



Your Chapter's Category and Star Status corresponds to the expectations, as well as benefits and resources, allocated to your Chapter for the year. Review Basic Resources all Chapters and Networks receive and category expectations.

## Basic Resources

Listed as official group on TexasExes.org

Free website hosting

Registered Trademark Chapter/Network logo

Chapter email address

Event Listing on Texasexes.org

Eventbrite account

Online Credit Card donations to chapter's scholarship endowment

Credit Card Processing

E-vite (email invitation) Creation

Event Liability insurance (updated on annual basis, subject to change) (domestic only)

Scholarship Endowment administration

25% discount at University COOP when items are purchased for fundraising reasons. Go to the COOP's website:

<https://app.smartsheet.com/b/form/cf16fe308c15440c9ab1f4ef7e4f0475>) to fill out the form. *Please allow up to 10 business days for your request to be processed.*

Speakers Bureau list for chapters/networks to use

Chapter leader resources offered online including training collateral, how-to manuals etc.

Chapter Advisory Board member assigned to Chapters for additional volunteer resource (domestic only)

Survey creation assistance

## Domestic Chapter Category Breakdown

### Chapter\* (1 star)

#### Non-Chartered

##### Basic requirements

Chapter Agreement Form (annual)

1 Key Contact whose membership is up to date

##### Expectations

Use Texas Exes for communication through email

Accomplish at least 1 Social Alumni or Key Priority Event

Submit at least 1 Post Event Report

Submit at least 1 Meeting Minutes

At least 20 emails on file for alumni in chapter area (domestic only)

Membership Promotion

Local sponsorships must be reported to Texas Exes

Use sign-in information sheets periodically at social events and send to Texas Exes

Any design created outside of Texas Exes staff must have prior approval before use

##### Benefits

12 Emails annually (no more than 1 per week)

All Basic Resources

##### Outstanding Chapter\*

Accomplish 1 Social Event

Accomplish 1 Key Priority Event (including Project Worldwide)

Submit at least 1 Post Event Report

Submit at least 1 Meeting Minutes

Demonstrate the intent to increase membership in chapter area

*Receives: 1 time only mailing (until chartered) covered by Texas Exes to all area alumni\*\**

**\*\*Mailing Note:** Mailers for the 21-22 year (July 1, 2021- June 30, 2022) are not guaranteed prior to Spring 2022 and will be approved on an individual basis.\*\*

**Chapter Status Note:** Non-Chartered Chapters are not eligible to award scholarships.

## Chapter\*\* (2 star)

### Chartered

#### Basic Requirements

Chapter Charter Agreement Form (annual)  
Chapter Officer Listing with 4 required officers (annual)  
Chapter Financial Report (annual) for local bank account with unique EIN  
Up-to-date bylaws submitted (with 10 member signatures)

#### Expectations

Use Texas Exes for communication through email  
At least 20 emails on file for alumni in chapter area (domestic only)  
At least 200 alumni in geographic area  
Local sponsorships must be reported to Texas Exes  
Use sign-in information sheets periodically at social events and send to Texas Exes  
Any design created outside of Texas Exes staff must have prior approval before use  
Active, Up-to-Date Web Presence  
Accomplish at least 1 Social Alumni Engagement Event (not including Game Watch)  
Accomplish at least 1 Key Priority Event (including Project Worldwide)  
Submit at least 1 Post Event Report  
Submit at least 1 Meeting Minutes  
Membership promotion with the intent to increase membership in local area

#### Benefits

20 Emails annually (no more than 1 per week)  
Receives 1 leadership training opportunity by staff or CAB  
1 mailing to members only per year, expense covered by Texas Exes (must be used for Key Priority Event, template self-mailer, domestic only)\*\*  
Up to 2 additional mailings at cost to chapter  
All Basic Resources

#### Outstanding Chapter \*\*

Send at least 1 person to Chapter Leadership Conference bi-annually  
Accomplish at least 1 Social Alumni Engagement Event (not including Game Watch)  
Accomplish at least 1 Key Priority Event (including Project Worldwide)  
Submit at least 1 Post Event Report  
Submit at least 1 Meeting Minutes  
*Receives: nonmembers added to mailing, expense covered by ESA annually\*\**

**\*\*Mailing Note:** Mailers for the 21-22 year (July 1, 2021- June 30, 2022) are not guaranteed prior to Spring 2022 and will be approved on an individual basis. \*\*

**Chapter Status Note:** Chartered Chapters are eligible to award scholarships.

## Chapter\*\*\* (3 star)

### Chartered

#### Basic Requirements

Chapter Charter Agreement Form (annual)  
Chapter Officer Listing with 4 required officers (annual)  
Chapter Financial Report (annual) for local bank account with unique EIN  
Up-to-date bylaws submitted (with 10 member signatures)

#### Expectations

Use Texas Exes for communication through email  
At least 20 emails on file for alumni in chapter area (domestic only)  
At least 200 alumns in geographic area  
Local sponsorships must be reported to Texas Exes  
Use sign-in information sheets periodically at social events and send to Texas Exes  
Any design created outside of Texas Exes staff must have prior approval before use  
Active, Up-to-Date Web Presence  
Accomplish at least 1 Social Alumni Engagement Event (not including Game Watch)  
Accomplish at least 2 Key Priority Events (including Project Worldwide)  
Submit post event reports on at least 2 Key Priority Events  
Report on at least 2 board meetings annually  
Sends 1 member to Chapter Leadership Conference bi-annually  
If Scholarships are awarded, minimum total contributed per student \$500  
Membership promotion with the intent to increase membership in local area

#### Benefits

30 Emails annually (no more than 1 per week)  
Receives 2 leadership training opportunities provided by staff or CAB  
1 mailing to all alumni per year, expense covered by Texas Exes (must be used for Key Priority Event, template self-mailer, domestic only)\*\*  
Up to 3 additional mailings at cost to Chapter (template)  
Receives up to 2 unique designs created by Texas Exes staff annually  
All Basic Resources

#### Outstanding Chapter \*\*\*

Invite special guests to attend events (Legislators, media, High School College Counselors, principals, etc.)  
Recruit volunteers for Association-wide initiatives  
Participate with Texas Exes on Social Media/ Web  
Contribute \$2000 + in scholarships  
*Receives: 1 extra mailing, members only, covered by Texas Exes\*\**  
*Representation at events from Texas Exes at minimum once every three years*

**\*\*Mailing Note:** Mailers for the 20-21 year (July 1, 2020- June 30, 2021) are not guaranteed and will be approved on a case by case basis. \*\*

**Chapter Status Note:** Chartered Chapters are eligible to award scholarships.

## Chapter\*\*\*\* (4 star)

### Chartered

#### Basic Requirements

Chapter Charter Agreement Form (annual)  
Chapter Officer Listing with 4 required officers (annual)  
Chapter Financial Report (annual) for local bank account with unique EIN  
Up-to-date bylaws submitted (with 10 member signatures)

#### Expectations

Use Texas Exes for communication through email  
At least 20 emails on file for alumni in chapter area (domestic only)  
At least 200 alumni in geographic area  
Local sponsorships must be reported to Texas Exes  
Use sign-in information sheets periodically at social events and send to Texas Exes  
Any design created outside of Texas Exes staff must have prior approval before use  
Active, Up-to-Date Web Presence  
Accomplish Social Alumni Engagement Events  
Accomplish at least 4 Key Priority Events and at least 1 from each category of Key Priority Events (including Project Worldwide)  
Submit 2+ post event reports on Key Priority Events  
Conduct and report on 2+ regular board meetings  
Send a minimum of 1 member to Chapter Leadership Conference annually  
Participate with Texas Exes on Social Media/Web  
If Scholarships are awarded, minimum total contributed per student \$500  
Membership promotion with the intent to increase membership in local area  
Recruit Volunteers for Association-wide Initiatives

#### Benefits

52 Emails annually (no more than 1 per week)  
Receives leadership training opportunities provided by staff or CAB  
2 mailings per year (1 to members only, 1 to all alumni, max \$5,000) expense covered by Texas Exes (must be used for Key Priority Event, domestic only)\*\*  
Up to 3 additional mailings at cost to Chapter (template)  
Receives up to 5 unique designs created by Texas Exes staff annually  
Representation at events by Texas Exes staff at minimum of once every 2 years  
All Basic Resources

#### Outstanding Chapter \*\*\*\*

Invite special guests to attend events (Legislators, media, High School College Counselors, principals, etc.)  
Contribute \$10,000 + in scholarships  
Drive participation on Texas Exes Alumni Mentoring Platform (\*TBA)  
*Receives: Personal Texas Exes staff assistance on securing special speaker/guests*  
*Special assistance on events*

**\*\*Mailing Note:** Mailers for the 21-22 year (July 1, 2021- June 30, 2022) are not guaranteed prior to Spring 2022 and will be approved on an individual basis. \*\*

**Chapter Status Note:** Chartered Chapters are eligible to award scholarships.

## **International Chapter Expectations**

- **International Contact Expectations:**

- o Up-to-date contact information for 1 Key Contact

- **Non-Chartered Chapter Expectations:**

- o 1 Key Contact required
- o Website or social media presence
- o Semi-annual newsletters with chapter-relevant updates on the University

- **Chartered Chapter Expectations:**

- o Chapter board of 4 officers required: President, President- Elect, Treasurer, and Membership Chair
- o Use ESA for communication through email
- o Host at least one event annually
- o Membership promotion in the intent increase membership in local area
- o Use sign-in information sheets at events and send to ESA
- o Any design created outside of ESA must have prior approval before use
- o Report on at least 1 board meeting annually
- o Produces an annual Financial Report for local bank account with unique EIN (if funds are taken in)

- **Outstanding Chartered Chapter Expectations:**

- o Raises scholarship funds with a minimum total contributed of \$500 per student
- o Participates in multiple Texas Exes events
- o Commits to annual leadership training by Texas Exes staff