



**– ALUMNI –**  
**TEXAS WOMAN'S UNIVERSITY**

**Alumni Volunteer Information & Manual**

**Texas Woman's University**

**Alumni Engagement**

**Developed November 2019**

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## Introduction

The Office of Alumni Engagement is designed to celebrate and engage the graduates of Texas Woman's University. With that in mind, Alumni Engagement has created programs to provide opportunities for growth and development at TWU even after graduating.

The goal of the Alumni Volunteer Program is to engage the large community of TWU alumni both in Denton and outside the DFW area by providing opportunities to volunteer and make connections with current students and other alumni of TWU. As a department, we are growing and collaborating with alumni and TWU departments every day to provide new and exciting programs.

## Volunteering Opportunities and How to Become an Alumni Volunteer

As an alumni volunteer, there are numerous opportunities to get involved with TWU and the community. The Alumni Engagement team wants to provide varied opportunities both within and outside the TWU campus with remote and local opportunities being made available throughout the year. Below you will find samples of opportunities that may be available at different points in the year. To stay up to date on monthly events and programs and receive additional information for each event, be sure to subscribe to the monthly alumni volunteer newsletter.

### Our Partners Include:

- Admissions – Additional Manual Resources
- Civic Engagement
- Career Connections
- Pioneer Center for Student Excellence – Shadowing/Externships

### Training and Application Process

To opt in for volunteering, please complete the registration form found at <https://twu.edu/alumni/volunteer-opportunities/register-to-volunteer/>. Once complete, this form will be submitted to the Alumni Engagement office at which point you will be contacted about opportunities and events through the monthly newsletter and emails. The registration form also includes a privacy and non-disclosure statement to be signed.

Training will be provided in the form of this manual and videos (if applicable). The training received will depend on the opportunities you are interested in or register for. The goal is to help you be as prepared for the role as possible, but please do not hesitate to ask questions.

## Student Programs and Events

### Dinner with 12 Pioneers

Alumni host 12 TWU students to discuss careers, graduating, and staying involved with the University. The Alumni will provide dinner and host at their home, a restaurant, or a place of business. If you are interested in being a host, please let us know!

### Alumni in Training Series

Get the 101 on being a new alumni! Alumni Engagement will host a series of short presentations by various community and TWU partners speaking on topics relevant to those soon to be graduates during the fall and spring semesters. Topics will range from basic life skills, career and industry tips, and how to

be an engaged alumni. Upon completion of the series, participants will receive a graduation item as recognition.

### **Speed Networking Events/Pioneer Diner**

Current TWU students and recent graduates are invited to attend networking events hosted by Alumni Engagement. Alumni volunteers will be provided the opportunity to talk with students about careers, life, and anything they deem helpful in a fast-paced networking environment. These may be specific to professions/degrees or could feature open discussions.

### **Admissions Volunteer**

As an admissions volunteer, you will work with the TWU Admissions office and students who are interested in or will be attending TWU. What role you are provided will depend on your interests, location and availability throughout the year.

### **College Fairs/Signing Days**

TWU has students from everywhere across the US and the admissions team needs your help recruiting future Pioneers. Certain times throughout the year and based on your location, you can be a representative for TWU at fairs and/or signing days where you may partner with admissions or represent on their behalf if they are unable to attend. If you choose to attend a fair or signing day, you will be provided the resources needed by the admissions team along with additional instructions necessary to be successful. If interested in these opportunities, it is important to be familiar with TWU and read the admissions manual before the event.

### **Recruiting Phone Calls/Postcards**

As a TWU alum, you can have the opportunity to directly speak to perspective students considering TWU and provide unique insight into life as a Pioneer as they make their college decisions. Each year will bring new students to call or write postcards to at which point alumni volunteers will be provided with a list of names and helpful information.

### **Civic Engagement - Pioneers Serve**

Civic Engagement provides TWU students the opportunity to impact the community and grow as people by providing volunteering opportunities. By partnering with the Civic Engagement department, alumni volunteers will have the opportunity to engage with current TWU students and the Denton, DFW and TWU community.

### **The BIG Event (Spring) and Make a Difference (Fall) Service Days**

Partnering with Civic Engagement, the BIG Event and Make a Difference events are dedicated days to give back to the Denton community. As alumni, you are welcome to participate in our group alumni effort where you can meet and give back with other alumni from TWU.

### **Helping Hands Monthly Service Project**

Civic Engagement and Helping Hands hosts monthly service projects to engage the TWU students and help the Denton and DFW community. As alumni, you can get involved each month and help the community alongside the current students or with a group of alumni.

## **MLK Day of Service**

Join the TWU and Denton community in celebrating Martin Luther King Jr. on a day dedicated to education and serving. Participate in an educational service and march around the TWU community and engage with alumni and students.

## **Career Connections Volunteer**

As a Career Connections volunteer, you will have the opportunity to assist the office with student and professional development. Opportunities you may participate in include resume and cover letter editing, mock interviews, and career events geared towards TWU students.

## **Speakers Bureau**

Those alumni interested in speaking to current and previous TWU students or the Denton community will be put in a pool of speakers whom can be selected by Alumni Engagement or partnering TWU departments to speak as needed. The talks may center on career fields, academic majors, or external requests and is designed to engage the community and celebrate the alumni of TWU.

## **Career Advice and a Slice**

Come chat and network with current TWU students working towards a career in your area of expertise. Alumni who participate can have the opportunity to provide tips and advice for their career field while enjoying good food.

## **Career Fair and Career Fair Prep**

Alumni are invited to come and speak to various TWU students and other alumni at the career fairs hosted by Career Connections. Here you would have the opportunity to network and guide students in a direction of success in future job prospects or even represent a company you are currently at. If you would like to help students outside the fair, alumni may also help with the career fair prep the week prior when students are provided tips for a successful career fair experience.

## **Pioneer Center for Student Excellence Volunteer**

The Pioneer Center for Student Excellence is designed to provide and coordinate services for students that promote engagement in and out of the classroom and community. As a Pioneer Center volunteer, you can directly be involved in student experiences by hosting students or providing opportunities for growth through connections and personal experience.

## **Spring Break Shadowing**

Those alumni interested in hosting students will be able to network with TWU students and be a shadowing mentor to a current student during the week of Spring Break.

## **Monthly Shadowing Program (To Be Announced)**

Shadowing events will be hosted every 3<sup>rd</sup> Friday of the month in which alumni may participate as hosts. More information to come.

## FAQ & Contact Information

### **Do I need to be in Denton/DFW to participate?**

No. The goal is to provide opportunities for all alumni whether local or remote to be engaged with the University. While some events will be for local alumni only, we do want to have opportunities for all those interested in staying connected with TWU.

### **What are the requirements to participate?**

The only requirements to volunteer will be to complete the registration form found at <https://twu.edu/alumni/volunteer-opportunities/register-to-volunteer/> which will also include a privacy and non-disclosure statement. Additional training or paperwork may be required depending on the role or event in which you serve.

### **How can I stay informed even if I am not interested in volunteering right now or every month?**

If you want to stay informed, simply complete the registration form (<https://twu.edu/alumni/volunteer-opportunities/register-to-volunteer/>) and you will be provided with monthly newsletters and emails outlining alumni updates and monthly volunteering opportunities.

### **Are there other ways for alumni to get engaged with the university beyond volunteering?**

Yes! Volunteering is just one opportunity for alumni. You may also participate in speaking events, giving fundraisers, and reunions, as well as utilize the Career Services tools and resources.

### **Is Alumni Engagement the same thing as the Alumni Association?**

No. The Alumni Association is independent from Alumni Engagement, but work together to provide opportunities for TWU graduates.

Thank you for your service to Texas Woman's University. As an alumnus/a, you are providing prospective and graduating students the opportunity to get to know and connect with the University. The smallest contribution makes a difference and you are appreciated.

The Alumni Engagement department is here to help you so please do not hesitate to reach out via email or phone regarding any questions or concerns. Should you have any ideas for future volunteering opportunities, please let us know!

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