











REGIONAL CAREER EVENTS FUND TOOLKIT FOR CLUB LEADERS

The Alumni Association is accepting proposals for funding through our [Regional Career Events Fund](#), which will be awarded at the Alumni Association's discretion, in an effort to enhance or support career events (both in-person and virtual) or other activities that help accomplish key alumni career programming efforts via regional and affinity clubs. The AAUM Career Team will allocate funding on a rolling basis throughout the fiscal year to those that best meet the intended purpose.

The checklist below acts as a complete playbook for the execution of career events. Our hope is that by providing such support, alumni will get the career help they need. In addition, we hope our clubs will find the support they need to make career events a success.

-  **1 |** Select a topic ([list of sample topics](#)). Unsure of what topic to select? Move on to step two and consult with a coach to help you narrow down your focus. To give you an idea of what our coaches can offer, review this list of [select topics](#) they routinely present.
-  **2 |** If offering a career development workshop, recruit and secure a coach (consider using one of [our partner coaches](#)). If planning a panel/industry networking event, identify and secure volunteer speakers. (If you can't find a coach in your area here are some [guidelines](#)).
-  **3 |** Consider signing a contract with your coach/speaker and, if virtual, that you discuss recording the session. [Here is a sample](#), please COPY and customize. While not required, a contract helps to ensure all parties are aligned on expectations.
-  **4 |** Apply for funding (including a basic draft budget - here is a [sample](#)).
-  **5 |** If organizing an in-person event, secure your venue (try looking at venue finding sites like [Peerspace](#) or asking fellow club members for suggestions in your area).
-  **6 |** [Set up registration](#) with the Alumni Association (*required for domestic clubs).
-  **7 |** Promote the event in your club newsletter. If virtual, consider allowing other clubs to promote the event as well.
-  **8 |** Have the event, then let us know how it went! Email aaumcareer@umich.edu with some quick feedback.