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.

<table>
<thead>
<tr>
<th>FOR WHOM?</th>
<th>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)</th>
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</thead>
<tbody>
<tr>
<td>WHY?</td>
<td>Social, professional and scientific networking</td>
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<td>Emotional recollection</td>
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<td></td>
<td>Attractive range of services</td>
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<td></td>
<td>Keep in touch with fellow students, the University and the town</td>
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<tr>
<td>BEFORE HAND?</td>
<td>Clarify the situation in your country together with HAI:</td>
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<td></td>
<td>Distribution of people (regions, disciplines, age)</td>
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<td>Contact possibilities (e-mail vs. letter)</td>
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<td>Existing infrastructures &amp; possible advertisement for the initiative</td>
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<td>Afterwards:</td>
<td>Approaching the target group &amp; announcement of the initiative</td>
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<td>Planning of the first meeting</td>
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<td>FIRST MEETING</td>
<td>Meeting – collect ideas &amp; wishes – next steps</td>
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<td>Expectations of the participants towards the group &amp; the University</td>
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<td>Identification of people who wish to participate actively and take on responsibility or tasks in the group</td>
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<td></td>
<td>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)</td>
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<tr>
<td></td>
<td>Answering of the IMPORTANT QUESTIONS</td>
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<td></td>
<td>Agreement on the group structure</td>
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<td>Agreement of the first/next steps (next meeting, work orders, announcement of the idea, etc.)</td>
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<td>Identification of the instruments for communication (HAI data base, group in HAInet, mailing list of the participants)</td>
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<tr>
<td>GROUP IN HAInet!</td>
<td>University online platform for all network members &amp; groups</td>
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<td></td>
<td>Easy communication between the members</td>
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<td>Organization &amp; announcements of events &amp; pictures</td>
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<td>Fast &amp; easy group administration</td>
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<td></td>
<td><a href="https://alumniportal-heidelberg.de/">https://alumniportal-heidelberg.de/</a></td>
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</tbody>
</table>

CONTACT: Heidelberg Alumni International – clubs@alumni.uni-heidelberg.de
### IMPORTANT QUESTIONS

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?**

   ➔ Considering the prior points, what type of group would be suitable?

### POSSIBLE TYPES OF GROUPS & ACTIVITIES

<table>
<thead>
<tr>
<th>WHAT?</th>
<th>ALUMNI INITIATIVE</th>
<th>ALUMNI-CLUB</th>
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<tbody>
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<td></td>
<td>Informal, regular meetings in the country (interdisciplinary)</td>
<td>Official representation of Heidelberg alumni in the country</td>
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<td></td>
<td>Not necessarily integrated in a group or club</td>
<td>Structure: persons with tasks and responsibilities</td>
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<td></td>
<td>Easy group management</td>
<td>Official contact of Heidelberg University in the country</td>
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<tr>
<td>OFFICIAL FOUNDATION</td>
<td>Not necessary</td>
<td>Statute’s elaboration according to customary guidelines</td>
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<td></td>
<td>With HAI: establishment of administrative basics (set up group in HAInet &amp; E-Mail-address, inform people…)</td>
<td>Definition “rights &amp; duties” towards Heidelberg University</td>
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<td></td>
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<td>Coordination with HAI</td>
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<td>Cooperation agreement with the university</td>
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<td>Founding event</td>
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<tr>
<td>WHERE?</td>
<td>Restaurant, Café…</td>
<td>Ideally: activities spread over the country, as many members as possible included</td>
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<td></td>
<td>Lecture, exhibition, museum…</td>
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<tr>
<td>HOW?</td>
<td>Arrangement via HAInet</td>
<td>Regular activities – ideally: countrywide or rotating in different cities</td>
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<td>Invitations via mail from HAI to people in the region</td>
<td>Arrangement via HAInet</td>
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<td></td>
<td>Close consultation with HAI</td>
<td>Invitations via mail from HAI to people in the region</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Close consultation with HAI</td>
</tr>
<tr>
<td>FUTURE!</td>
<td>Ideally: regular meetings to keep the contact alive</td>
<td>Regular activities</td>
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<td>If successful, an initiative can become an official club</td>
<td>Set-up of regional chapters (regional representations)</td>
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<td>Recruitment of new members</td>
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<td></td>
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<td>Recruitment of students and scientists</td>
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</tbody>
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