



ABOUT: Send-off Parties bring the mission of the DAA—to engage, connect, and celebrate—to students, parents, and alumni as we begin each school year. They are held annually worldwide.

SCHEDULE

The DAA office usually schedules all the parties between the last week of June through the first week of August. The day of week and time of day vary from region to region. The parties generally last about 2 hours and the DAA seeks out the party host if the area has at least 8 incoming students; and work with the chair of AAAC to coordinate the logistics of the party, including the involvement of the local AAAC interviewers.

WHO'S INVITED

The incoming first year students and parents; incoming undergraduate transfer students and parents; current undergraduate students and parents; all alumni (in almost all areas), including AAAC interviewers and other volunteers (exceptions are cities where sheer numbers are prohibitive, e.g., Manhattan, Durham); and **not** incoming graduate or professional students.

ROLE OF DAA

- Recruit hosts – hosts make the parties more personal and cost effective; whether held in homes or other venues, the hospitality provided by the host is key to a welcoming atmosphere;
- Handle all publicity;
- Set up online registration site;
- Keep host informed of registration numbers;
- Provide package of Duke supplies to host; and
- Send staff member to attend (in most cases).

PUBLICITY

HOW TO PUBLICIZE EVENT: All parties are listed on the DAA website; links on the Send-off website to all registration sites; registration is done primarily through Regional websites; and Regional Facebook groups; and on Duke Pass for incoming students.

HOW TO PUBLICIZE INVITATION: Incoming students and parents receive e-mail invitation; parents also receive a letter from a DAA student intern; and a reminder e-mail is sent to incoming students and parents; current undergraduate students receive e-mail invitation; a general e-mail is sent to the entire student body; and a reminder e-mail is sent; and Alumni and parents of current students receive an e-mail.

ROLE OF AAAC/REGION

- Leadership should attend and encourage attendance among volunteers;
- AAAC volunteers should contact matriculating student as an added personal invitation;
- Include party information in regularly scheduled regional publicity;
- Registration will take place through regional website;
- Include on regional Facebook group (if applicable) - FB post should direct people to register on website, not through FB;
- Volunteers should promote volunteer opportunities at the event; and
- Volunteers should be prepared to answer questions about their volunteer role and about Duke in general.

ROLE OF HOST

- Provide venue;
- Provide refreshments- light snacks and sodas are sufficient;
- Approve invitation drafted by DAA;
- Take attendance when no staff is present; and
- Make welcoming remarks, to all, especially newest members of the Duke family.

AT THE PARTY

- DAA staff will try to attend most parties;
- Other campus staff may attend select parties;
- Host and staff to say a few words of welcome; and
- Incoming and current students introduce themselves.

TIMELINE

