



ABOUT: “Welcome to the City” parties are intended to welcome people who have moved to the region in the last year, many of whom are recent grads. The parties are a great chance to introduce new people to the local alumni community. These events introduce alums to DAA’s programming and volunteer opportunities, and are a great way to encourage updates to alumni network profile data.

SCHEDULE

The DAA designates a Welcome Party day during the fall. It is mid-week, usually in early October (depending on Homecoming and religious holidays). The DAA will announce the date in spring to aid in planning the fall calendar.

COMMUNICATION

Communicate with the DAA regional staff and your regional volunteer leadership. These resources will provide assistance in the logistics of holding a successful Welcome to the City party in your community.

FORMAT

A Welcome to the City party can take any format, though many cities have found success planning a happy hour at a bar. Welcome parties are open to all alumni; the new arrivals are the guests of honor.

PUBLICITY

Planning deadlines allow DAA staff to post details to the regional group page on the alumni network and create email invitations. Events should be promoted using regional social media. DAA will create a dedicated Welcome to the City party page on the alumni network and send additional e-mail alerts to the recently graduated class to encourage their participation. At the event, be sure to welcome all new arrivals and announce other upcoming events and volunteer opportunities. When the event is over, make sure that DAA receives the final attendance list.

FUNDING

DAA provides a small amount of funding for these events. Regional directors will share budget expectations. The event must be scheduled during the designated timeframe to receive funding. Most cities have used this funding to purchase light appetizers as a gesture of hospitality. A volunteer may pay the approved, nominal amount and submit receipts to DAA for reimbursement. If a DAA Regional Staff member is attending the event, that staff member will simply pay the venue at the event. Regional directors can offer other solutions and determine the most efficient method to apply the subsidy.

TIMELINE

