

# MIT ALUMNI ASSOCIATION

## Student Group Resources

The MIT Alumni Association is available to consult with student groups in regard to their alumni. FSILGs, athletic teams, and student activities may be particularly interested in forging strong connections with the alumni who participated in those activities during their time at MIT.

### Communicating With Your Alumni

It is our business to keep in touch with alumni. We have a wealth of resources for this purpose. Take advantage of them for your student group.

#### **Requesting Alumni Contact Information**

We share alumni contact information with student groups for the purpose of alumni relations and fundraising, such as sending out newsletters and event invitations. Email [aa-student-services@mit.edu](mailto:aa-student-services@mit.edu) to request a Data Request Form.

#### **Creating Alumni Email Lists**

There are two kinds of email lists that can be created for your group's alumni relations purposes:

- A discussion list which requires that interested alumni sign up. Anyone can send messages to this kind of list.
- An announcement list which automatically signs up all alumni from your group. Alumni can request to be removed from the list. This list can only have one or two designated individuals that can post messages to the list. (Students designated as Alumni Affairs Officers for their chapters may also post messages to the list.)

### Planning Your Event

We have professional event planners on our staff to help make your event a success.

#### **Consulting for Your Event**

Schedule a meeting with our staff during the preliminary stages of your event planning. We can help you plan the registration process—using our SmarTrans online registration tool—recommend caterers and venues, and assist with planning event logistics. A recommended event planning calendar can be found online at <http://alum.mit.edu/students/group-resources.html>

#### **Publicizing Your Event on Our Online Calendar**

The Alumni Association's online calendar is a great way for alumni to learn about your event. Contact us to add your event or email [alumcalendar@mit.edu](mailto:alumcalendar@mit.edu).

#### **Finding Alumni Speakers for Your Event, Monthly Meetings, or Special Programming**

If you are looking for an alumnus speaker, start by searching the ICAN database: <http://alum.mit.edu/ican>. This database lists alumni interested in serving in career advisory roles and also indicates those who are willing to speak at MIT events.

If you cannot find someone who fits your needs using the ICAN database, please send your request to [aa-student-services@mit.edu](mailto:aa-student-services@mit.edu).

**Please contact us for more information:**

**<http://alum.mit.edu/students/aa-student-services@mit.edu>**