



MSU Denver Alumni Association Roadrunner Networks Handbook

WELCOME

The MSU Denver Alumni Association’s Roadrunner Network program is a nationwide grassroots program for the Alumni of MSU Denver to connect with one another, engage with the Alumni Association, and to stay connected with the University through volunteer opportunities, student engagement, event attendance, social/professional networking and philanthropy. The Roadrunner Network program has the unique ability to engage a wide breadth of alumni, while at the same time building a network of Roadrunners that celebrates and supports MSU Denver. By volunteering time, energy, and talent in this program, you and your network’s members play an essential role in the Alumni Association’s central mission to support and serve our alma mater.

MSU DENVER MISSION STATEMENT

MSU Denver’s mission is to provide a high-quality, accessible, enriching education that prepares students for successful careers, post-graduate education and lifelong learning in a multicultural, global and technological society. To fulfill its mission, MSU Denver’s diverse university community engages the community at large in scholarly inquiry, creative activity and the application of knowledge.

ALUMNI ASSOCIATION MISSION STATEMENT

The MSU Denver Alumni Association is a 501(c)(4) non-profit corporation established in 1971 with the original purpose of “creating and maintaining the spirit of fellowship and good will among all of the alumni of Metro State College to encourage a better informed alumni body to promote the subjects and programs of the Alumni Association as a medium for best serving the College in the community.” Since then, the Association has refined its purpose, structure and governance various times, with the most recent efforts to begin operating with a narrow, strategic purpose — *to create broad and meaningful opportunities for alumni to engage with each other, the University and the larger MSU Denver Community in ways that support the strategic goals of the University.*

WHAT IS A ROADRUNNER NETWORK

Roadrunner Networks exist to connect alumni with each other and MSU Denver while promoting the University around the world and strengthening ties between alumni and their communities.

TYPES

- **Geographic Networks** are for alumni of MSU Denver in a specific region. Geographic networks are only considered if there are at least 200 alumni living within a 50 mile radius of a given city.

- **Affinity Networks** bring together alumni with a shared common attribute or activity. Affinity Networks can only be created if there is a connecting student group on campus.
- **Academic Networks** are comprised of alumni who graduated from a specific academic discipline (music, biology, history, etc.).

NETWORK EXPECTATIONS:

- Must have a president.
- Network president must sign the Roadrunner Network Operating Agreement outlining the expectations of network leaders, network operations and network conduct annually.
- Must host at least one event per calendar year.
- Must maintain a network social media account.
- Must participate as either an ambassador or contributor to MSU Denver Giving Day.

NETWORK SUPPORT FROM MSU DENVER ALUMNI ASSOCIATION:

- **Event Support**
 - Online event registration pages; creation and management.
 - Email invitations and marketing.
 - Event Box: includes decorations, name tags and door prizes for each event.
 - Staff presence as schedules permit.
 - Networks are eligible to apply for up to \$500 in event funding per year from the alumni association after the network has successfully hosted four events.
- **Fiscal Management**
 - The Alumni Association in coordination with the MSU Denver Foundation, Inc., will be responsible for all fiscal management for the networks.
 - Networks may not collect dues, fees, or donations without consent from the Alumni Association.
 - Networks may not open bank accounts in the name of the group nor hold group funds within a personal account.
 - Networks are able to create their own individual account within the Foundation.
- **Communications**
 - Each network will receive an official web page on www.msudenver.edu/alumni
 - Each network will receive an official @msudenver.edu email address.
 - Receive access to a listserv that allows direct communication with engaged chapter members.
- **Awards**
 - Eligible to receive awards from the MSU Denver Alumni Association at its annual Alumni Awards Brunch.

HOW TO START A NEW NETWORK

1. Identify a uniting interest (geographic, affinity or academic) and check the list of existing Networks to be sure it doesn't already exist.
2. Publish an appeal to alumni in the defined region or affinity to be part of the network and/or serve as leadership for the network.
3. Identify an alumna/us who is willing to serve as president of the network.

4. Complete and submit [Roadrunner Network application](#). Application must be submitted by an alumna/us and must include the names of no fewer than 10 interested alumni.
5. Each application is reviewed for approval by the MSU Denver Alumni Association board of directors.
6. Once approved, the Network will start the onboarding process with MSU Denver Alumni Relations staff.

NETWORK STRUCTURE

- **President** (Required for all networks)
 - Provide overall leadership and direction to the network
 - Establish network goals in support of the mission of the Alumni Association
 - Attend network events and activities
 - Preside over network meetings
 - Ensure fiscal responsibility for the network
 - Maintain regular communication with MSU Denver Alumni Relations staff
- **Vice-President** (Suggested)
 - Preside over meetings in the absence of the president
 - Coordinate programs and events with president and other network leaders
 - Coordinate with president to advise all network leaders in the completion of tasks and responsibilities
- **Other Recommended Leadership Positions:**
 - Communications & Marketing Chair
 - Outreach & Volunteer Management Chair
 - Special Events Chair
 - Professional Development Chair

EVENTS

Roadrunner Networks must organize at least one event per year. Networks are encouraged to plan diverse events that engage alumni with varied interests. Providing a wide range of activities for alumni in your area/interest group gets more people involved with your network.

EVENT CATEGORIES AND IDEAS

Alumni Connections: An event that allows alumni to connect and engage with one another in a social setting. Examples include:

- Alumni Social/Happy Hour.
- Roadrunner Events. Athletics, music, theater, etc.
- Roadrunner Watch Parties.
- Intramural Leagues.
- Bowling night, Paint Night, Mini-Golf, etc.

Academic Interest: An event that promotes academic engagement and lifelong learning. Examples include:

- Educational Speaker.
- Museum or Historical Tour.
- Book Club.

Professional Development: Events that seek to connect alumni on the basis of professional growth and development. Examples include:

- Networking Opportunities.
- Discussions with Industry Leaders.
- Specific Skill Development Seminars.

Student-Focused: An event that connects alumni with current MSU Denver students, either in the Network's community or on campus. Examples include:

- Alumni-Student Social.
- Networking Workshop.
- Mentoring Program.

Service: An event that invites alumni and friends to serve and engage with the community. Examples include:

- Volunteer with a Local Service Organization.
 - Host a Drive.
 - Participate in Roadrunners Gives Back Day (Held annually in April).
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For more information:

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