

Black & Orange Parties 2019:

A Volunteer Toolkit

Thank you for your interest in hosting a Black & Orange Party! Black & Orange Parties bring together alumni, parents, and friends from all three Lewis & Clark schools to celebrate the L&C community and connect you to the Pioneers in your city. This year, Black & Orange will be happening on Thursday, September 26th, 2019.

This toolkit covers the following details for being a Black & Orange volunteer host:

- Volunteer Host Responsibilities
- Staff Support and Budget
- Social Media
- Important Dates and Deadlines

Volunteer Host Responsibilities:

Black & Orange Parties could not happen without volunteers. Serving as a volunteer is a great opportunity to connect with other members of the L&C community in your area. Volunteer responsibilities include:

- Finding a restaurant/bar/lounge where you would like your city's group to gather. The space can be private, semi-private, or a designated area within a larger space; it should be free. Please keep in mind accessibility, transportation, and parking when determining a venue.
- Communicating with the Alumni office in a timely manner and providing us with a contact person for the venue in order to arrange drink payment.
- Setting up and checking people in at the Party. About a week before the event, you will receive a packet containing blank nametags, markers, drink coupons, and other materials - everything you need to host the event.
- Encouraging people to post photos on social media using the hashtag #lclblackorange.
- Sending the attendance sheet and photos to the Alumni Office within three days of the party.

Alumni Office Support and Budget:

Caroline Mead is the project manager for Black & Orange 2019 and can be reached at cmead@lclark.edu. If you have questions about hosting and would like to receive information on past party venues and attendance numbers, feel free to email her.

Additionally, the Alumni Office will:

- Send invitations and reminders to all alumni and parents of current students in your area
- Maintain RSVP lists and send them to you the day before the event
- Send a follow up survey to all attendees
- Send you a list of local alumni you can reach out to (if interested, this is not required)

There is no financial commitment to be a volunteer unless you wish to donate/host the cost of the appetizers or drinks for the group.

The Alumni Office has a limited budget, however, the office will provide one drink ticket per person that can be used to for one house wine, well cocktail, beer, or non-alcoholic beverage. You will need to provide us with a contact person at the venue so that we can arrange payment for each attendees' first drink.

Social Media:

During Black & Orange, social media is the thread which ties all parties together. Please take and share one group photo with the hashtag #lblackorange on either Facebook, Instagram, or Twitter or by emailing it to alumni@lclark.edu. As our staff will not be able to attend all parties, we rely on volunteers to take and share photos at Black & Orange parties.

Please note that photos must be made public. We cannot see posts on private accounts, nor can they be shared with the rest of the LC community.

Important Dates and Deadlines:

August 9th, 2019: Venue Location Secured

August 26th, 2019: First Invite Sent

September 5th, 2019: Black & Orange Packets Mailed

September 23rd, 2019: Registration List Emailed

September 26th, 2019: Black & Orange Parties

September 27th, 2019: Attendance Sheet and Receipt for First Round of Drinks Returned to Alumni Office