

THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS
ALUMNI ASSISTANT FALL ACTIVITIES REPORT

Please return to OIP with Your 1st or 2nd Pay Voucher (Due no later than November 30).

Alumni Assistant's Name

CSU Campus

Indicate your IP activities by completing as appropriate:

1. **Distribution of Materials**

- ___ Permission to post obtained
- ___ Posters put up in student traffic areas
- ___ Posters put up in departments/classrooms
- ___ Brochures put on display
- ___ Pamphlets stocked in departmental offices
- ___ Replaced posters/restocked materials
- ___ Ordered new supply of materials from OIP
- ___ Create an Alumni Council
- ___ Other _____

2. **USING CAMPUS NEW MEDIA**

- ___ Contacted campus newspaper to ask for interview
- ___ Contacted other IP alumni
- ___ Made appointment for interview
- ___ Provided photographs(s)
- ___ Article appeared in newspaper (please attach!)
- ___ Put announcements in newspaper (please attach!)
- ___ Wrote letter to editor (please attach!)
- ___ Other _____

3. **CLASSROOM/GROUP PRESENTATIONS**

- ___ Assisted Coordinator in mailing to faculty
- ___ Enlisted assistance from IP Volunteers
- ___ Replies to faculty responses
- ___ Confirmed visits with faculty
- ___ Visited _____ classes (give number)
- ___ Visited _____ club/group meetings
- ___ Made record of each class/group attended
- ___ Other _____

4. **RECRUITING MEETING**

- ___ Assisted with meeting arrangements
- ___ Contacted IP Volunteers to participate in meeting
- ___ Participated in meeting
- ___ Other _____

IP Alumni Assistant's Signature

IP Coordinator's Signature / Date