

T ALUMNI

CHAPTER LEADER CHECKLIST

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

UT Knoxville

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

