

A large blue and white logo is visible through a glass window of a modern building. The logo features a mountain peak above the letters 'BYU', with the number '25' and the word 'YEARS' below it.

BYU
IDAHO

Alumni Chapter Handbook

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Welcome to BYU-Idaho Alumni Leadership!

Thank you for stepping up to lead a BYU-Idaho alumni chapter. Your role is key to helping alumni connect, support each other, and stay engaged with the university. We're excited to partner with you in building strong communities of BYU-Idaho graduates across the country!

As a chapter leader, you're carrying on the university's mission by fostering friendships, sharing the BYU-Idaho spirit, and helping alumni live up to President Henry B. Eyring's vision that they will become "legendary for their capacity to build the people around them and to add value wherever they serve."

In this handbook, you'll find resources to guide your events, activities, and outreach efforts. We hope you'll use these tools to bring BYU-Idaho to life in your community and inspire others to get involved.

If you ever need additional support, don't hesitate to reach out. Thank you for your commitment, enthusiasm, and dedication to BYU-Idaho's alumni.

Warm regards,



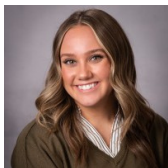
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STATE OF ALUMNI

ALL IN THE YEAR 2024

21 ACADEMIC
BUILDINGS

MAIN CAMPUS ACREAGE:
(Including farmland and the Ag center)



450 ACRES



3,222 GRADUATES
IN FALL 2024

RANKED #32

IN THE NATION FOR BEST VALUE
by Wall Street Journal

258,742

ALUMNI live in



10,536 ALUMNI live
outside the U.S.

69%

OF BYU-IDAHO GRADUATES LEAVE WITH

NO STUDENT
DEBT

12,539 STUDENTS
received financial aid

FALL 2024 CAREER FAIR:



170 COMPANIES
3,000 STUDENTS

3,058 *BYUI onesies*
sent to alumni

RANKED #1

SCHOOL IN IDAHO

by Wall Street Journal

17,578

Returned Missionaries
in 2024-2025



2,500

MINUTES OF DEVO
WATCHED IN 2024



91.5% OF JOB-SEEKING GRADS
EMPLOYED

within a year of graduation



30 Alumni Chapters

725

Giving Day
donors



ALUMNI CHAPTERS

Bentonville, Arkansas	Albuquerque, New Mexico
Phoenix, Arizona	New York City, New York
Bakersfield, California	Fargo, North Dakota
Northern California	Louisville, Kentucky
Southern California	Philadelphia, Pennsylvania
Denver, Colorado	Nashville, Tennessee
Orlando, Florida	Dallas, Texas
Atlanta, Georgia	Houston, Texas
Boise, Idaho	San Antonio, Texas
Rexburg, Idaho	Cache Valley Utah
Twin Falls, Idaho	Northern Utah
Boston, Massachusetts	Salt Lake City, Utah
Detroit, Michigan	Utah County, Utah
Minneapolis, Minnesota	Washington, D.C.
Kansas City, Missouri	Milwaukee, Wisconsin
Minneapolis, Minnesota	Calgary, Alberta, Canada
Omaha, Nebraska	Puerto Rico
Las Vegas, Nevada	



BYU
IDAHO

Purpose:

BYU-Idaho Alumni Chapters are developed to enable the University to engage its cherished alumni and invite them to participate in the work of fulfilling its mission to develop disciples of Jesus Christ who are leaders in their homes, the Church, and their communities. Alumni Chapters foster alumni connections with each other and strengthen their affinity for BYU-Idaho. These chapters will become a channel through which we energetically communicate with alumni to make them aware of University developments, initiatives, opportunities, and the state of BYU-Idaho's strategy and mission fulfillment.

Vision:

Our mission is to strengthen and unite the BYU-Idaho alumni community through engagement, leadership, and meaningful connections.

Three Pillars of BYU-Idaho Alumni Engagement:

- Share:** Help prospective students know the value of a BYU-Idaho education
- Give:** Donate to the university to help fund scholarships for our students
- Hire:** Help our students land jobs and internships in your area

BYU-Idaho Mission Statement:

Brigham Young University–Idaho was founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints. Its mission is to develop disciples of Jesus Christ who are leaders in their homes, the Church, and their communities.

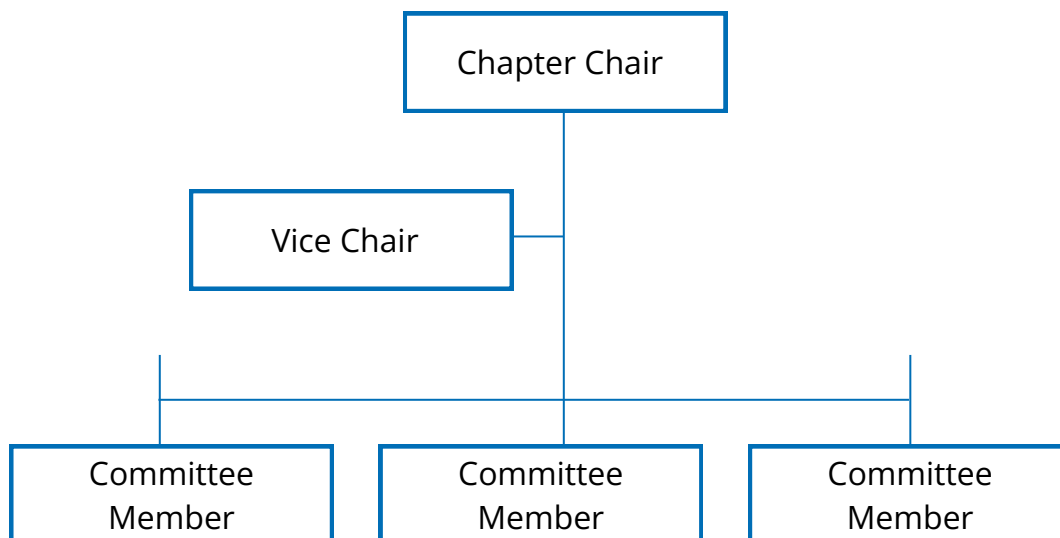
Section 1: *Leading Your Chapter*

Chapters play an essential role in fostering connections among alumni and with BYU-Idaho itself, contributing to the continued success and growth of the university.

Chapter Structure:

Chapters will be volunteer-led and employee-guided. Each chapter will have a Chapter Chair. If desired, the Chapter Chair is responsible for selecting their Vice Chair and recruiting volunteers to staff other positions. These positions will be referred to as Committee Members. Official titles such as “Finance Chair” or “Communications Manager” will not exist; instead, these will be assignments. For example, a committee member may be assigned to oversee chapter communications, but will still be listed as a “committee member” on the official BYU-Idaho alumni chapter website.

Chairs will be selected by the Alumni Engagement Manager at BYU-Idaho, with an invitation to serve for three years, if possible. There is no minimum term of service for Vice Chairs, but it is hoped that Vice Chairs will serve for the duration of the Chair’s term, with the intent to assume leadership when the Chair steps down. When the Chair or Vice Chair moves on from their role, they automatically become members of the committee unless they choose to opt out.



Establishing a Good Chapter Board:

Establishing a strong Chapter Leadership Team is vital to the long-term success and growth of a BYU-Idaho alumni chapter. This group of dedicated leaders will become key partners in driving chapter initiatives and creating meaningful connections within the alumni community. Chapter Chairs should prioritize assembling a committed and diverse team by identifying individuals who are proactive, engaged, and capable of taking on leadership roles for event planning and outreach. Start by asking, "Who gets things done?" and approach those who are well-connected within their community. As you build the team, aim for a broad representation across different geographic areas, such as including alumni from various local stakes, to ensure the chapter reflects the diversity of BYU-Idaho's alumni base.

Chapter Chair Duties:

The Chapter Chair serves as the leader of the chapter and as the university's primary point of contact for that geographical region.

The Chapter Chair should produce at least one alumni event or gathering each year. The Chapter Chair is responsible for appointing a Vice Chair and establishing the committee. Each chapter will vary in size and the extent of committee assignments.

The Chapter Chair will develop their committee based on the chapter's specific needs. The Chapter Chair may delegate responsibilities to other committee members (e.g., event planning, Facebook group management, etc.).

The Chapter Chair will also serve as the primary liaison between the BYU-Idaho Chapter and any local BYU Chapters.

Term of Leadership: 3 years

Vice Chair Duties:

The primary role of the Vice Chair is to assist the Chapter Chair in building the committee and to prepare to assume the role of Chapter Chair when the Chapter Chair's term concludes.

The Vice Chair may temporarily serve as the acting Chapter Chair when the Chapter Chair is unavailable for quarterly Chapter Chair meetings or other responsibilities.

Term of Leadership: 3 years with the intent to become the next President

Committee Member:

Committee members play a crucial role in supporting the Chapter Chair and Vice Chair by assisting with event planning, marketing, membership engagement, fundraising, volunteer coordination, and student relations. They may take on specific tasks such as managing social media, organizing alumni events, or reaching out to local graduates, ensuring the chapter thrives and remains connected to the university's mission. Committee members work together to enhance the chapter's impact and growth.

Chapter Board Meetings and Trainings:

Chapter Committee Meetings:

Chapter Committees should meet regularly to coordinate and plan alumni events and activities, whether in person or virtually through email, Teams chat, or other platforms. Regular meetings, even informal ones, help strengthen the team, encourage brainstorming, and ensure the chapter stays on track. These meetings provide an opportunity to discuss ideas and prepare for upcoming events, ensuring the chapter remains active and engaged. A mix of formal and informal meetings fosters creativity and builds strong connections within the committee.

Quarterly Chapter Chair Training Meetings:

Every quarter, the BYU-Idaho Alumni Engagement Manager will hold an online video-conference training session with all Chapter Chairs and Vice Chairs invited. The intent of this meeting is to keep chapter leadership apprised of important initiatives and updates from the University that may need the help of chapters (Annual Giving Day, admissions events, upcoming performance tours, tailgate parties with BYU, Employer Relations expeditions, etc.). These meetings will be a great opportunity to invite the university president or other senior leadership to interface with chapter leadership.

Annual BYU-Idaho Alumni Conference Attendance:

Chapter leadership will be invited to attend the annual BYU Alumni Conference held at Brigham Young University in the fall. While this event is sponsored and hosted by BYU, the training is highly relevant to the BYU-Idaho chapter system and will benefit our alumni chapter network. Additionally, BYU-Idaho Chapter Chairs are encouraged to collaborate with their BYU counterparts, when possible, for joint events and other shared experiences.

Section 2: Chapter Events

All chapters are encouraged to begin planning for upcoming events as far in advance as possible to allow enough time for event logistics and communications to be completed in a timely manner.

GOAL: One Chapter Event Each Year

Each year, the goal is for each Chapter to hold at least one event, focused on one of the three pillars: *Share, Give, and Hire*. Events could be BYU-Idaho Chapter events or collaborative events with a BYU Chapter.

- *Share* events are essentially Admissions-focused. Examples of Share events might include hosting an Admissions fireside or organizing a send-off party for newly-admitted students from your area.
- *Give* events are related to philanthropic giving. Examples of Give events might include hosting an Alumni Chapter BBQ on BYU-Idaho Annual Giving Day or organizing a 5k race in partnership with the BYU Chapter. Funds raised through BYU-Idaho Give events go to the BYU-Idaho Scholarship Fund.
- *Hire* events focus on helping BYU-Idaho students find jobs. Examples of Hire events might include collaborating with the BYU-Idaho Employer Relations Office to bring a group of BYU-Idaho students to your area for a “Career Expedition,” or hosting an info session with alumni that is streamed to students at BYU-Idaho who are interested in pursuing jobs in your region.

Chapter Event Ideas:

- Student send-off parties
- Support BYU-Idaho events in your area
- Friendly competitions (cornhole, volleyball, backyard games)
- BYU-Idaho sports watch parties
- Academic or faith-themed events
- Holiday gatherings
- Concerts, performances, or cultural events
- Fundraising events
- Outdoor activities (hiking, skiing, biking)
- Family picnic or BBQ
- Visits from university leadership
- Bowling or game nights
- Local sports team group night
- Notable alumni speaker series
- Community service events
- Networking and career development events
- Welcome to the community events
- Achievement awards or recognition events

Important Event Planning Questions:

- Is the event meaningful enough to engage alumni?
 - Will it capture the attention of alumni by being both relevant and engaging?
- Does the event align with BYU-Idaho's mission and values?
 - Will the event reflect the values of faith, leadership, and service that define BYU-Idaho?
- Will the event be interesting and engaging for attendees?
 - Does the event offer a unique or enjoyable experience that will hold attendees' attention?
- Does the event encourage ongoing involvement and engagement?
 - Will alumni feel motivated to remain connected with BYU-Idaho or get involved in future activities?
- How will the event be publicized effectively?
 - What channels (email, social media, word of mouth) will be used to spread the word and attract attendees?
- Is the event in line with BYU-Idaho's image and reputation?
 - Does the event support the university's commitment to academic excellence, spiritual growth, and service?
- How does the event benefit alumni?
 - Will the event help alumni:
 - Enhance their career opportunities or provide professional development?
 - Learn something valuable, whether about personal growth or a professional skill?
 - Gain access to exclusive opportunities, networks, or resources?
 - Make a positive impact on the university, community, or a cause they care about?
 - Build meaningful connections with fellow alumni or current students?
- *How does the event relate to the [Share, Give, Hire](#) initiative?*

Chapter Event Timeline:

12-14 weeks out	Begin event brainstorming with Chapter Committee
10 weeks out	Confirm date, venue, and basic program outline
8 weeks out	Finalize event details, program specifics, location, and parking info Submit invitation content to Alumni Office
4-5 weeks out	Post event details on chapter website and social media Send first round of invitations by email
3-4 weeks out	Confirm and order catering
1-3 weeks out	Send reminder emails Re-advertise on social media
1 week out	Confirm with venue and catering that everything is set
1 day before	Prepare final guest list
Day of Event	Arrive plenty early for set up, take pictures, track attendance

Section 3: *Communication with Alumni*

Effective communication efforts are essential for fostering strong connections within BYU-Idaho alumni chapters. These efforts include providing clear event updates, maintaining active social media engagement, and utilizing email communication to keep alumni informed and connected with the university and each other.

Digital Assets (Website and Social Media):

Every Chapter will have a *byui.edu* landing page, managed jointly by University Relations and the Alumni Office. Regarding social media accounts, the Alumni Office will create Facebook Groups for each chapter and assign chapter chairs as admins for those groups.

Landing Pages:

Each chapter will have a landing page that will serve the following key purposes:

1. Provide contact information for the Chapter Chair
2. Provide a link to join the Alumni Chapter FB Group and LinkedIn Group

In the future, additional purposes of the landing pages may be added, included such things as alumni award nominations, local alumni stories, etc.

Chapter landing pages will be located at <https://www.byui.edu/alumni/chapters>

Email Communication: (How can you find alumni?)

Regarding email communication, Chapter Chairs can request segmented emails be sent to their chapter members by the alumni office. Please send those communication requests to watsonb@byui.edu or hydeem@byui.edu.

To protect your privacy and help manage emails the webpage lists alumnichapters@byui.edu as the form of contact. We will forward any message requests to you as the chapter chairs.

Brand Integrity:

Alumni Chapters are part of the official BYU-Idaho community and will receive support from BYU-Idaho to ensure they have appropriate graphic marks, logos, and merchandise that is in alignment with official university branding guidelines. Regarding merchandise, it is recommended that chapters source their BYU-Idaho merchandise through the BYU-Idaho University Store using their allocated merchandise budget. Merchandise requests can also be directed to the Alumni Engagement Manager.

Accessing Logos and Designs:

If your chapter needs official BYU-Idaho logos, graphics, or other design materials for events or promotional efforts, these can be requested through the Alumni Office. The Alumni Office will provide you with all necessary branding assets, including high-resolution logos, templates, and guidelines for appropriate usage. This ensures that your materials align with the university's visual identity and maintain consistency with the established branding standards.

Best Practices for Managing Facebook Groups:

As a Chapter Chair managing a Facebook group for your BYU-Idaho alumni chapter, it's important to maintain a welcoming, engaging, and respectful online environment. Below are some best practices to help you effectively manage the group:

Post Regularly: Share updates on events and news to keep the group engaged, but avoid over posting or spamming the group with too many updates in a short period.

Encourage Engagement: Ask questions and share stories to promote conversations and interaction.

Share Relevant Content: Focus on university updates, chapter events, and alumni stories that are meaningful to the group.

Moderate the Group: Keep an eye on posts and comments to ensure the group remains respectful and relevant.

Be Inclusive: Foster an environment where all alumni feel welcomed and valued.

Use Group Features: Utilize events, polls, and pinned posts to keep important information visible.

Encourage Sharing: Allow alumni to share personal updates and stories to strengthen connections.

Respect Privacy: Ensure sensitive information stays within the group unless permission is given to share.

Respond Promptly: Answer questions or comments quickly to keep the conversation going.

By following these best practices, you can create a positive and active online environment that strengthens the sense of community among alumni, fosters engagement, and helps keep members informed and connected with BYU-Idaho.

Section 4: *Alumni Awards*

Alumni awards are a meaningful way to celebrate and acknowledge the outstanding accomplishments of BYU-Idaho graduates. By recognizing alumni who have made significant impacts in their careers, communities, or the university, chapters help foster a stronger alumni network and encourage a sense of pride and connection to BYU-Idaho.

Chapters can nominate alumni for various types of awards. Some alumni award ideas are:

Professional Excellence Award– Recognizing alumni who have demonstrated exceptional achievement in their professional fields. This can include advancements in leadership, innovation, or industry impact.

Service to BYU-Idaho Award– Honoring alumni who have shown extraordinary dedication to the university, such as through mentoring students, serving on university boards, or supporting fundraising efforts.

Community Impact Award– Acknowledging alumni who have made a lasting difference in their communities through service, advocacy, or charitable work.

Young Alumni Achievement Award– Celebrating recent graduates who have achieved success in their careers or community involvement within a few years of graduation.

Scholarship Recognition– Chapters can also recognize incoming high school students who have received scholarships from BYU-Idaho. Acknowledging their accomplishments not only motivates the students but also creates an opportunity for the local community to connect with the university's newest members.

Volunteer Leadership Award– Honoring alumni who have demonstrated outstanding leadership and dedication in volunteer roles, both within BYU-Idaho and in their local communities.

In addition to formal alumni award ceremonies, chapters can also recognize individuals at local events. For example, chapters might visit local high schools to celebrate students who have been awarded BYU-Idaho scholarships or achievements, creating a connection between incoming students and the alumni community.

Nomination processes and deadlines may vary by award category, and the Alumni Office will assist in making sure the correct materials are submitted. Chapters can also recommend potential nominees, helping to ensure that deserving alumni are honored for their contributions.

For more information about specific award categories, submission details, or the awards process, please contact the Alumni Office.

Section 5: University Resources

As you work to build and engage your alumni chapter, there are several key campus resources that can support your efforts. Reaching out to the right individuals and departments will ensure you have the tools, guidance, and connections needed to succeed.

Alumni Relations Office:

Steve Davis

Alumni Engagement Director
(208)-496-3305
daviss@byui.edu

Ben Watson

Alumni Engagement Manager
(208)-496-7316
watsonb@byui.edu

Emma Hyde

Alumni Engagement Coordinator
(208)-496-9811
hydeem@byui.edu

Employer Relations:

Kris Hammond

Phone: (208) 496-1847
Email: hammondk@byui.edu

Admissions Office:

Natalie Gay

Phone: (208) 496-1305
Email: gayn@byui.edu

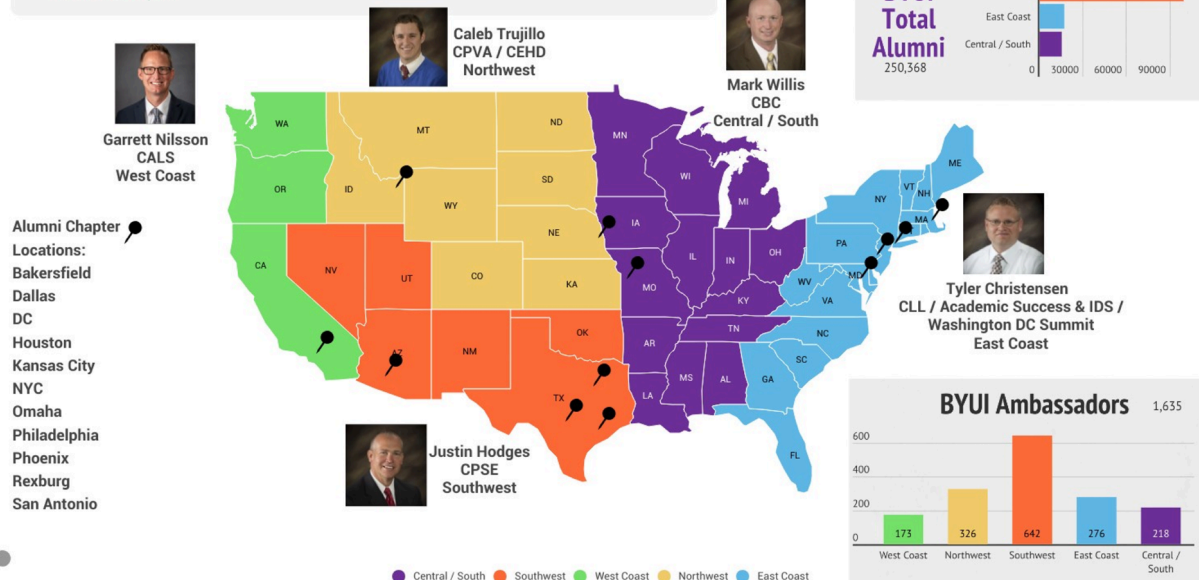
Performing Arts Tours:

Amy Evans

Phone: (208) 496-3118
Email: evansamy@byui.edu

Career Services Regional Support Model

*As Of December 1, 2024



Moving Forward Together

Thank you for your dedication and commitment to fostering a strong and engaged alumni community. Your efforts as chapter leaders are integral to connecting alumni, supporting BYU-Idaho's mission, and making a lasting impact in your local communities. Whether you're planning events, recognizing outstanding alumni, or building new connections, your work ensures that BYU-Idaho's legacy continues to inspire and uplift.

As you lead, remember that you are not alone in this journey. The Alumni Office and campus resources are here to assist and guide you every step of the way. Together, we can create a vibrant network that strengthens bonds within the alumni community and deepens the connection to BYU-Idaho.

Through your leadership, you are helping to build bridges, foster growth, and inspire service. The work you do has a profound impact, not just on alumni but on future generations who will benefit from the example you set. Thank you for your enthusiasm, creativity, and dedication. We look forward to your continued success in bringing alumni together.