

## SECTION ONE — General Information

### 1. *What is the purpose of the Principia Clubs?*

To support Principia’s purpose—“to serve the Cause of Christian Science”—through activities in the field which *engage, connect, and inform* our alumni and friends about Principia and *inspire* their involvement and support of the institution.

### 2. *History of Principia Clubs*

**Principia Clubs were formed in 1943** as part of the Principia Patrons Organization, which was initially established to be a fundraising arm of Principia. Along with the Patrons Organization other associations began to form, such as Principia Mothers’ Clubs, Dads’ Clubs, Regional Scholarship Associations, and Alumni Clubs in select cities.

**By the 1950s, Principia Clubs** were operating in several locations across the United States and many had elements of the aforementioned associations serving the School and College through fund-raising, student recruitment, and social activities for alumni, friends, and parents of current students.

**In 1970, the various Principia groups** in the field combined as one to officially be called Principia Clubs and serve all of Principia’s alumni and friends. Today, volunteers serve as leaders for more than 50 Principia Clubs. The Clubs are a vital component to Principia’s outreach, providing activities and events that bring Principia to hometowns around the world.

### 3. *Who provides the support for Principia Clubs?*

The **Principia Alumni & Field Relations Office** provides resources and support for the activities and management of Principia Clubs. It designs, prints, and mails **invitations as well as maintains member mailing lists. It has offices on both the School and College campuses. Our staff are available to answer questions, share ideas, and help Clubs host successful Principia events.**

#### **Contact Information**

St. Louis Office | 314.514.3164 or 314.514.3149  
field@principia.edu | www.principiaalumni.org

Elsah Office | 800-277-4648 | fax:618-374-5627

## SECTION TWO — How Principia Clubs Work

### I. CLUB ORGANIZATION

#### 1. *What is the objective of a Principia Club Board?*

**Objective:** To provide leadership and direction for the Principia Club, and plan and execute events and activities for alumni and friends which will engage and connect them with Principia.

#### 2. *What are the responsibilities of the Principia Club Board?*

**Responsibilities include:**

- Understanding and enthusiastically supporting the purpose of Principia and the Principia Clubs.
- Metaphysically supporting the Club and Principia.
- Encouraging others to learn more about the many opportunities and activities at Principia.
- Communicating regularly with the Alumni & Field Relations Office.
- Balancing size and representation to successfully accomplish the Club's goals and activities. (In other words, board members should include alumni, non-alumni, current and former parents, and individuals of different ages, interests, and different branch churches.)

#### 3. *What are the expectations of a Principia Club Board member?*

**Qualities include:**

- A love for Christian Science
- Enthusiasm for Principia
- Good team builder
- Ability to delegate

**Benefits of volunteering for a Principia Club**

- Promoting purposeful support for Principia by:
  - Helping prospective students learn about the School and College
  - Providing inspiring and informative events for Christian Science friends and the community
- Expanding leadership and management experience
- Discovering the talents of board members and witnessing their growth as you work together
- Discounts at the Principia Alumni Guest House and at Principia Lifelong Learning Summer Session

#### **4. *Who serves on a Principia Club Board?***

Suggested officers:

1. President or co-presidents
2. Vice-President
3. Secretary
4. Treasurer
5. Membership Chair

Other offices, to be filled as needed:

1. Event Chair (Christmas Sings, speaker presentations, picnic, etc.)
2. Admissions Contact
3. Alumni Chair
4. DiscoveryBound Contact

#### **5. *How long do board members serve?***

Rotation in office is recommended in order to allow for fresh ideas and provide meaningful board experience for a variety of Principia alumni and friends. Typically the length of term for a board position is two to four years. It is helpful to stagger terms in order to allow for continuity.

#### **6. *What are the individual roles for board members?***

##### **Principia Club President**

**Objectives:** To provide inspirational and administrative leadership and direction for the Principia Club Board; to build a strong, committed board that plans and supports Club events.

##### **Responsibilities include:**

- Recruit and develop a strong team to fill Board positions.
- Oversee the management and organization of the Principia Club.
- Lead and engage the Board in setting goals and developing a yearly agenda of events, activities, and communication with the Club.
- Develop a strategic plan for the Club with the intention of engaging and connecting with ALL members of the field.
- Chair board meetings.
- Stay in regular contact with the members of the Board.
- Delegate responsibilities.
- Regularly communicate with the Alumni & Field Relations office, sharing Club news, meeting minutes, event plans, etc.
- Use Windows and Excel with ease and communicate via e-mail.
- Stay in contact with other area Principia Clubs (if applicable).
- Maintain contact with other area CS organizations (churches, DiscoveryBound, CS nursing facilities, etc.)

### **Vice President**

#### **Responsibilities include:**

- Assist the President with leading and directing the Principia Club Board and activities.
- Assume the duties of the President in her/his absence.
- Assist the President with special projects.
- Attend meetings and events.

### **Secretary**

#### **Responsibilities include:**

- Record minutes of Board meetings.
- E-mail a copy of the minutes to the Alumni & Field Relations Office within a week of the meeting.
- Assist the Club President with all correspondence, notification of meetings and events, and thank you notes.
- Send in current updates to the mailing list to the Alumni & Field Relations Office.
- Send in updates for the Club's website to the Alumni & Field Relations Office.
- Manage the Club's Facebook page.

### **Treasurer**

#### **Responsibilities include:**

- Maintain an account of the Club's income and expenses.
- Log on monthly to the online Principia billing system "PrinBill" monthly. (Both the Treasurer and President have access to the online PrinBill account. See the appendix for instructions to access the account.)
- Cash all checks promptly, within 30 days.
- Pay all bills.
- Keep record of membership dues and contributions to the local Student Support Fund paid directly to the Club.

### **Membership Chair**

#### **Responsibilities include:**

- Ensure a working knowledge of the Membership Drive process and calendar.
- Work with the board to send reminder emails and follow up calls to encourage people to join or renew after the membership invitation has been sent.
- Maintain membership list provided by the Alumni & Field Relations Office.
- Send in updates to the Alumni & Field Relations Office when people join locally.
- Identify new opportunities to expand membership participation in Club activities.
- Set up a membership table at Club events.

### **Event or Program Chair**

#### **Responsibilities include:**

- Plan and coordinate specific events or activities for the Principia Club.
- Work with the Board to set a goal for the event, delegating responsibility and following through on all tasks.

- Work directly with the Alumni & Field Relations office on Club events and activities.
- Follow the timeline for submitting information for invitations.

### **Admissions Contact**

#### **Responsibilities include:**

- Promote Principia School and College to prospective students.
- Maintain the list of local prospective students.
- Work with the Admissions Office identify new prospective students.
- Plan and host a recruitment event.
- Help to promote, increase, and use the Club's Student Support Fund for prospective students to visit Principia School and College.

### **Alumni Chair**

#### **Responsibilities include:**

- Coordinate with Alumni & Field Relations to identify all alumni in the area.
- Connect with local alumni and encourage them to attend the Club events.
- Reach out to recent graduates to encourage them to be a part of the Club.
- Be in touch with recent Upper School alumni attending a college/university in your area.
- Plan a local alumni event.

### **DiscoveryBound Contact**

#### **Responsibilities include:**

- Maintain contact with the DiscoveryBound local chapter and regional leaders.
- Work with DiscoveryBound to plan a joint event.
- Inform the Principia Club Board and the Alumni & Field Relations office of DiscoveryBound activities.

### **7. *How do we enlist and encourage others to be involved?***

- Share the benefits and rewards of serving Principia.
- Highlight the Club's worthiness of a volunteer's investment in time and energy.
- Explain the Principia Club organization and its purpose.
- Show that being on the Club board is easy, fun, and a team effort.
- Describe the volunteer needs completely, accurately, and specifically.
- Show appreciation and gratitude for volunteer contributions.

## **II. CONDUCTING CLUB BUSINESS**

### **1. *Principia Club Membership***

The Annual Principia Club Membership Drive enlists new members and rallies support for the Club and its activities. It is a Club's main source of revenue. Funds collected help cover expenses associated with events, including mailing costs and the Club's student support fund.

Principia Club Membership is based on a calendar year. Membership invitations are mailed in November and include a list of upcoming events for the next year.

#### **A. Timeline for the membership drive**

- August/Early September—Club Boards meet to plan their events for the upcoming year
- September—Clubs submit to Alumni & Field Relations their calendar of events for the upcoming year and the current Board roster
- November—The membership drive invitation arrives in homes, listing the upcoming events
- December—Clubs host their annual Christmas Sing and encourage membership
- January—Reminder emails to join are sent to the Club's mailing list
- February/March—Clubs are encouraged to make calls or send personal emails encouraging people to join or renew their membership.

#### **B. Benefits of being a Principia Club Member**

- Satisfaction of supporting students to attend and visit Principia
- Satisfaction of supporting local Principia activities
- Participation in fun, meaningful activities with Principia friends
- Reduced admissions for some Club events
- Discount at Principia bookstore
- Discount on all Principia Lifelong Learning non-credit online courses

### **2. *What events should a Club hold during the year?***

#### **Key Principia Club Events (2–4 per year)**

- Field Speaker Program
- Christmas Sing
- Picnic or other social activity
- Admissions activity
- DVD event
- Joint DiscoveryBound activity

**Other Principia Club Events**

- Local Principia alumni speaker program
- Alumni event
- Special Principia student event – Arts on Tour or local Principia athletic event

**3. *How are the finances of a Principia Club managed?*****A. Principia Club Accounts**

- Each Club has two Club accounts set up at Principia, one for a general fund and one to be used only to help prospective students travel to visit Principia and support current students through care packages, gift certificates, etc. All of the proceeds from the Principia Club Membership Drive paid online or mailed to Principia are deposited into these accounts.
- The money in the two Principia accounts can be sent to the Clubs at any time to be deposited into their local bank account.
- Charges from Principia Club mailings, Bookstore purchases, etc. are billed to the general Principia Club account.
- Bills from the Principia accounts are sent via email each month to the president and the treasurer. Payments may be made online or by mailing in a check.
- For more information about the process for logging on to the “Prin Bill” accounts contact Alumni & Field Relations.

**B. Local Bank Accounts**

- Most Clubs also have a local bank account from which Clubs can cover event fees as well as deposit any membership dues paid locally.
- If you need any assistance in setting up a local bank account please be in touch with Alumni & Field Relations

**C. Tax Exempt Status**

- Each Club has a federal tax ID number that is renewed and maintained by Principia. You can request a copy of the federal tax exempt status from Alumni & Field Relations.
- See the Appendix for a copy of the letter stating your tax exemption.

**4. *What other ways can Clubs raise funds?*****A. The Principia Calendar**

- The calendars are 8 ½” X 11” and suitable for hanging
- Calendars are ready for shipping early fall
- Principia Clubs may order calendars in any quantity at the rate of \$4.00 per calendar – which the Clubs can then sell for \$10.00, thereby receiving a profit of \$6.00 for each calendar sold

**B. Other Fundraising ideas**

- Golf tournaments, trivia nights, garage sales, etc. These could help to raise money for the Club, the travel fund, or for Principia's annual fund.

**5. Who is on the Principia Club mailing list?**

Names on your Club's mailing list come from Principia's data base and are individuals who have been added over many years for a variety of reasons, and include alumni, past and current parents, donors and other friends of Principia.

**A. What is our Principia Club area or geo-region?**

- Your Club's mailing list is known to Principia as a geo-region determined by the zip codes within your area.

**B. How are updates made to your mailing list?**

- If you have updates to the mailing list please sent them to Alumni & Field Relations
- Specific data standards apply to your mailing list because it is part of Principia's data base and the integrity of the personal and private information on your list must be kept confidential and be used for the purpose of the Principia Club only.

**6. How do Clubs support their prospective Principia students?****A. Encouraging Prospective Students to Visit Principia**

- Principia Clubs establish Travel Funds and accept special donations to help visiting students with airfare.
- Clubs take an active role in recruitment and should be prepared to help find prospective students for Principia.
- Know the names and contact information for the Principia School and College Admissions Offices.
- Visit the Principia School and College Admissions websites for visiting weekend information.

**B. Assisting with travel expenses for prospective students**

- Principia will pay for all travel expenses except \$50.00 for each student visiting.
- For visits to the St. Louis campus Principia will also pay for all travel expenses except \$50.00 for parents to accompany their child on a visit.
- Principia Clubs typically offer financial assistance to families and pay \$50 to the families toward their students' visit.
- Principia Clubs assist the prospective student's family with information about visiting weekends.



## **6. How do Clubs support their current students during the school year?**

Send some love to the current Principia students from your area! Whether it is a care package, gift certificate or just a note the students always love to hear from you and feel your support from miles away. Our goal is to have 100% of the Clubs support current students each year. Don't have any current students from your area at Principia at this time? No problem! You could send something to some of the international students on campus. This could be a great way to get current parents involved with your Club or invite the recent graduates to come help you pack care packages for the current students.

### **A. Send Care Packages**

#### ***What do Clubs send, and when should they send them?***

Throughout the year, care packages may be sent to the students from Club areas who attend the Upper School and College. This thoughtful way of remembering students can take different forms:

- Send packages near a holiday with a special theme (Halloween, Valentines Day, etc.)
- Send a special note or email inspiration and love
- Send boxes or gift bags filled with homemade snacks (particularly welcome during exam time)

Money from the *Student Support Fund Account* can be used to purchase care packages, gift certificates, etc for your current students.

#### ***Where to send care packages***

- Mail the individual packages directly to the students
- Mail the individual packages (with each student's name on a package) in one big box to Alumni & Field Relations in St Louis and we will send them to the students through inter-office mail
- Include your Club's return address, so students know whom to thank

### **B. Order "Pub/Bookstore Gift Certificates" for College students**

- You can send gift certificates for the College Pub—the campus grill and ice cream shop and College bookstore. Gift certificates can be purchased in \$2 and \$5 increments.
- Email [field@principia.edu](mailto:field@principia.edu) with your order
- Gift certificates will be charged to the Principia Club account

### **C. Order "Bookstore Gift Certificates" for School students**

- Gift certificates to the bookstore on School campus are a great gift, they can be made in any increment and used to purchase anything from the bookstore including from dorm necessities to apparel. Gift certificates can be purchased in any denomination.
- Email [field@principia.edu](mailto:field@principia.edu) with your order
- Gift certificates will be charged to your Principia Club account

- School students also appreciate gift cards to Target and other area fast food restaurants, be in touch with the Alumni & Field Relations office for suggestions.

#### **D. Other ideas**

Throughout the year, Principia groups and teams hold fundraisers that sell gift bags or treats to be sent to current students. This is a great way to support the teams and send some love to the Club's current students. The Club president will receive email notifications about these fundraisers. One example is the Principia College Volleyball team, which makes gift bags with snacks and inspiration to be distributed to students during finals week.

### **III. CLUB MANAGEMENT**

#### **1. *How can Clubs establish successful and meaningful board meetings?***

- Prepare a written agenda for each meeting
- Issue a timely announcement of the meeting date and time
- E-mail the agenda in advance to each board member
- Send a follow-up reminder for the meeting
- Clearly define the purpose of the meeting and the goals
- Start and end meetings on time
- Keep the discussion moving
- Ask open-ended questions, encourage board members to share
- When closing each issue, give a clear, concise, accurate summary, highlighting any action items
- Make sure minutes are accurate and complete
- Send minutes out shortly after the meeting, indicating action items

#### **2. *What should a meeting agenda include?***

##### *SAMPLE AGENDA*

##### Readings

- Brief Christian Science readings (approximately 2 minutes) from the Bible and/or writings of Mary Baker Eddy followed by a prayer or hymn, and if desired, metaphysical sharing by board members.

##### Welcome

- Introduce visitors and new board members

##### Reports and Discussion

- Read Club purpose
- Approve minutes of previous meeting

- Treasurer's report
- Reports from other board members
- Correspondence
- Old Business
- New Business
- Fill vacant board positions
- Announce next board meeting

Closing

- Selections from *Education at the Principia*, by Mary Kimball Morgan.

### **3. How and when should there be communication with the Alumni & Field Relations Office?**

The Alumni & Field Relations office loves to hear from the Clubs as often as possible! The Clubs are doing such important work in the field and Principia is so grateful for what they are doing and how they are sharing.

#### **Resources provided by the Alumni & Field Relations Office**

- Help with planning and implementing a local Club event
- Ideas and inspiration in preparation for an event
- Designing, printing, and mailing Club event invitations through the mail and electronically
- Coordinating faculty speaker program
- Sending care packages to current students
- Receiving updated mailing lists
- Supplies for events such as nametags, literature, posters, and banners

## SECTION THREE – Principia Club Events

### 1. ***What are the elements of a successful Principia Club event?***

- Events must be designed primarily to further the Club purpose:  
*To support Principia’s purpose through field activities which inform our alumni and friends about Principia, and to inspire their involvement and support of the school and building a sense of community in the field.*
- Events must have a connection with Principia and incorporate Principia in some way.

### 2. ***How does the Club Board start to plan for events?***

- Metaphysical preparation. Metaphysical preparation is the most important part of your program. It will ensure its success.
- Communicates with Alumni & Field Relations about the event 8-10 weeks prior to the event, providing the type of event, date, and time
- Submits the Event Data Form online ([www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources))
- Work with Alumni & Field Relations on invitations and other event support and needs
- Finalize event location, costs, refreshments/meal and send final information to Alumni & Field Relations office.

See the Event checklist to continue the planning for the event.

### 3. ***What kind of events do Principia Clubs hold?***

#### A. **Field Speaker Program**

The Field Speaker Program is a way for Principia Clubs to bring the Principia classroom directly to them. Each year current and former Principia faculty, staff, and alumni travel to Principia Clubs and present interesting, inspiring, and timely talks. These events highlight the quality of Principia’s faculty and alumni and the value of a Principia education. A catalog is available in print or online at:

[www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources) of faculty, staff, and alumni who are available to come to your Club to speak on a variety of topics. All speaker requests should be made through the Alumni & Field Relations office.

#### B. **Christmas Sing**

This traditional event typically has the largest attendance of any Club activity. Christmas Sings are a wonderful time to gather together and share in the spirit of the season.

Everyone is included in the singing of carols and the Christmas story is read from the Bible. Many Clubs involve children in the sharing of the Christmas story. This event is a good way to promote Principia, the Club and its activities, and the membership drive. Many guests sign up to become members at the Sing. This is a great event to host jointly with DiscoveryBound or other area CS organizations.

**C. Picnic or other social/recreational activity (ice-cream social, dance, sports, etc)**

Most Principia Clubs host a picnic each year. These family-friendly events may be held at local parks with space to play, someone's home with a pool or lake, or recreational facilities. Partnering with DiscoveryBound is a great way to get kids of all ages to come.

**D. Admissions Activity**

Principia Clubs are a wonderful support to the School and College Admissions Offices. An admissions activity is a great way to share Principia with prospective students in your area. This event could include showing a selection of videos from Principia or inviting a current student and/or faculty to speak at a "living room chat" as well as hosting an admissions representative. It is a meaningful way to engage parents who have students at Principia to share their experiences with prospective parents.

**E. DVD Event**

Principia has an array of accomplished speakers who visit both campuses to speak on a variety of topics. Hosting a DVD event allows the Club to witness a recording of the same wonderful speakers that visit Principia. Clubs enjoy hosting these events at local libraries, community centers, or in someone's home. Many Clubs have informal discussion sessions following the screening of the program. A catalog of talks is available in print and online at [www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources). Some clubs have had fun with these events calling them "Popcorn with Principia," serving popcorn as a snack as you watch the talk.

**F. Joint Principia Club/DiscoveryBound Event**

There are many opportunities for Principia Clubs to join together with DiscoveryBound to host events that will attract children and families. Picnics, Christmas Sings, community service days, and dances are great activities to host together.

**G. Principia Club Giving Day**

Community service is an important part of the "whole man education" students receive at Principia. Giving Day/Community Service events are a great way for Principia Clubs to give back to their local communities. CS care facilities, churches, food banks, and city parks are always in need of volunteers who can give of their time. Some clubs have joined together with DiscoveryBound for their Giving Day/Community Service events.

**H. Local Alumni Speaker Program**

Principia alumni live all over the world, and they are engaged in many meaningful endeavors. The Local Alumni Speaker Program is the Principia Club's opportunity to learn about your local alumni's activities. Please check with the Alumni & Field Relations office about this option

**I. Alumni Event**

Principia Clubs can be a vital asset in keeping Principia alumni engaged and connected with their alma mater. Hosting an event that is specifically targeted to alumni can be a fun way to make that connection. Ideas for an alumni event include a career networking event or attending a local professional sporting game or concert.

**J. Special Principia Student Events**

**i. Athletic Games**

The Principia College athletic teams, while competing primarily in the Midwest, sometimes travel throughout the region or country. In addition to their athletic contests, the teams love to interact with the Principia Clubs during their trips and very much appreciate the support of the local Club. The Alumni & Field Relations office will notify each Club when a team is traveling to their area. This is also a great opportunity to invite prospective students and families to meet the current students.

**ii. Arts on Tour**

Each year, current students from the School or College participate in the Arts on Tour during spring break, delivering unforgettable performances at several Principia Clubs. These students also serve as ambassadors for prospective students who wish to learn more about Principia. During Arts on Tour, the Clubs assist in finding homestay accommodations for the students and locations for the concerts. The Alumni & Field Relations office will notify each Club if the Arts on Tour is traveling to their area.

**4. When Are Events Held?**

Check all calendars! Prior to planning any Club event, check for branch church activities, Associations, other Christian Science groups (i.e. camps, DiscoveryBound, or care facilities), and check the local community calendar for school vacations, holidays, community activities or sporting events, etc.

**5. What Are Some Location Ideas?**

The event location should be centrally located, have easy access, good parking, and meet specific needs of the event.

Athletic clubs	Garden centers	Public schools
Businesses	Historical societies	Restaurants
Churches	Hotels	Restored public homes
Civic centers	Jr. League facilities	Senior centers
Colleges	Libraries	Shopping malls
Community centers	Museums	Women's clubs
Condo community rooms	Parks	Yacht clubs
Country clubs	Private schools	YMCAs or YWCAs

**A. Can we hold Principia Club events in a Christian Science church?**

If you would like to explore this option, please be in touch with Alumni & Field Relations

**B. Insurance**

Insurance can be provided for Principia Club events. Fill out the insurance form on the website and an insurance certificate will be emailed and mailed to you. Contact Alumni & Field Relations if you have any questions.

**6. What are some ideas for food or refreshments?**

- |                        |                       |                        |
|------------------------|-----------------------|------------------------|
| Brown bag or box lunch | Ice-cream socials     | Potlucks               |
| Brunch                 | International cuisine | Salad sampler luncheon |
| Continental breakfast  | Juice and donuts      | Sandwich swap lunch    |
| Chili/soup supper      | Picnics               |                        |

**7. Should fees be charged for the event?**

- Events are not meant to be fundraisers or large profit-making occasions, although a margin of profit is desirable
- The aim is to inform, educate, and inspire audiences at a reasonable cost
- Event expenses may be covered through Club dues or an admission charge
- Consider offering reduced fees for Principia Club members, recent graduates, and current students
- Consider the following expenses and income when estimating event costs:
 

Hall rental	Miscellaneous expenses
Food or refreshments	Admission price
Mailing cost	Travel expenses for a speaker

**8. What are our event preparation deadlines?**

**Event information is needed 8-10 weeks prior to the event date for the invitation mailing.**

**Week 10**

Submit the DATA SHEET online to Alumni & Field Relations ([www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources))

**Week 9**

The invitation is created by Alumni & Field Relations and a copy is sent to the Club for edits.

**Week 8**

Invitation receives final approval by Club and office.

**Week 7**

Invitation is delivered to the printer.

**Week 6**

Invitations are printed.

**Week 5**

Invitations are put in the mail.

**Week 4**

Invitations arrive in homes.

**Week 3**

Distribute extra invitations as needed, continue publicity. Alumni & Field Relations will send out a reminder email.

**Week 2**

Phone reminders to those who replied and those you haven't yet heard from.

**Week 1 up to the DAY OF EVENT!**

Final reminder email is sent by Alumni & Field Relations .

**9. *What are some ways to get the word out about the event after the mailing?***

- Reminder emails  
The Alumni & Field Relations office will send reminder emails out 3 weeks prior and the week of the event. It is also helpful to send personal emails inviting friends to the event.
- Reminder phone calls  
Successful events include reminder phone calls several days before the activity.
- Post the invitation on church and Sunday school bulletin boards and reading rooms

**10. *What do Clubs provide for guests at the event?***

Welcome the attendees!

- On the day of the activity, set out Principia event signage, balloons, banners and directional signs pointing the way to the event
- Have Board members and volunteers posted to help guests feel welcomed
- Have nametags available (order from Alumni & Field Relations)

Have Principia information available

- Display Principia literature, Club membership information, calendars, etc. You will be sent a packet of literature for Field Speaker Programs and Christmas Sings. Call Alumni & Field Relations for extra literature, calendars or other items needed for display.

***Please see the following pages for checklists for specific procedures.***





**Appoint:**

- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Refreshment committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Master of Ceremonies
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Reservations chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Ushers, parking attendants
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Attendants at tables registration, literature, membership, calendars, etc.
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Decoration committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Set-up committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Clean-up committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Children’s activity chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Photographer
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Telephone reminder committee

**Day of event:**

- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ All volunteers arrive at least an hour ahead of guests’ arrival
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Post directional signs to event
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Check PA system, media equipment, thermostats
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Check with musicians or special guests regarding room set-up and seating
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Set up tables for registration, literature, membership, calendars, etc.

**After the event:**

- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Express gratitude—write thank you notes to speakers and volunteers

**Checklist for Principia Field Speaker Program Event**

***Date to be completed:***    ***Name of volunteer:***

- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Confirm date, speakers, topics with Alumni & Field Relations
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Confirm location
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ If using hotel, send Alumni & Field Relations a copy of the contract
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ If location requires proof of insurance, submit form online
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Make housing arrangements for speaker; notify Alumni & Field Relations
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Ten weeks before event send data form to Alumni & Field Relations

***Arrange for:***

- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Sound system, microphone, other media needs
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Set-up for chairs, tables, platform, podium, screen, projector
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Set-up of speaker's props
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Refreshments, decorations, directional signs
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Piano or keyboard if needed (may include tuning)

***Order from Alumni & Field Relations:***

- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Principia calendars
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ DVDs
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Principia literature

***Appoint:***

- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Refreshment committee or chair
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Hosts to meet speakers and provide local transportation, etc.
- \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ Master of Ceremonies or individual introducers for speakers

- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Reservations chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Ushers, parking attendants
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Attendants at tables-registration, literature, calendars,  
membership, etc.
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Hosts for the speakers at the event
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Decoration committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Set-up committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Clean-up committee or chair
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Telephone reminder committee
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Photographer

**Day of event:**

- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ All volunteers arrive at least an hour ahead of guests' arrival
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Post directional signs and put up other event signs
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Check sound system & microphones, thermostats, lighting,  
podium, screen, video or slide projectors, etc.
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Set up tables for registration, literature, membership,  
calendars, etc.
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Check seating arrangements-reserve seats for speakers
- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Check with speaker regarding room set-up

**After the event:**

- \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ Express gratitude! Write thank you notes to speakers  
and volunteers

## **Principia Club Event Sample Program**

### **Preparation the day of event**

- Event volunteers arrive at least one hour event
- Place directional signs and hang banners, balloons, etc.
- Set up information tables for registration, check-in (have guests update their mailing and email information), name tags, Principia literature, membership, calendars, etc.
- Post volunteers at every intersection to welcome and guide guests
- Check and re-check all sound and audio visual equipment

### **Welcome to the Event**

- Welcome
- Introduce Principia – give brief update from the School and College and how to obtain more information
- Read Club purpose
- Invite others to join the Club and board
- Introduce Principia Club board members, special guests from Principia, Alumni Association Board member, Principia Trustee
- Mention Club membership, Prospective Student Travel Fund, updating mailing and email information, Principia literature, news from Principia, Principia Life Long Learning information,

### **Main program**

- Introduction of speaker(s) and program.

### **Closing the program**

- Thank the speaker(s). Remind guests about information tables for membership, literature, calendars, etc. Remind guests that Principia guests, alumni, current parents, are available to answer questions. Remind guests how they can support Principia: prayerful support, share prospective student names & encourage those students to attend, financial, share correct information with others about Principia.
- Announce next Club event.
- Read selection from *Education at The Principia*

## Insurance Request Form – Principia Club Events

### Liability Insurance Information

If the hotel, hall or other establishment requires an Insurance Certificate, please submit the form below to Alumni & Field Relations. The form may be found online at: [www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources). The sample below is provided as a guide to the type of information that will be required online.

If the management of the rental facility to be used requires that a contract be signed, please submit that contract to the Alumni & Field Relations office for review by legal counsel before it is signed by the Club President.

All activities sponsored by Clubs are automatically covered by Principia's Comprehensive General Liability policy.

Coverage:  
General Liability  
Bodily Injury & Property Damage  
\$1,000,000.00 coverage (\$100,000.00 deductible)

\*\*\*\*\*

Insurance Certificate Request Form  
Please use this form when requesting proof of insurance for renting or using buildings for events. Keep a copy.

Name of Club:

Date of Event:

Time of Event:  
(Include set-up and clean-up)

Name, address, and phone of event venue/location:

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Contact name and phone at location of event:

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Type of event:

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(Speaker Program, Christmas Sing, etc.)

Principia Club contact name and phone:

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Name and address of individual to receive the original certificate:

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Name and address of Club contact to receive copies of the certificate:

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*Please submit this form online. It can be found at [www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources).*

### General Event Invitation Data Form

**Please submit this form online. It can be found at [www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources).**

This form tells Alumni & Field Relations what information to include on INVITATIONS for general events.

Submit in this information **8-10 weeks in advance** of event.

Club \_\_\_\_\_

Date of event \_\_\_\_\_

Type of program: \_\_\_\_\_

Time of: Registration \_\_\_\_\_ Program \_\_\_\_\_ Refreshments \_\_\_\_\_

Admission: \_\_\_\_\_ FREE \$ \_\_\_\_\_ Non-members \$ \_\_\_\_\_ Members

\$ \_\_\_\_\_ Students

Location \_\_\_\_\_

Directions and parking information:

\_\_\_\_\_  
\_\_\_\_\_

Refreshments: \_\_\_ Breakfast \_\_\_ Brunch \_\_\_ Lunch \_\_\_ Dinner

\_\_\_ Dessert \_\_\_ Picnic \_\_\_ Other: \_\_\_\_\_

RSVP date \_\_\_\_\_

RSVP name and phone and/or e-mail

\_\_\_\_\_  
\_\_\_\_\_

Names and phone numbers for more information

\_\_\_\_\_  
\_\_\_\_\_

Online RSVP and reservations? Yes \_\_\_ No \_\_\_



Other information or special wording to be included on invitation

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Target date for invitation delivery to homes:

Do you want nearby Principia Clubs to receive invitations at their expense? Yes No

If yes, which Clubs:

Do you want extra invitations? Yes No

If yes, how many?

Extra invitations to be mailed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Supplies needed:

# \_\_\_\_\_ Principia Club nametags—free

\_\_\_\_\_ Principia literature—free

Program Chair: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Principia Field Speaker Program Data Form**

Please use this form when sending in data for the Field Speaker Program Invitation

*Please submit this form online. It can be found at [www.principiaalumni.org/clubresources](http://www.principiaalumni.org/clubresources).*

Printing information for invitation:

Club(s)

\_\_\_\_\_

Day and date of program \_\_\_\_\_

Cost of Admission: Members \$ \_\_\_\_\_ Non-members \$ \_\_\_\_\_ Students \$ \_\_\_\_\_ "At door" \$ \_\_\_\_\_

Location name and address:

\_\_\_\_\_  
\_\_\_\_\_

Directions and parking information:

\_\_\_\_\_  
\_\_\_\_\_

Time of: Registration \_\_\_\_\_ Program times \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Meal yes\_\_\_ no\_\_\_

Type of Meal: Breakfast\_\_\_ Brunch\_\_\_ Lunch\_\_\_ Dinner\_\_\_ Refreshments\_\_\_ Other\_\_\_

Speaker 1: \_\_\_\_\_

Topic: \_\_\_\_\_

Speaker 2: \_\_\_\_\_

Topic: \_\_\_\_\_

RSVP name and phone and/or e-mail:

\_\_\_\_\_

RSVP date: \_\_\_\_\_

"For More Information Please Call" name and phone:

\_\_\_\_\_

Do you want to provide online reservations? \_\_\_yes \_\_\_no

Mail reservations to – name and address:

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Target date for invitation delivery to homes \_\_\_\_\_

Do you want nearby Clubs to receive invitations at their expense? \_\_\_yes \_\_\_no

If, yes, which Clubs:

# \_\_\_\_\_ number of extra invitations to be mailed to:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

**Other Information and Arrangements:**

Speaker(s) hotel/home—Name, address, phone number

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Who will meet speaker(s) at the airport and where

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If Club is planning other activities for the speaker(s), please indicate the time and nature:

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Program chairman: \_\_\_\_\_

Phones: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Field Speaker Program Budget Worksheet:**

***Total estimated income:***

# \_\_\_\_\_ Reservations @ \$ \_\_\_\_\_ each = TOTAL ESTIMATED INCOME \$ \_\_\_\_\_

***Estimated expenses:***

Speaker(s) travel \_\_\_\_\_ round trip air fare(s) \$ \_\_\_\_\_

Speaker(s) hotel \_\_\_\_\_ single room \$ \_\_\_\_\_

Speaker(s) incidental travel expenses (about \$75) \$ \_\_\_\_\_

Speaker(s) other special guest meals \$ \_\_\_\_\_

Luncheon/refreshment cost \$ \_\_\_\_\_

Hall and tech rental \$ \_\_\_\_\_

Mailing cost: # Of invitations \_\_\_\_\_ @ .25 each \$ \_\_\_\_\_

***Total estimated expenses:*** \$ \_\_\_\_\_