (Y/N)	USNA AA member (Y/N)	SIG Leadership ?	Email	Signature (Signature may be obtained electronically)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
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24.								
25.								

Appendix (F): Application for Shared Interest Group Status

As president or co-chair of the _____ <Insert SIG name> __, I hereby submit my organization for consideration by the US Naval Academy Alumni Association for Shared Interest Group Status.

- a. I have attached my organization's formal Charter for review by the Association's President and CEO.
- b. I understand that, if requested, I will provide additional information to the Alumni Association.
- c. I understand that my organization must complete a Shared Interest Group Membership Report and make a Request for Data Extract each year.

Name

Date

Appendix (G): Shared Interest Group Request for Alumni Database Support

Request is hereby made for contact information for graduates of the United States Naval Academy and/or other Associate members of the USNA Alumni Association. Applicable data elements (telephone numbers will not be provided without justification and specification of use):

- Addressee (Title, First, MI, Last, Suffix)
- Preferred mailing address (Street, City, State, Zip, Country)
- Class Year
- Other specific attributable demographics

I intend to use this list for the following purpose(s): _____

This request is made in good faith. The records requested are directly connected to the purpose stated above and are in support of the mission of the Alumni Association. The requested information will not be used for any prohibited purpose under Maryland law, including, but not limited to, commercial gain or resale. I acknowledge that the information provided impacts the privacy interests of other graduates and/or Alumni Association members, and will abide by all Alumni Association privacy standards. I will treat the information provided to me as confidential and will not further distribute the list without the written permission of the Alumni Association.

I understand the data will be provided in an Excel spreadsheet format containing the requested fields and will be provided to me via email. I certify that I am currently an Alumni Association member in good standing, and have been so for at least three months preceding this request.

Please send the list to:

Print Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

Signature of Requestor: _____ Date: _____

(Request must be signed) Although the Alumni Association seeks to support Shared Interest groups, it will also protect its members from unwarranted, unnecessary and/or unwanted solicitations or junk mail. Therefore, permission to use Alumni Association information to contact members may only be done for the requested purpose.