

The University of Virginia Class Council and Trustees Official Handbook

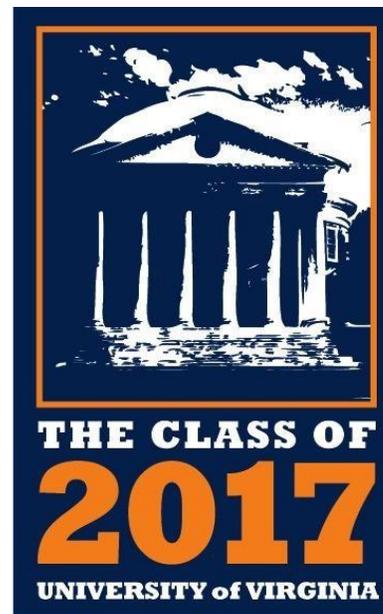
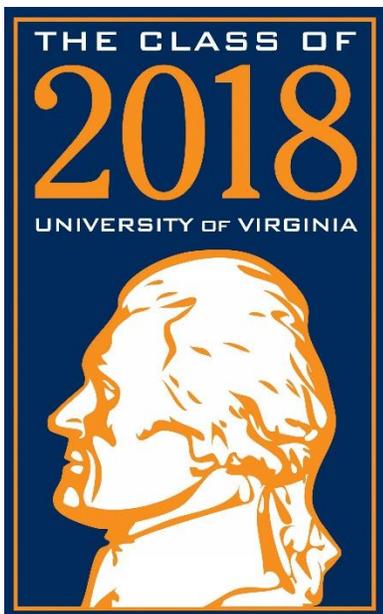
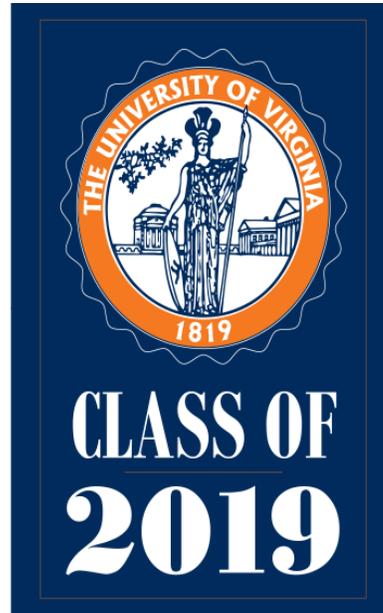
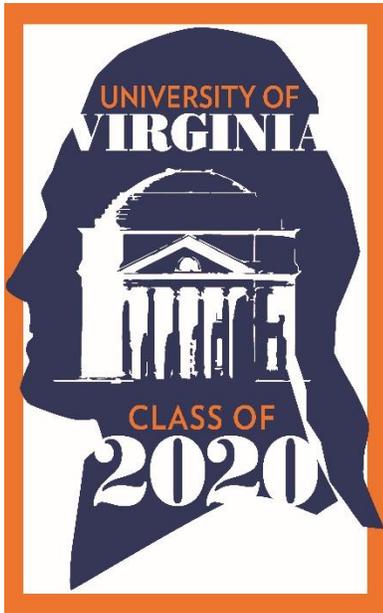


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INTRODUCTION

What is Class Council?

There are three Class Councils representing the first, second, and third year classes and one group of Trustees representing the fourth year class at the University of Virginia. Each Class Council and group of Trustees is comprised of undergraduate students in their same academic year at the University. These students, with the exception of First Year Council, are selected by their elected class President and Vice President to represent their class. Each member serves on Council for one academic year, and each Trustee serves for one academic year and then for an additional five years after the graduation of their class. As representatives of an entire class at the University, members of Class Council and Trustees have a *greater responsibility* than most other student organizations or CIO's. As a "special status" organization, we act as an agent of the University and we have a direct reporting relationship to the Alumni Association and the Office of the Dean of Students. Each year, the Class Councils and Trustees are charged with bringing their respective class together in ways that build class identity and a long-lasting loyalty directly for their Class, the University, and, by extension, the Alumni Association.

Basic Responsibilities of a Class Council or Trustees Member

Upon appointment as a member of Class Council or Trustees, it is important to realize that all responsibilities start immediately and will continue through the academic year. This position is probably unique among undergraduate activities in that members will be responsible during the year to gradually build a class identity created to last a *lifetime*. The work during the year will provide a foundation on which the future Class Councils will continue to build throughout subsequent years at the University and beyond graduation.

Historical Perspective on the Class Council and Trustees Program at U.Va

The University of Virginia has had elected Class Officers for the last century; however, it was not until 1983 that the Fourth-Year Class President, David Carmack, discovered a need to have a larger group of classmates represent the needs of the class. With the help of the Alumni Association, David created the Trustees of the Class of 1983 with the designated purpose of planning Finals Weekend activities and raising money for a Class Gift – a Jefferson Scholarship.

The Class of 1984 further expanded the role of the Trustees by defining five Committees – Communications, Social, Careers, Fundraising, and Graduation/Reunions. In 1987, a Constitution was written and ratified explicitly stating the role of the President and Vice President of the Class, the makeup of the Trustee body, and the delegated responsibilities of each standing Committee. In 1988, the Trustees were designated a Special Status Organization by the University of Virginia.

The Alumni Association has continued to be the primary sponsor of all Class activities. In 1997, the University of Virginia and the Alumni Association signed an agreement allowing both the undergraduate and post-graduate Class activities to be the delegated responsibility of the Alumni Association, clearing up the ambiguous relationship that has always existed between the Classes, the University, and the Alumni Association.

That same year, two former First-Year Council Presidents, Michael Allen (CLAS '99), Sara Murphy (CLAS '00), the Fourth-Year Class President, Paul Pastor (CLAS '97), along with several other committed students, joined forces with the Alumni Association and the Office of the Dean of Students to find a way to "bridge the gap" between the established First Year Experience and Fourth Year Experience. Their work initiated the founding of ad hoc Class Councils for Second- and Third-Year students. These Class Councils ratified their respective Constitutions, signed Special Status Organization contracts with the University, and elected officers of the Second and Third Year Classes in the spring of 1999.

THE MISSION

To develop, foster, and maintain a sense of community, loyalty, and responsibility among students toward their Class, the University, and the Alumni Association.

For a Successful Year

1. **Effective Leadership**

Voice ideas and thoughts at meetings where everyone's opinion is valued. Council members represent and believe in strengthening the Class identity.

2. **Responsible and Committed Council Members**

Attend and participate in meetings, effectively relay pertinent information to the groups being represented, significantly contribute to the efforts of Committees, and volunteer time and energy to forwarding the mission of the Council outside of meetings.

3. **Successful Programs and Events**

Plan thoroughly and well in advance, at a maturity level appropriate for the target audience, and choose programs engaging to members of the Class.

4. **Balance**

Plan two or three large-scale events with smaller, more focused programs scattered throughout. Be mindful of quality over quantity.

5. **Effective Meetings**

Exchange ideas, brainstorm together, communicate with one another, and delegate and share responsibilities.

6. **Step Outside of Committee Framework**

Committees exist to ensure that all areas of the Mission are covered by the efforts of the entire Council. Don't be afraid to collaborate with other Committees, provided that all needs are being met.

For Successful Programs and Events

1. **Mission**

Does the program or event fall within the specific mission of Class Councils? Does it unify, educate, or assist members of the Class? Is it designed to appeal to a majority of the Class population?

2. **Logistics**

Have all details been considered? Man-power, room reservations, set-up/clean-up, food/drinks, trash, decorations, supplies, cash boxes, innovative publicity, etc.?

3. **Finances**

Can Council afford the event? Is money being used wisely and for its intended purpose? What is the price per person for this event? Are all funds accounted for?

4. **Council Dynamics**

Are all members motivated and actively involved? Why or why not?

5. **Representation**

Which parts of the Class is the Council attempting to reach? Are some groups being neglected? How can Council work towards representing the full Class?

EXECUTIVE BOARD STRUCTURE

President

The President of the Class is an elected position voted on by all members of the Class. The person in this position is expected to interact on the behalf of the Class with the administration, faculty, and staff of the University. Specifically, the President must foster and maintain good relationships with the Alumni Association, the Office of the Dean of Students, the Deans of the six Undergraduate Schools, the President's Office, and University Career Services.

Overall, the President is responsible for overseeing all of the activities of the Class, selecting the Class Council members, and Committee Chairs with the assistance of the Vice President, as well as planning and leading Council meetings. The President should help the Council Executive Committee and members remain focused on pursuing the mission of Class Council. He or she must serve as the leader of the Council, providing direction, vision, and motivation to the rest of the council body.

The President must constantly keep "the big picture" in perspective. The selection of the Council body and the Committee Chairs is the first and probably most important function of the President. Ultimately, the Class President is accountable for all Class Council programs and initiatives by the Class that he or she represents.

Vice President

The Vice President of the Class is an elected position voted on by all members of the Class. The Vice President shares many of the key duties and roles of the President. Ideally, this is a partnership where both officers should feel equally comfortable in leading meetings of the Council, taking responsibility of individual Class initiatives, and assisting and directing the work of the Committees. The President and Vice President should pre-determine the logistics of their relationship; i.e. what duties and responsibilities each person should perform.

The Vice President works with the President to interview and select Council members for the Class, and serves as the liaison between the Committee Chairs and the President. The VP's position is much like that of a Chief of Staff in that this person should remain in constant contact with the Committee Chairs and keep up with the daily business of the Council. The VP will report directly to the President about the status and progress of Committee activity. The President and VP will establish an attendance policy that will be upheld by the members of Council or Trustees.

Additionally, the Vice President may be asked to fill in when the President is unable to fulfill his or her duties. A close and productive working relationship between both officers is therefore critical to ensuring the success of the Council in representing the interests of their peers.

Secretary

The Secretary of the Class is selected by the President and Vice President from the Council body, and is responsible for effective communication within the Council body. The Class Secretary is responsible for recording meeting attendance, taking and distributing the Council meeting minutes in a timely manner, and maintaining a comprehensive record of the Committees' activities throughout the year that will be passed on to subsequent councils to serve as a resource and guide.

Treasurer

The Treasurer of the Class is selected by the President and Vice President from the Council body, and hosts the duty of preserving the fiscal responsibility for Class Council activities. This will be done by maintaining a budget for the Council, paying all bills for the Council, advising Committee Chairs on financial concerns, and maintaining frequent and effective communication between the Council and the funding source, whether it is the Dean of Students office or the Alumni Association.

With the discretion of the Advisor and Class officers, the outlined duties and roles of the Treasurer may be filled under the jurisdiction of the Vice President if deemed appropriate.

COMMITTEE STRUCTURE

Fundamentally, Committees exist to ensure that the larger Council body is meeting the goals of the Class Council Mission Statement. Committees divide the work and responsibility of Council to meet the *specific* needs of their classmates. Within each Committee, **think both narrowly** (about specific purposes) **and broadly** (about Council's specific purposes).

The Committees listed below are six **suggested standing committees** for the First, Second, and Third Year Class Councils. After their election, the President and Vice President will determine the specific Committees for their respective Council based upon the needs of the Class as identified by their entire Council.

- (1) Academic and Wellness Committee**
- (2) Community Service Committee**
- (3) Entertainment Committee** (small events)
- (4) Social Committee** (big events)
- (5) Outreach & Spirit Committee**
- (6) Marketing/Communications Committee**

The body may further establish any temporary ad hoc committees as needed.

Each Council member, excluding the President and Vice President, will serve on one or more committees.

1-2 Council members, who are selected by the President and Vice President through an application and interview process, will be appointed as Chair for each Committee. Every Committee will meet on a weekly or biweekly basis determined by the Chair(s) of the Committee.

- Second Year Council-specific ad hoc committees:

- (1) Dinner Series Committee**

- Third Year Council-specific ad hoc committees:

- (1) Class Week Chair**
- (2) Ring Ceremony Committee**
- (3) International Night Committee***

- The following Committees below are the structure represented by the Fourth Year Trustees:

- (1) Career and Alumni Relations Committee**
- (2) Class Giving Committee**
- (3) Entertainment Committee** (small events)
- (4) Social Committee** (big events)
- (5) Final Exercises Committee**
- (6) Lighting of the Lawn Committee***
- (7) Marketing/Communications Committee**
- (8) StepUp Committee***

*The following Committees are chaired by one or two Chairs from the respective Council but may compose of members from all other Councils.

GUIDELINES AND EXPECTATIONS

Full Council meetings ought to involve more than sign-up sheets and lists of dates. Utilize your time together as a Council. You are there to exchange ideas, to learn from one another, and to work together. Try to step out of your Committee “boxes” and view Class Council as a whole.

When Giving Your Reports and Presenting in Meetings

1. Stand.
2. Speak loudly and purposefully.
3. Do not apologize for taking up time or for recruiting volunteers. *Do be conscious of the overall demands placed on Council members*, but discussions of such should take place prior to general meetings.
4. Present yourself and your Committee events positively, excitedly, and with high expectations.
5. **Get away from email:** refrain from saying, “if you have any ideas or suggestions, email me.” Try calling people or meeting with them individually.
6. Consider doing something creative. Sometimes reading a list of dates or going over bullet points fails to capture people’s attention. Seek to involve the whole Council in your work.
7. Encourage the full Council to talk about, and critique, your events and plans. *Ask direct questions that evoke discussion.* Wait for responses; don’t accept silence. Remember that although we have separate Committees, **we are all a part of the same Council.**
8. Ask who will be attending and participating in events and have people raise their hands. This prevents apathy and evokes somewhat of a commitment from people and ensures members are participating in events apart from their own Committee.

Expectations

As a member of Class Council, you are accountable to your fellow peers on Council and to your peers within the Class, and expected to be an active, committed member. Furthermore, you are charged to adhere to the attendance policy and fulfill any responsibility that may be given to you throughout the year.

Committees serve to delegate our responsibilities in a manageable way and are not meant to create divisions or to separate Council members from one another. Being an active member of Council implies that you are dedicated to your own Committee and also to the rest of Council and its other Committees.

THE FINANCIAL STRUCTURE OF COUNCIL

The University and the Alumni Association support the Class Councils financially. The principal source of financial resources is the University, which allocates a portion of the Student Activities Fund, governed by the Office of the Dean of Students, toward each Council. Typically, each Council receives roughly \$11,000 per year from the University with which it can carry out the duties and obligations devolved upon it by the University and the Alumni Association. Due to the status of the University as a state-supported, public institution, any allocation of these “University funds” is subject to the same rules and regulations regarding proper expenditure as all other University and State of Virginia groups, departments, and organizations. For this reason, the Advisor must approve the use of University funds by the Class Councils beforehand. It is the responsibility of the Council Treasurer to ensure he or she is kept properly informed of planned expenditures so that s/he may validate their appropriateness. The majority of Council activities can and will be supported by University funds.

In addition to supporting the Councils in numerous other ways, the Alumni Association also provides the Class Councils with financial support. Typically, this support totals around \$8,000 per year towards Class Council Programming, but varies annually. Some council activities require expenditures that cannot be covered using University funds, such as food or refreshments during council meetings or gifts and donations to various people or organizations. In these cases, Alumni Hall, which is not subject to the same expenditure regulations as the University, is often able to provide the necessary funds.

It is the responsibility of the Treasurer to implement a structure for the allocation of Council funds. This structure should recognize the varying financial needs of Committees and also the need to set aside additional funds for any foreseeable non-committee-specific events.

Financing an Activity

1. **Reimbursement**

Students can always pay for council items using a personal credit card or check and then get reimbursed for the costs. Your purchases are still tax exempt and you **must provide a receipt** as soon as possible to your Advisor in order to be reimbursed. Reimbursements are paid out using the Check Request system according to the timeline described below.

2. **Billing**

Alumni Hall retains lists of vendors and caterers that have been willing to bill the Council in the past. In this case, the vendor submits an invoice to the Alumni Association where it is paid by your Advisor out of your class account. Check with your Advisor to determine whether a company can bill the Alumni Association directly.

3. **Credit Cards**

The President and Vice President of each Council each get a credit card to use for Class Council-related purchases. There is a \$500 limit on each card. You **must provide a receipt** for each purchase made on the credit card.

4. **Checks**

If a Council member knows the exact cost of a purchase, they may have a check pre-written for this amount to the appropriate vendor. In the event that cash is required, the VP may have a check written out to him or her and distribute the money as necessary once the check is cashed. Requests submitted by **Tuesday at noon** will be processed and provided by **Thursday afternoon**. Any requests submitted after Tuesday at noon cannot process until Thursday of the following week. Make sure to plan in advance.

Tax Exemption

All purchases related to Class Council are tax-exempt. The tax-exempt code to provide to vendors is **54-0485595**. A copy of the Tax Exemption Certificate, which can be used for all purchases, is included at the end of the Handbook.

ADDITIONAL FUNDING

Always make sure to have a clear cut goal for your programming and present the funding proposal in a manner that will not only benefit the Class Council, but will serve classes to come, and the interests of the organization you are seeking funding from.

Option	Description	Qualifications	How much?	When?	How to apply
Alumni Association's Parents Program	The Parents Program receives and coordinates the gifts of non-alumni parents of UVA students with the goal of helping to enrich the education and experience of students	A student group or University department may apply	No specific limit or minimum	Within the end of September	Go to the website http://uvaparents.virginia.edu/ and click on the "Grant Information" tab under the "Scholarships & Grants" section for an application.
Co-Sponsorship	Partnering with another organization on Grounds	Event must fulfill all participating organizations' purpose	No specific limit or minimum	No deadline	Seek out the organization and follow their path for co-sponsorship. Varies by organization.
Vice President for Student Affairs Office	To support the activities of student organizations	Any	No specific limit or minimum	No deadline	Application can be found on-line at http://vpsa.virginia.edu/programawards/process .
Alumni Association's Membership Staff	Can often provide giveaways or subsidize the cost of attendance for Life members	Event must have a Student Life membership table	No specific limit or minimum	No deadline	Contact Patti Daves (pad3b@virginia.edu) for details on collaboration. If unavailable, contact Rachael Eller (rce4m@virginia.edu) also for information.
Cultural Programming Board (CPB)	The CPB aims to foster programs that contribute to the cultural life of the University community.	The events fulfill the mission of the CPB	Groups can apply for: \$100, \$250, \$500, \$750, or \$1000.	Throughout the school year.	Follow this link for more information: http://www.virginia.edu/deanofstudents/cpb/application-and-dates/

ADVISING

Philosophy of Advising

The Advisor first and foremost is an educator who acts in accordance with the goals, values, and mission of the University. Advisors must have knowledge and skills that enable them to empower students within the group they advise. Advisors must also role model ethical behavior and, when appropriate, provide direction that is consistent with University policy.

Advisors provide to group members guidance that supports and enhances the development of a community, ethical behavior, the open and free exchange of ideas, and respect for and inclusion of all people.

Roles of an Advisor

1. To provide leadership development and skills training.
2. To serve as a resource about policies, procedures, contacts, etc.
3. To serve as a troubleshooter.
4. To ask the questions that will better prepare students.
5. To channel information.
6. To monitor expenditures, policy adherence, and goals.

The Student/Advisor Relationship

In any Advisee/Advisor relationship, the expectations will flow two ways. Advisors and student leaders must articulate their expectations of each other. Understanding and respect are necessary if they are to build a solid base for communicating with each other and working together as a team.

What a Student Leader Expects of an Advisor

1. The Advisor assists the leader/organization in formulating long-range goals and in planning and initiating short-term projects.
2. The Advisor is invaluable to the organization as a resource person, and in evaluating projects, performance and progress.
3. The Advisor assists the student leader with University procedural matters.
4. The Advisor suggests ways in which the organization may be strengthened or improved.
5. The Advisor represents the organization and its interests in staff and other University meetings.
6. The Advisor is able to make suggestions that will permit the student leader to improve leadership skills.
7. The Advisor is accessible, and is available whenever emergency situations/problems arise.

What an Advisor Expects of a Student Leader

1. The student keeps the Advisor informed as to all organizational activities, meetings, agendas, and topics under the discussion within committees or the organization at large.
2. The student acts in the best interests of the organization at all times.
3. The student represents the organization and its interests both to other students and to the University in meetings and at events.
4. The student assists other students in the organization to develop skills and to provide activities that will significantly enhance the University environment.

The Advisor can expect the student leader to be respectful of the advisor's professional and personal time demands.

STEPS TO PROGRAMMING

Being very thoughtful and purposeful will aid you greatly in creating successful programs. In order to be most effective you need to pay attention to all the details and make sure to be communicating your plans clearly with other Council or Committee members, your Advisor, and any other relevant parties. Collaborate with your fellow Council members to create the best event possible.

When planning a program, follow the steps to ensure your program is best suited for success:

1. Determine a program beneficial to the class and feasible to accomplish.
2. Set a budget.
 - See page 12
3. Choose and book a date, time, and venue (with a rain site if necessary).
4. Create a Plan of Action (POA) for the program:
 - Complete 3-4 weeks **BEFORE** the chosen date of the program.
 - See page 13
5. Follow through on all logistics.
 - Rentals, reservations, catering, contracts, and get necessary advisor approval
 - See pages 22-28 for additional information
6. Publicize and promote the program.
 - See page 14
7. Track expenses, update the budget, and **SUBMIT ALL RECEIPTS**.
8. Finalize preparations and create a Day of Event (DOE) Schedule, if appropriate.
 - See page 15
9. Run the program.
10. Complete an Event Evaluation form.
 - See page 16
11. Conduct a follow-up survey and send Thank You correspondence to key outside contributors, if necessary.

BUDGETING

Make sure to determine up front an amount that you are willing to spend on a program. The expenses can very quickly add up, especially if you are making last minute purchases days before or even during the program.

Take into Consideration

- **The Price per Person**
 - How many people are we expecting and how much are we spending for each person expected in attendance?

- **Necessary or Superfluous**
 - What supplies and equipment are necessary for the program? (e.g. projector for the speaker, security, food, tables, chairs, etc.)
 - What is extra / unnecessary that can help us save cost? Will these items attract more attendees or just raise the cost of the program?

- **Alternatives, Cheaper Ways**
 - Do we need to buy a banner/balloon arch or can someone on Council make one?
 - Can we use any supplies left over from a past event instead of buying new ones?
 - Are there any other cheaper caterers or rental companies that other Class Councils have used that we might explore?

- **Nothing is Set in Stone**
 - As events get closer to the deadline, certain details begin to look locked in. If it's still early in the planning process, a radical switch, such as a change of location or caterer, may be possible, cost effective, and can improve the quality of the event.

List of Possible Costs

- | | |
|--|---|
| ▪ Reservations Fees | ▪ Facilities (trash, power) |
| ▪ Equipment Rentals (tables, chairs, linens, etc.) | ▪ Clean Up |
| ▪ Food | ▪ Security |
| ▪ Beverages | ▪ Decorations |
| ▪ DJ / Band and Speakers | ▪ Prizes / Giveaways |
| ▪ Set-Up Costs | ▪ Advertising Costs (flyers, posters, cups) |

List of Possible Revenue

- Entry Charge
- Merchandise Sales
- Sponsorship
- Subsidized Cost (i.e. Council pays part of the cost, students pay the rest)
- Seek additional funding sources and grants

PLAN OF ACTION (POA)

Committee:

Project Manager(s):

Event Name:

Date:

Time:

Location:

Rain Site:

Description of the Event:

Estimated Number of Attendees:

Target Audience(s):

Total Cost:

Source of Funds:

Cost Breakdown:

Merchandise:

Food/Drink:

Equipment:

MARKETING AND PROMOTIONS

Planning a marketing strategy will help ensure better attendance at Council's events and programs. While advertising to the entire Class of 3,500 students may be simpler, having a concise and directed marketing push to **target audiences** is more effective and can help outreach to certain segments of the Class that may not normally attend events.

Planning a Successful Marketing Strategy

- **Determine the Size of the Program.**
 - Is it a small-scale program or a larger one?
 - How many attendees are we expecting?

- **Develop a Strategy**
 - Who is the target audience?
 - What can we do to reach out to them and spread the word?
 - Design and create an image for the event. Brand it!

- **Evaluate the Process**
 - How many people attended and what audiences did they represent?
 - Have attendees complete evaluations/surveys after an event.

Methods

- Flyers
- Tabling
- Handbills
- Social Media (Facebook, Twitter, etc.)
- Class Website
- Give-aways
- Email Blurbs to List-Servs
- Class-Wide Email
- Included in other E-Newsletters (U.Va Connections, StudCo, Alumni Association)
- Amphitheater Banners
- Table Tents in Dining Halls
- Chalking
- Paint Beta Bridge
- Co-Sponsorships
- University Calendars (Student Activities Calendar)
- Newcomb Hall HooView flat-screen TVs
- Promotional Items
- T-shirts

DAY OF EVENT SCHEDULE (DOE)

The following is a sample DOE for an SYC Dinner Series event. There is no set format for DOE's because of the variety of events Council can program. Some DOEs begin multiple days before the actual event, and others may only begin an hour or two beforehand. DOE's serve as a final check to ensure that everything for an event has been thought of and taken care of, as well as a checklist for equipment needed and tasks to accomplish before and during an event.

OPENING DINNER SERIES DAY OF EVENT SCHEDULE

Time: Tuesday, October 16, 2012 (6:30 - 8:30 pm)

Location: Alumni Hall Ballroom

- 3:00 PM** Dinner Series committee arrives at Alumni Hall
- Complete all *centerpieces* (fill all jars with marbles, water, candles) & set them on tables
 - Complete all *table numbers* & set them on tables
 - Set up professor and student *check-in tables*
 - Highlighters, pens, attendance lists, seating charts
 - Professor and student name tags and sharpies
 - Place *programs* and *comment cards* on all tables
- Catering company arrives for set-up
- 5:00 PM** Dinner Series committee runs through the dinner schedule together
- Speech rehearsals (opening, keynote, closing)
- 5:30 PM** Student check-in volunteers arrive
Greeter volunteers arrive
- 6:00 PM** Students begin arriving
Professor check-in volunteers arrive
- 6:15 PM** Professors begin arriving
- 6:30 PM** Everyone is seated at his or her table with appetizers
Opening remarks (*Melissa and Henry*)
Begin dismissing tables to dinner buffet
- 3 tables at a time
 - Start at table 1, go to 30
- 7:30 PM** Keynote introduction (*Kristy*)
Keynote speaker address by Professor George Cohen
- 7:50 PM** Keynote closing and thanks (*Kristy*)
Begin dismissing tables for dessert, coffee, and tea
- 8:15 PM** Whole Dinner Series committee go to the podium
- Closing remarks (*Scott and Sami*)
 - Thanks to Missy, Dean Laushway, Blue Ridge Catering, Parents Committee, Professor Cohen
- 8:45 PM** Begin cleanup!
- 10:00 PM** Dinner Series committee meets to debrief

EVENT EVALUATION

Event Title:
Sponsoring Committee:

Event Date
Event Time:
Location:

Final Cost:
Number of Attendees:

Provide an overview of the event. What occurred and what purpose did it serve?

How was attendance?

How was marketing of the event?

What were the issues or obstacles that arose during:

The planning process, if any?

Set-up, if any?

The actual event, if any?

Clean up, if any?

If you worked with another student organization, caterer, rental company, or anyone else, how were they and would you use them again?

Overall, how was the event? How can we improve this event if it were to happen again in the future?

Additional comments, thoughts, ideas, questions, and suggestions:

RESOURCES

Meeting Space

Alumni Hall

- Alumni Hall operates on normal business hours (weekdays, 8:30 a.m.-5p.m.). The building is also open from 1- 5 p.m. every other Sunday for Council General Body Meetings.
- Students are welcome to hold Council-related meetings in the Small Conference Room (if reserved) or the Virginia Room but only during these hours. Committees may not meet before or after the hours of Council Meetings when the building is closed.

Newcomb 164—Programs and Councils Office (PAC)

- The Class Councils have office space in Newcomb 164M. Normal access hours are Monday-Friday 9am to 11pm and Weekends 10am to 11pm, but all Council Officers & Committee Chairs have been granted 24-hour access to the PAC.
- There are 3 conference rooms (164C, G, H) that can be reserved for Class Council use by emailing StudentActivitiesUVA@gmail.com.

Copies

Alumni Hall

- Each Council can make copies at Alumni Hall that will be charged directly to your class account
- Costs: \$.05 for B&W | \$.15 for color
- Can use any of the white, colored paper, or cardstock that is available

Student Activities Center (SAC) & Newcomb 164 (PAC)

- Each council can make prints and copies in the SAC and it will later be billed to Alumni Hall
- Costs: \$.02 for B&W | \$.12 for color

Bulk Color Copying Options

- Copy Shop (Elliewood), Kinko's (Barracks), ALC Copies (Barracks)

Alumni Hall Event Logistics

Reservations

- Contact your advisor if you would like to reserve a space in Alumni Hall for any of your events. Send your requests early as dates fill up quickly.

Catering

- Attached is an approved caterers list for Alumni Hall. All events at Alumni Hall must use one of these caterers unless specifically approved by facilities. If all these caterers are out of your budget, you and your advisor can discuss other options.

Event Information

- An Internal Events Information form must be filled out **at least two weeks prior to each event** and sent to your advisor.
- You can request use of tables, chairs, A/V equipment, and more through this form as well as placing orders for linens and drinks.

Cleaning Fees

- As part of your Special Status Agreement, Alumni Hall is available for use by class councils free of charge however Councils are responsible for cleaning ever every event.
- Large events require a cleaning fee of \$75 for events held Mon.-Thurs. and \$120 for events held Fri.-Sun. Large weekend events might also require an additional fee of \$75 for a Building Monitor.

Set-up/Clean-up

- For your events, communicate your set-up and clean up needs to your caterers.
 - Set-up - Alumni Hall Facilities staff will take care of the set up and take down of all dining tables and chairs. Caterers are responsible for providing tables and linens for their food service. Students are responsible for all decorations, signage, etc.
 - Clean-up - Caterers are required to dispose of all food trash, sweep the floors, and stack chairs when asked. Students must dispose of all other trash and put away all borrowed supplies in the condition they were received (clean). If students do not use a caterer, they will be required to sweep. Cleaning staff will take care of cleaning and disposing trash from the bathrooms.
 - *Note: Because of our insurance coverage and the risk of injury, students are not allowed to set up or take down tables or chairs at Alumni Hall events.*

General Event Logistics

Venue & Room Reservations

- Most on-Grounds venues can be resourced using The Source at www.virginia.edu/source
 - See full list of “Venues for Class Council Programs” (page 26) for venue capacities and contacts for venues that must be reserved directly.

Drink Orders

- You can purchase cans of soda or bottled water for any event through Alumni Hall at \$.40 each. You are welcome to borrow drink coolers for events from Alumni Hall if they are returned cleaned and dried.
 - For large drink orders, Pepsi can deliver drinks and rolling coolers directly to your event. This will provide you with a cheaper price for beverages and you will only be charged for what is used.
- Please give your advisor at least two weeks’ notice to place drink orders with facilities.

Food Orders

- Check to see if the location requires you to use a certain caterer (e.g. Alumni Hall has a list of approved caterers and Newcomb Ballroom only allows Aramark).
- Many restaurants can provide large orders of food at a discounted price and other restaurants will donate a portion at no cost. Make sure you call ahead or meet in person to place the order and ask if they have any large order specials.
- Food orders are often the largest expense for an event. Always check to see if the vender can bill the Alumni Association directly, as it is the easiest way to pay for larger orders.
 - *U.Va. Catering:* When ordering food through U.Va. Catering make sure to put your Advisor’s name as the Customer and the Alumni Association as the Department to bill directly.

Tables & Chairs

- The Alumni Association has 8 small folding tables and 4 folding chairs available at any event on Grounds. These tables can be reserved through your advisor. If your event occurs somewhere other than Alumni Hall and you need additional tables or chairs, contact Festive Fare for rentals.
 - Festive Fare: (434) 296-5496, info@festivefarerentals.com, www.festivefarerentals.com
- For any events held at Alumni Hall, tables and chairs can be provided at no cost when requested at least two weeks in advance through your Internal Events Form.
- Newcomb Hall facilities can also provide tables and chairs for events at no cost when reserved properly.

Linens/Tablecloths

- Available to rent from Alumni Hall for any event. White tablecloths ~\$1.25 each; solid colored ~\$8-9 each. Please provide at least two weeks' notice on your linens order. Patterned linens can be rented from Festive Fare for around \$25-40 apiece.

Facilities Management

- For an event held on-Grounds needing Facilities assistance (ex. Trashcans, recycling, roping, fencing, sound system, amps/power needs, etc.), fill out a service request form at the facilities website <http://www.fm.virginia.edu/FMHome/>.
- Facilities needs can be costly so make sure to take this into account when planning your event budgets.

Event Security

- If your event requires event security, you can reserve event security through RMC Events
 - Contact: (804)-353-7621, www.rmcevents.com
- Large events like formals generally require 3 security personnel which runs approximately \$200 for the evening.

Contracts:

- **ALL** event contracts must be submitted immediately to your advisor several weeks before the event.
- Contracts are approved and signed by Donna Arehart, Alumni Association CFO, and all events involving liability must be approved by your Dean of Students Advisor.
 - Note: Contracts often have to go through multiple stages of revision to meet University liability and insurance requirements, so make sure to plan several weeks in advance for contract revisions.

DJ & Entertainment

- Using a student DJ or an iPod hookup are your most cost effective ways to provide music at an event.
- If you use a student DJ, make sure to have them sign a contract in advance for their services and have them submit a W-9 to Alumni Hall to process payment.
- Professional DJ Option: *AAA DJs* – Richmond, VA, (804) 353-3800, www.3adj.com

Vendors & Party Rentals

- When seeking to rent items or contract with a vendor for services, contact your advisor to see if the University already has a relationship with a vendor that meets all liability and insurance requirements.
- Potential Vendors:
 - Food Rentals: popcorn, snow cones, cotton candy machines, etc.
 - *Central Virginia Rentals* – (434) 977-5917, www.cvrrental.com
 - *The Party Starts Here* – (434) 973-7359, www.partystartsherecharlottesville.com
 - Amusements: inflatables, dunk tanks, etc.
 - *Mid Atlantic Rentals* – (888) 380-5620, www.midatlanticadventures.com
 - Outdoor Movies:
 - *FunFlicks Outdoor Movies* – (804) 594-2533, www.funflicks.com

Graphic Design & Merchandise

- Potential Vendors:
 - Crazy Horse Studio – (434) 817-2729, www.crazyhorsestudio.com
 - Blue Ridge Graphics – (434) 296-9746, www.brgtshirts.com
 - First Systems and Resources – (434) 973-4152, fsrnetwork.com/
 - Jefferson Engraving – (434) 973-3039, www.jeffersonengraving.com
 - Go Bright Ideas – (434) 589-1441, www.gobrightideas.com

General Purchases – Sam’s Club

- The Alumni Association has a Sam’s Club membership that can be used for Class Council purchases. If Council members need to make purchases at Sam’s club, please contact your Advisor in advance.

Alumni Hall Supplies

- Items that are borrowed **must be returned in their original condition** (clean and dried, etc.).
- All borrowed items must be signed out with your advisor. All items are stored in the small storage room in the back hallway of Alumni Hall or in the POD located in the back parking lot of Alumni Hall.
- Communicate your needs to your advisor **at least two days in advance**.
- Sample supplies from Alumni Hall (subject to change):
 - Fondue sets, drink dispensers, hand sanitizer dispensers
 - Grilling utensils: spatulas, tongs, charcoal, lighter fluid, matches
 - Reusable plastic serving spoons, disposable plates and cups (of all sizes), bowls, forks, knives, spoons, chopsticks, skewers, napkins, paper towels, trash bags, toothpicks, pie tins
 - Aluminum foil, brown bags
 - Pizza pans, cookie trays
 - Balloon weights, tablecloths, clear gallon jugs
 - Lemonade and hot chocolate mixes, bottles of ketchup and mustard
 - Gatorades, waters, Pepsi cans, 2-liter soda bottles, Caprisuns
 - Snow cone supplies: cones, ladle; blue raspberry, cherry, watermelon, and grape flavor
 - Cotton candy supplies: pink and blue sugar, tall paper cones
 - Popcorn machine supplies: bags, popcorn/butter packets, scoop
 - Tie-dye supplies: small bottles, white wash cloths, Latex and disposable gloves, soda ash; red, orange, yellow, turquoise dye
 - Assorted colors of Glow Sticks
 - Tempera paint jug, small assorted tempera paint bottles, cans of spray paint, glitter, brushes (of all sizes), miscellaneous decorations (including Halloween supplies)
 - Strobe lights, table runners, candles, candle holders, marbles (for use as decoration in vases), vases
 - Wristbands (for use by Trustees at events with alcohol)

Payment/Billing

Tax Exemption

- All purchases related to class council are tax-exempt and must be paid for accordingly. Please remember to utilize the tax exemption certificate for **ALL** purchases. For orders over the phone, the tax-exempt code is **540485595**.
- Note: When ordering food through a restaurant and not a caterer, they will not allow tax exemption.

Receipts

- ***ALL original receipts for Class Council purchases MUST be turned in within 72 hours to your Advisor or Treasurer.***
- Students who do not turn in receipts cannot be reimbursed for their purchases.

Shipping & Billing Address

- For anything that you have shipped or billed directly to Alumni Hall, please use the format below for your appropriate Class and Advisor:

Class of ____, Advisor Name
Alumni Hall
211 Emmet Street South
Charlottesville, VA 22903

VENUES FOR CLASS COUNCIL PROGRAMS

The following venues below can be reserved using The Source (<http://www.virginia.edu/source>).

Location	Capacity	Contact	Phone/Email
Amphitheater	2500-10,000	NH Reservations	924-3203
Board Room, Newcomb	15-25	NH Reservations	924-3203
Campbell 153	154	Sharon McDonald	924-3937/slf7a
Campbell 158 or 160	95 or 93	Sharon McDonald	924-3937/slf7a
Chapel	250	NH Reservations	924-3203
Chemistry Auditorium	495	Debbie Hoffman	dah3k (email only)
Chemistry 304	100	Debbie Hoffman	dah3k (email only)
Clark Hall 108	163	Debbie Hoffman	dah3k (email only)
Clark Hall 107	140	Debbie Hoffman	dah3k (email only)
Commonwealth Room, Newcomb	42-100	NH Reservations	924-3203
Culbreth Theater	594		
Garden I,V,VI,VIII,IX,X	16-300	NH Reservations	924-3203
Gilmer Auditorium	354	Debbie Hoffman	dah3k (email only)
Gilmer 190	151	Debbie Hoffman	dah3k (email only)
Helms Theater	200		
Hereford Amphitheater	500+	Terry Hughes	982-4872/tfh8f
Jefferson Hall	50	Jeff Society	jeffersonsociety.org/reservations
Lawn, Upper and Lower	Varies	NH Reservations	924-3203
Main Lounge, Newcomb	150	NH Reservations	924-3203
Maury 209	120	Debbie Hoffman	dah3k (email only)
McKim Auditorium	154	Cathy Hudson	924-9749
Mech. Engineering 205	150	Cathy Dean	924-3155/cld
Mtg Rooms 168A & B, Newcomb	24-100	NH Reservations	924-3203
Mtg Room 187, Newcomb	12	NH Reservations	924-3203
Mtg Room 389, Newcomb	24-34	NH Reservations	924-3203
Mtg Room 481, Newcomb	22	NH Reservations	924-3203
Minor Auditorium	194	Debbie Hoffman	dah3k (email only)
Olsson Auditorium	148	Cathy Dean	924-3155/cld
Physics 203	190	Debbie Hoffman	dah3k (email only)
Physics 204	125	Debbie Hoffman	dah3k (email only)
Ruffner G004A	165	Linda Berry	924-0740/rgs9w
Saunders Hall, Abbott Lounge	280	Rachel Dudzik	982-4892
South Meeting Room, Newcomb	30-128	NH Reservations	924-3203
Student Activities Building	344-650	NH Reservations	924-3203
Wilson 301	200	Debbie Hoffman	dah3k (email only)
Wilson 402 Auditorium	321	Debbie Hoffman	dah3k (email only)

The following venues must be contacted directly.

Location	Capacity	Contact	Phone/Email
Alumni Hall, Ballroom	250-500	Carol Anne Abbott	243-2665/caa3e
Cage	500	Jason Bauman	982-5022/jb3t
Cville Performing Arts Center	1276	J Justin Taylor	245-2965
Darden Center, Abbott Aud.	450	Rachel Dudzik	982-4892
Mad Bowl	Varies	Jeremy Spitzer	924-3791/jks2n
McLeod Hall, Fenwick Aud.	476	Becky Bowers	924-0133/rdb7w
Memorial Gym	2000	Jeremy Spitzer	924-3791/jks2n
Nameless Field	Varies	Jeremy Spitzer	924-3791/jks2n
Old Cabell Hall	846	Marcy Day	924-6492/oldcabell@
Rotunda- Dome Room	140 (124 chairs)	Christine Wells	924-1019
Slaughter Recreation Center	877	Jeremy Spitzer	924-3791/jks2n
Sponsors Hall	156	Rachel Dudzik	924-7739
University Hall	up to 8392	Jason Bauman	982-5022/jb3t
UVA Art Museum	60-250		924.3592

In general, if you are looking to reserve a room in one of the following areas, your contact will be:

- **Commerce School:** Online website or Mimi Lewis (mcl6jr@comm.virginia.edu)
- **Campbell Hall:** Sharon McDonald, (434) 924-3937
- **Engineering School:** Cathy Dean, (434) 924-3155
- **McLeod Hall:** Becky Bowers, (434) 924-0133
- **Rouss Hall and Robertson Hall:** Heather Cullop, (434) 924-3174
- **Ruffner Hall:** Sheilah Sprouse, (434) 924-0740
- **Other Academic Spaces:** Pam Lawson, (434) 982-2303 at rooms@virginia.edu
Debbie Hoffman, (434) 243-8821 at rooms@virginia.edu
- **Newcomb Hall, Pavilion Gardens, Student Activities Building, and University Chapel:** Event Planning Office, (434) 924-3203
- **The Rotunda:** (434) 924-7969
- **IMREC (Intramural Recreational Sports):** Jeremy Spitzer, (434) 924-3791

ALUMNI HALL APPROVED CATERERS

The following is a list of approved caterers for events at U.Va Alumni Hall during the academic year.

For any catered event in Alumni Hall, one of the following must be used.

For general information on catering, please follow this link: <https://classcouncilvents.wordpress.com/catering/>

Aramark/U.Va.

Scott Stroney
P.O. Box 400312, Charlottesville, VA 22904
(434) 924-7234
www.virginia.edu/catering

Blue Ridge Café & Catering Co.

Shawn Hayes
8315 Seminole Trail, Ruckersville, VA 22968
(434) 985-3633 | shawn@blueridgecafe.com
(434) 990-9175 | www.blueridgecafe.com

Alex Montiel Catering & Fine Events

Rhonda Reid
P.O. Box 579, Crozet, VA 22932
(434) 249-4750 | chefalexmontiel@gmail.com
www.alexmontielcatering.com

C&O

Cristelle Koerper
515 E. Water St., Charlottesville, VA 22902
(434) 971-7045 | cristelle@candorestaurant.com
www.candorestaurant.com

Eric Stamer Catering

Eric Stamer
19 E. Frederick St., Staunton, VA 22401
(540) 885-5085 | es_chef@yahoo.com

Harvest Moon Catering

Barbara Shifflett
512 W. Main St., Charlottesville, VA 22903
(434) 296-9091 | barbara@hmcatering.com
(434) 296-9644 | www.hmcatering.com

Hot Cakes

Lisa McEwan
1137-A Emmet St., Charlottesville, VA 22903
(434) 295-6037 | lisam@hotcakes.biz
www.hotcakes.biz

L'etoile Restaurant

Vickie Gresge
817 W. Main St., Charlottesville, VA 22903
(434) 823-1435 | letoileva@embarqmail.com
www.letoilrestaurant.com

Simply Delicious

Fred Bossardt
814 Cherry Ave., Charlottesville, VA 22903
(434) 220-3332 | sdcaterers@ntelos.net
www.simplydeliciouscateringofcville.com

The Event Company

Crystal Whitaker
313 Second. St SE, Suite 104, Charlottesville, VA
(434) 974-6500 | cwhitaker@theeventco.net
www.theeventco.net

The Shebeen Pub & Catering Outfit

Walter Slawski
247 Ridge-McIntire Rd., Charlottesville, VA 22903
(434) 296-2799
(434) 296-1918 | www.shebeenpub.com/home

Wayside Takeout & Catering

Calvin Cummings
2203 Jefferson Park Ave., Charlottesville, VA 22903
(434) 977-5000 | info@waysidechicken.com
(434) 977-0392 | www.waysidechicken.com

The Local

Crystal Evans
824 Hinton Ave., Charlottesville, VA 22902
(434) 984-9749 | crystal.evans@thelocal.com
www.thelocal-cville.com



Commonwealth of Virginia
 Department of Taxation
www.tax.virginia.gov/nonprofit

Retail Sales and Use Tax Certificate of Exemption

The Alumni Association of the University of Virginia
 211 Emmet Street S
 Charlottesville, VA 22903

Effective Date: 02/11/2015
 Expiration Date: 02/11/2020
 Exemption Number: SE540485595F02112020

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. The exemption is not applicable to the purchase of taxable services, such as meals or lodging.

To purchase tangible personal property without paying a sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization’s funds. Purchases by a member of the organization from their personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization; these type transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.

Dealers, please note the following:

- The dealer is required to have on file a valid certificate of exemption from each organization.

I certify that the item or items being purchased are purchased by and used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization’s funds.

Organization’s Authorized Representative: *Donna Arehart*
 Printed Name: Donna Arehart

Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.

THE ALUMNI ASSOCIATION OF UVA

Alumni Association History

Formed on July 4, 1838, the Alumni Association of the University of Virginia was the sixth such group organized in the United States. Williams College, Bowdoin College, Princeton University, Rutgers University, and Wesleyan University all have alumni organizations that antedate that of the University of Virginia. A charter was granted to the University near the end of the nineteenth century by the General Assembly of Virginia.

Alumni Association Purpose and Mission

The purposes for which the Association is formed are to aid, strengthen, and expand in every proper and useful way the University of Virginia and its work, and to develop, strengthen, and utilize the bonds of interest, sympathy, and affection existing between the University and its alumni and among the alumni themselves. (*From the Charter of the Alumni Association.*)

The Alumni Association of the University of Virginia is an independent, non-profit entity originally formed as the Society of Alumni. The purpose of the Association is to provide service to all alumni and thereby assist the University of Virginia, its students, faculty and administration, in attaining the University's highest priority of achieving eminence as a center of higher learning. This assistance shall also be directed to the attainment of Mr. Jefferson's desire that the University educate students who will become leaders in the Commonwealth and the Nation. (*From the Mission Statement of the Alumni Association.*)

Alumni Association Activities

The activities of the Alumni Association at some point in time have touched upon virtually every area of the University. Some of these activities include:

■ Class Councils—Julia Bartus-Dobson (jcb9ed@virginia.edu)

In 1997, the Trustees, the First-Year Council Presidents (2000, 1999, 1998) and several other concerned students met with the Alumni Association to discuss how to bridge the gap between a strong first-year community and a strong fourth-year community. Class Councils are based on the Trustee model but are structured according to the makeup of the classes. Councils work to build class identity, class communication and provide unique programming for their respective classes.

■ Trustees Program—Mary Elizabeth Luzar (maryelizabeth@virginia.edu)

The Class Trustee Program acts as the representative voice of a particular graduating class, both during fourth-year and post-graduation. As a liaison between the individual classes and the Alumni Association, the Class Trustee Program seeks to attract truly responsible, committed, and enthusiastic members of each Class to serve in such a capacity from their fourth year until their first class reunion. The Class Trustee Program is dedicated to organizing the class structure through establishing a Class Giving program, supporting students' transition out of college, planning numerous Class activities including graduation, and their five-year reunion and providing steady communication for all class members over the years.

■ Post-Grad Trustees—Jessica Hamilton (jes4fd@virginia.edu)

Continues working with Trustees post-graduation on the following initiatives:

1. Class Communications (quarterly class newsletters)
2. Young Alumni Reunions (an annual reunion celebration for the four most recently graduated classes held on Homecomings weekend)
3. Address Update Initiative (effort to gather updated contact information from classmates)
4. Regional/Club Volunteering (allows alumni to get involved with local U.Va. clubs in their city)
5. 5th Year Reunion Planning (coordinate with reunions office to plan the fifth year reunion)

■ Reunions—Jason Life, Terry Deane, Mary Elizabeth Luzar, Liz Baxley, Michael Inge, Doris Payne, Jessica Hamilton, Angela Raker, Savannah Schuermann

The Association sponsors a full reunion program that brings back more than 4,000 alumni to the Grounds each June, in five-year intervals, for social and educational events. Reunion committees for each reunion class plan the events and encourage classmates' attendance. The program continues to grow and enjoy more and more success each year.

■ Young Alumni Council (YAC)—Jessica Hamilton (jcs4fd@virginia.edu)

YAC was established in February 1995 to better engage and serve the University of Virginia's most recent graduates. The Council is composed of thirty-six members from the most recent twelve graduating classes. It coordinates educational, social and service programs for young alumni.

■ Football and Homecomings Weekend—Julia Bartus-Dobson (jcb9ed@virginia.edu)

The Alumni Association, through the reunions department, coordinates tailgates before each home football game to provide alumni and their families a place to spend time before heading to Scott Stadium. With catering, live music, and a spirited atmosphere, Alumni Hall serves as a place to kick off the football game day in an enjoyable environment. There is also a coordinated effort to bring together all the Homecomings weekend events which allow the University to celebrate its students, alumni, faculty, and staff.

■ Membership—Patti Daves (pad3b@virginia.edu) and Rachael Eller (rce4m@virginia.edu)

Nearly 40% of the University's alumni are members of the Alumni Association. There are three types of membership; annual, life and student life. We appeal to our non-members throughout the year. Membership benefits include valuable discounts on hotels, car insurance, rental cars and U.Va. chairs, membership decals and special events. Membership dues support the Association's services to alumni including clubs, Young Alumni Council, Alumni Hall and other important programs.

■ *The University of Virginia Magazine*—Richard Gard (srg3sw@virginia.edu)

This award-winning magazine is published four times per year. It balances news about the University and its graduates with a variety of in-depth and entertaining articles. Members of the Alumni Association receive all four issues; all alumni receive one issue per year. Members may submit personal and career information to be included in the "Alumni Link" class notes section.

■ Legacy Program—Cindy Garver (cdg2y@virginia.edu)

Annually, the Association welcomes its incoming and graduating legacies and their families at the fall and spring Legacy Brunches. Approximately 10% of each undergraduate class is composed of legacies. The Association also assists legacy applicants through the admissions process.

■ Ridley Scholars Program—Matthew Brandon (mlb3mb@virginia.edu)

Ridley Scholarships are awarded to outstanding African-American students at the University. In addition, the Program sponsors Black Alumni Reunions every two years.

■ U.Va. Fund—Margaret Anderson (mem9t@virginia.edu)

The U.Va. Fund is responsible for processing gifts to the University of Virginia and maintaining accounts for various schools, units and organizations around the Grounds. Nearly \$17 million was processed by the Fund last year for the benefit of the University.