

Freshmen Send-off Picnics are a great way to send off the students or freshmen attending a UT campus from your area in style. These Send-off Picnics can be as simple or creative as your chapter wants them to be. The Send-offs are a great way for students to meet other students attending the University and know that they have the support of a local alumni chapter in their area.

Some examples of Send-offs are:

- Ice Cream Sundae Social
- Potluck Picnic at a local park
- Barbeque Picnic
- Watermelon Social
- Cook-out at an Alum's house

What the Alumni Office needs to know?

- By **April 15th** the Office of Alumni Affairs needs to be informed if you are planning a Send-off in your area.
- Is this for Freshmen Only or All students coming back to school for the fall?
- Are you inviting alumni in the area as well?

Next Steps

- The Alumni Office of Alumni Affairs will then have each undergraduate campus, UT Chattanooga, UT Martin and UT Knoxville pull the list of students from your area attending these campuses.
- The Alumni Office will send a special invitation mailer to each student inviting them to the Send-off in their area. Your director will need all event details at least two months prior to the event to ensure proper delivery time of the invitation.
- The Alumni Office will prepare a package of items for the event to send you: nametags, information, possibly giveaways and t-shirts for the students in attendance.

Example Agenda

- Time of Meet and Greet/Social – have alumni introduce themselves to the students and introduce various students to one another
- President – Welcome and thank you for coming. The _____ chapter wants you to know as a student of a UT campus you have a support group here in your area of UT alumni if you ever have any questions/concerns, etc.
- Draw for some give-aways. (Campus Coupons)
- Pass out T-shirts