

FY25 Global Club Annual Report

This report is required for all CAA Global Clubs. All submissions are due by **May 15, 2025**. FY25 refers to July 1, 2024 - June 30, 2025. Please note that all reports will be submitted to members of the Associations & Clubs Committee.

CAA clubs must submit a completed report by May 15 to be eligible for the 2025 CAA Global Club Award of Excellence and other CAA awards.

This completed document and any attachments may be sent to Marui Lavinder (Administrative Assistant, Alumni Engagement) via msl2225@columbia.edu.

1) What is the official name of your club?

2) Name, email, and club volunteer title of leader(s) completing this annual report.

3) Please list the club's leadership roster below, including **full names, emails, club volunteer titles, and how long each leader has been active in their current role**. You may also email the list to Marui Lavinder at msl2225@columbia.edu.

4) Which description best describes the club at this time?

- Our club is active
- Our club is inactive (no activity)

Display This Question: If Which description best describes the club at this time? = Our club is inactive (no activity)

4a) How long has the club been inactive?

- Less than 1 year
- 1-2 years
- 3 years or longer

Display This Question: If Which description best describes the club at this time? = Our club is active

5) During the past year, how did your club host events?

- In-person
- Virtually
- Hybrid
- We did not host any events

Display This Question: If During the past year, did your club host events in-person, virtually, or in a hybrid format? != We did not host any events

And Which description best describes the club at this time? = Our club is active

6) How often did your club host events?

- Ad hoc or as desired
- Quarterly
- 1 per month
- 2 or more per month

7) Tracking event attendees helps the CAA justify our commitment to supporting and promoting alumni club related programming and also helps us achieve our University alumni engagement goals. If you are using platform other than-NB (i.e. eventbrite), please upload the attendee lists here or email them to your liaison by May 15, 2025.

8) Please provide the most updated version of the club's bylaws, including the year it's been last updated, and any relevant incorporation documents (PDF or Word document) here. You can also email the documents to Marui Lavinder at msl2225@columbia.edu.

8a) Please provide the most updated version of the club's mission statement (pdf or word document).

8b) Are you a registered 501C3 in your state?

- Yes
- No

9) Columbia Alumni Leaders Experience will be Friday, September 26 - Saturday, September 27th this year in New York City. Leaders Experience is a terrific opportunity for club members to engage with one another, develop leadership skills, and learn directly from CAA and Columbia University staff via our professional development workshops ?

What topic would you be interested in for our club leader workshops on Friday? (3 max) What topic would you would be interested in presenting at leaders experience?

10) What is your preference for Columbia Alumni Leaders Experience 2025 programming (September 26-27, 2025)?

- How-to workshops on event planning and communication/marketing
- Best practices training on Board management, succession planning, volunteer recruitment
- High level speaker(s) on specific skills or topics
- Training and discussion on diversity, equity, and inclusion within alumni communities
- Social/networking with other alumni leaders from different clubs
- Other: please specify _____

11) How does your club manage finances? Please select all that apply.

- We host free events and do not charge for membership dues
- We host some ticketed events
- We charge membership dues
- N/A - We have been inactive

12) Does your club have a bank account?

- Yes
- No

Skip To 12a IF Does your club have a bank account? Please select all that apply. = Yes

12a) Who manages the bank account? (please provide the club members full names and emails)

Skip To 13 IF How does your club manage finances? Please select all that apply. = N/A - We have been inactive

13) Does the club have a succession plan and/or the next round of future volunteers for leadership positions identified? If you are a regional ambassador, have you identified at least one possible successor?

- Yes
- No

14) How long has the current club leader or club president held the position?

- Less than 1 year
- 1 year
- 2 years
- 5 or more years

15) Does your leadership team hold regular standing meetings?

- Yes, monthly
- Yes, quarterly
- Yes, ad hoc as needed
- No, we do not regularly meet
- No, I am a regional ambassador

Display This Question: If Does the club have a succession plan and/or the next round of future volunteers for leadership po... = Yes

16) When is your board's next election/selection? If you are a regional ambassador, when do you plan to appoint a successor?

17) How does the club typically identify new club volunteers? Please select all that apply.

- Host a general information session or open attendance at an annual board meeting
- Recruit attendees at club events
- Send surveys to identify interest of existing club members
- Request recommendations from fellow board members or CAA staff
- Other: please specify _____

18) Which platform(s) did your club use over the past year? Please check all that apply.

- NationBuilder website maintained by club leaders
- Zoom
- Eventbrite
- Social Media
- LinkedIn
- Microsoft Teams
- WhatsApp
- WeChat
- Google Meet
- Other: please specify _____
- N/A - we have been inactive

Skip To: If Which platform(s) did your club use over the past year? Please check all that apply. = N/A - we have been inactive

Display This Question: If Which platform(s) did your club use over the past year? Please check all that apply. = NationBuilder website maintained by club leaders

19) Does the club have a board member or volunteer who feels confident using and updating your club's NationBuilder website?

- Yes
- No

Display This Question: If Which platform(s) did your club use over the past year? Please check all that apply. = Social Media

20) Do you have any feedback for the monthly A&C newsletter for alumni leaders? Any items you would like included or changed to help you in your role?

21) The A&C newsletter is a monthly newsletter for club leaders to learn about current CAA initiatives, up to date presidential announcements, and events sharing. Have you received it this year?

- Yes
- No

Display This Question: The A&C newsletter is a monthly newsletter for club leaders to learn about current CAA initiatives, up to date presidential... = No

22) Please provide your name/email of board members that you want to be added to the email list for the A&C newsletter.

Display This Question: If Has your club partnered with another CAA club/group (Global Club/SIG/Arts Access) on programming... = Yes

23) Please indicate a specific Columbia University club/group/School/program you are interested in partnering with in the future.

24) Do you feel your club has been successful over the past year?

0 = Not successful and 10 = Extremely successful

0 1 2 3 4 5 6 7 8 9 10

25) In what areas has your club performed well over the past year? What are the strengths of your club?

26) In what areas has your club struggled over the past year? In what areas would you like to see your club improve?

27) Besides monetary support for events, what tools and/or resources do you need to improve the engagement of your club?

28) Please select the club's top three priorities from the selected list for the upcoming year:

- Connecting with other alumni leaders and collaborate on programming
- Sustained activity and community engagement
- Increase the number of programs offered
- Diversity of leadership and membership
- Diversify programming options
- Volunteer recruitment and training
- Succession planning
- Overall web presence - Social Media, NationBuilder, etc.
- Membership growth
- Focus on University priorities
- Other _____

29) ***Thank you for helping us to maintain our records so that we can better support your club! We're eager to hear from you; please share any additional comments below.***
