



## CHAPTER LEADER CHECKLIST

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

#### UT Knoxville

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