



## **Milton Academy Regional Chapter FAQs**

**Q: What is the goal of the regional chapters program?**

A: The regional chapters program was created to provide opportunities for alumni and parents to engage with one another and with Milton when they are away from campus, through events and other initiatives. Each chapter will be run by a committee of volunteers, with strong involvement from Milton's Development and Alumni Relations Office (DAR). Committees will be charged with supporting and promoting annual events organized by DAR, as well as organizing chapter events and initiatives to engage the local Milton community.

**Q: Who can join a regional chapter?**

A: Any alumnus, former student, or past/current parent who loves Milton Academy and wants to serve as an ambassador to the School in their region is encouraged to join a regional chapter.

**Q: Who is invited to attend regional chapter events?**

A: For most events, all local members of the Milton community (alumni, parents, past parents, etc.) are invited to attend regional chapter events. There may be occasions when events are more targeted to a specific population, for example, current parents or young alumni.

**Q: What resources do we provide to volunteers?**

A: We have created a Regional Volunteer Handbook which includes basic information to help a volunteer as they get started. The Handbook includes the following:

- Volunteer expectations
- What you can expect from DAR
- Committee roles and responsibilities
- Guide to planning, promoting and executing a regional event

**Q: What is the committee structure?**

A: As we launch the regional chapter program, committees will have a basic structure with three positions: President, Event Planner and Communications Coordinator. All chapters will be required to have a chapter president, other roles will be appointed as needed. As chapters grow in size and event capacity, we will examine different committee structures.

Q: How are committees funded?

A: Chapters will be allocated a small budget based on their size and level of programming. As this is the first year, we will allocate funds on an event-by-event basis. All event costs must be approved by your DAR contact prior to commitment. Milton Academy will be responsible for signing any event contracts and providing payment. However, in future years, chapters will be allocated an annual budget over which they will have more oversight. We encourage each chapter to hold low-cost events and hosted events whenever possible.

Q: Who will manage communication within a regional market?

A: Milton Academy will manage all mass email communications such as event invitations or calls for volunteers to ensure consistent branding. Committee members will be encouraged to conduct additional individual outreach to encourage participation in events or committee activities.

Q: Who will manage event registrations?

A: Event registrations will be centralized with DAR to ensure proper tracking. Updated registration information will be provided to volunteers on a regular basis.