



INFORMATION

SET-UP OF AN INTERNATIONAL ALUMNI GROUP

This manual explains all necessary steps which are to be considered for the set-up of an international alumni group. According to the country and preconditions, differences may occur.

➤ FOR WHOM?	<ul style="list-style-type: none"> • International groups address interested current and former students, staff, lecturers and visiting researchers of Heidelberg University from all disciplines (contrary to a professional alumni group)
➤ WHY?	<ul style="list-style-type: none"> • Social, professional and scientific networking • Emotional recollection • Attractive range of services • Keep in touch with fellow students, the University and the town
➤ BEFORE HAND?	<p>Clarify the situation in your country together with HAI:</p> <ul style="list-style-type: none"> • Distribution of people (regions, disciplines, age) • Contact possibilities (e-mail vs. letter) • Existing infrastructures & possible advertisement for the initiative <p>Afterwards:</p> <ul style="list-style-type: none"> • Approaching the target group & announcement of the initiative • Planning of the first meeting
➤ FIRST MEETING	<p>Meeting – collect ideas & wishes – next steps</p> <ul style="list-style-type: none"> • Expectations of the participants towards the group & the University • Identification of people who wish to participate actively and take on responsibility or tasks in the group • Naming at least 2 persons as interface to Heidelberg and as contact persons for local interested people (use of an @alumni.uni-heidelberg.de e-mail address) • Answering of the IMPORTANT QUESTIONS • Agreement on the group structure • Agreement of the first/next steps (next meeting, work orders, announcement of the idea, etc.) • Identification of the instruments for communication (HAI data base, group in HAI-net, mailing list of the participants)
➤ GROUP IN HAI-net!	<ul style="list-style-type: none"> • University online platform for all network members & groups • Easy communication between the members • Organization & announcements of events & pictures • Fast & easy group administration <p>➔ https://alumniportal-heidelberg.de/</p>

<p>➤ IMPORTANT QUESTIONS</p>	<ol style="list-style-type: none"> 1. What is the group's goal? What are the members' wishes? (Professional/social networking; Event management; Promotion tool for Heidelberg University; loose/official group...) 2. What type of group should it be? What are the members' wishes? (loose, informal initiative / official alumni club) 3. Are a regular's table/an association common or unusual in this region? (What impact does which type of group have?) 4. What impact does the regional association's law have? (Is there a need for a lawyer for the official founding? Can this task be taken on by a member?) 5. Are there costs for the founding or follow-up costs? <p>➔ Considering the prior points, what type of group would be suitable?</p>
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POSSIBLE TYPES OF GROUPS & ACTIVITIES

	ALUMNI INITIATIVE	ALUMNI-CLUB
➤ WHAT?	<ul style="list-style-type: none"> • Informal, regular meetings in the country (interdisciplinary) • Not necessarily integrated in a group or club • Easy group management 	<ul style="list-style-type: none"> • Official representation of Heidelberg alumni in the country • Structure: persons with tasks and responsibilities • Official contact of Heidelberg University in the country
➤ OFFICIAL FOUNDATION	<ul style="list-style-type: none"> • Not necessary • With HAI: establishment of administrative basics (set up group in HAI-net & E-Mail-address, inform people...) 	<ul style="list-style-type: none"> • Statute's elaboration according to customary guidelines • Definition „rights & duties“ towards Heidelberg University • Coordination with HAI • Cooperation agreement with the university • Founding event
➤ WHERE?	<ul style="list-style-type: none"> • Restaurant, Café... • Lecture, exhibition, museum... 	<ul style="list-style-type: none"> • Ideally: activities spread over the country, as many members as possible included
➤ HOW?	<ul style="list-style-type: none"> • Arrangement via HAI-net • Invitations via mail from HAI to people in the region • Close consultation with HAI 	<ul style="list-style-type: none"> • Regular activities – ideally: countrywide or rotating in different cities • Arrangement via HAI-net • Invitations via mail from HAI to people in the region • Close consultation with HAI
➤ FUTURE!	<ul style="list-style-type: none"> • Ideally: regular meetings to keep the contact alive • If successful, an initiative can become an official club 	<ul style="list-style-type: none"> • Regular activities • Set-up of regional chapters (regional representations) • Recruitment of new members • Recruitment of students and scientists