We want to make sure you’re in-the-know and aware of your responsibilities and expectations as a Chapter Leader. Complete this checklist so you can better understand your role as a Chapter Program Volunteer.

**REQUIRED FOR ALL CHAPTER LEADERS**
- Fill out the Code of Conduct form.
- Update your contact information at alumni.utk.edu/update.
- Review the Awards Criteria and any other expectations your chapter has set.
- Look through the Chapter Leaders Toolkit and contact your chapter’s staff liaison with any questions regarding best practices, rules, tips, logos, and more!
- Finally...lead by example! All Chapter Leaders are required to make one gift, of any size, to anywhere on campus.

**REQUIRED FOR ALL CHAPTER SOCIAL MEDIA PAGES**
- Is your social media and other branded content up-to-date with your official UT chapter logo? You can find logos in the Chapter Leaders Toolkit.

**OPTIONAL FOR ALL CHAPTER LEADERS**
- Join the Chapter Leaders Facebook group to meet your chapter peers from all over the country! Brag on your chapter, post questions, and network with your fellow Vols.
- Follow the university’s official social media accounts:

  **UT Knoxville Alumni**
  - [facebook.com/tennalum](https://facebook.com/tennalum)
  - [@tennalum](https://twitter.com/tennalum)
  - [tennalum](https://instagram.com/tennalum)
  - [University of Tennessee, Knoxville Alumni](https://youtube.com/University of Tennessee, Knoxville Alumni)

  **UT Knoxville**
  - [facebook.com/UTKnoxville](https://facebook.com/UTKnoxville)
  - [@UTKnoxville](https://twitter.com/UTKnoxville)
  - [utknoxville](https://instagram.com/utknoxville)
  - [University of Tennessee](https://youtube.com/University of Tennessee)
  - [University of Tennessee, Knoxville](https://youtube.com/University of Tennessee, Knoxville)