



The Office of Alumni Affairs will begin its first full year in the fall of 1998. All principals are encouraged to begin plans for establishing and promoting alumni relations within their schools. High school principals are the primary participants; however, feeder school principals are encouraged to establish an alumni program, also. Anyone that desires to begin an alumni association should notify the Office of Alumni Affairs. Assistance is available. It takes diligence to begin an effective alumni association, but the outcome is well worth the efforts. The following basic steps are suggested to begin an alumni organization.

- Research to locate existing alumni associations. Some groups do not contact the school.
- Locate reunion committee members to plan the effort. You must enlist alumni to steer the organization. The most willing classes are 20-30 years post graduation.
- Plan an event to attract alumni to begin a database. No charge events are the most attractive. Donations can be solicited at the event, if desired. Give six weeks notice.
- Survey your school to locate parent alumni and staff alumni.
- Begin a Future Alumni club. The students need to understand the necessity of “giving back.”
- Form an in-house alumni committee of three to support and connect alumni efforts to the school’s activities and missions.
- Plan an alumni induction for the next graduating class.
- Encourage or demand staff participation and support. Communication between alumni and school administrators, faculty, and staff is vital if a school wants to maintain an active and supportive alumni association. Compensate devoted participants.
- Support the Alumni Association of Detroit Public Schools.
- The guidance and support of the Principal is crucial.

Each high school should develop and support the following programs, beginning this fall, to ensure uniformity and longevity of alumni programs throughout the system.

### **Future Alumni**

#### *Mission Statement*

To positively contribute to the growth of this high school while developing leadership skills and encouraging parental involvement.

Future Alumni is a club that will encourage students to contribute to their school and community before graduating. It is recommended that this group consists of junior and seniors. A sponsor and officers are needed. The ideal sponsor is an enthusiastic alumni staff member. The group will be responsible for completing two major in school enrichment projects yearly, developing a database of senior students, researching and compiling a list of previously donated school gifts, and donating a current senior class gift. Further, the students must promote parental involvement beginning with their parents. They must research to locate alumni parents and encourage them to participate

in the growth of the school, parent group(s) and alumni association. Future Alumni clubs can also be developed at the feeder schools as service learning groups. Forms are available through the Office of Alumni Affairs

### **Parent Alumni**

#### *Mission Statement*

To support the missions and activities of both the school's parent, community organization and the alumni association

The Parent Alumni group can serve as a constituent group of the school's parent – community group. This group is connected to the host school in more than one way. They attended the school and have children that are or have attended the school. Many may even have siblings, grandparents or other relatives that attended their alma mater. This group can offer special contributions to both the parent group and the alumni.

### **Alumni Committee**

Each school should commit to the development of alumni relations by taking the responsibility to secure a committee of three persons to work with the Office of Alumni Affairs, Parent Alumni, Future Alumni and the school's alumni association. The suggested committee could include Future Alumni sponsor, Parent Alumni participant and other staff member. Most importantly, the committee members should be willing, enthusiastic and student concerned. Duties should include promoting the Future Alumni and Parent Alumni groups, assisting with an alumni database, surveying the staff to locate Detroit Public Schools graduates, improving communication, connecting all entities and staff support of events. At least one of the committee members should be appointed staff alumni liaison as a duty. This extra-curricular activity will involve additional time; therefore, other compensations may be given at the principal's discretion.

### **Alumni Induction**

Each school should develop an alumni induction pledge to be recited at the graduation ceremony by the graduating students. Alumni should be invited to participate in the pledge and induction portion of the graduation. The alumni committee can coordinate this effort. The Office of Alumni Affairs can advise. Currently, Cass and Mackenzie have induction ceremonies.

### **Alumni Association of Detroit Public Schools**

#### *Mission Statement*

To unite alumni of all Detroit Public Schools and provide a network to promote alumni participation, growth and longevity throughout the system, further to recognize those alumni who have made contributions to their alma maters and distinguished themselves in their careers or professions.

A city-wide alumni association, comprised of two members from each established alumni group, has been developed. Dues will be paid to the association by local school alumni organizations and individuals to support the central mission of the city-wide program. The first chairperson is Edward Deeb, President of the Michigan Food and Beverage Association. The association will operate as a separate entity.

An awards program will recognize the efforts of the most effective alumni clubs. An annual event will highlight the top contributing alumni associations as developed and determined by the city-wide alumni association.

### **Mackenzie High School – Alumni Affairs Pilot School**

Mackenzie High School has been selected as the alumni affairs pilot school. Mackenzie High School has two complete alumni associations that represent alumni from 1936 to 1998. New programs will be implemented at Mackenzie to develop a working system that can be duplicated by other schools and alumni associations. In the fall, Mackenzie will pilot a mentoring program. Mr. Bernard Bonam, Principal of Mackenzie, will serve as the liaison between the Office of Alumni Affairs and the high school principals. An elementary and middle school has volunteered to serve as feeder school pilots.

### **Office of Alumni Affairs – Beginning Procedures**

- ❖ *Preparing Forms and Applications*
  - Detroit Public Schools' Employee Alumni Mailing List Form
  - Detroit City-Wide Alumni Application
  - Sample Alumni Association Application
  - Future Alumni Application
  - Senior Future Alumni Exit Application
  - Alumni Parent Application
  - Alumni Association Questionnaire
  - Distinguished Alumni Questionnaire
  
- ❖ *Notifying each high school principal*
  - Cover letter
  - Concept Paper
  - Beginning Procedures Outline
  - Future Alumni Overview and Application
  - Alumni Parent Overview and Application
  - School Gift Program and Catalogue
  
- ❖ *Other activities include:*
  - Establishing a central contact phone number and address
  - Developing a website and E-mail address
  - Developing print-media campaign, Press Release
  - Structuring alumni feeder school programs to mesh with constellations
  - Locating faculty alumni advisors and/or sponsors

Developing an Alumni Pledge

Detroit Public High School Alumni Associations  
(Confirmed as of June 1998)

Cass Technical High School

Cooley High School

Crockett Technical High School

Denby High School\*

“Old” Eastern High School

Finney High School\*

High School of Commerce

Mackenzie High School\*

Miller Middle School (formerly, Miller High School)

Mumford High School\*

Murray Wright High School

Northeastern High School

Northern High School

Northwestern High School\*

Pershing High School

Redford High School

Southeastern High School

Southwestern High School

Western High School

- High school alumni associations currently receiving developmental assistance from the Office of Alumni Affairs

*Office of Alumni Affairs  
1998 – 1999  
Timeline*

<i>Start Date</i>	<i>Service</i>
4/98	Advising parties involved in developing alumni relations within the school community.
4/98	Improving and initiating general communication among all parties.
4/98	Assisting in the formation of alumni groups at all Detroit high schools.
4/98	Assisting in problem solving for alumni groups.
4/98	Assisting in the development of a non-profit, city-wide alumni association.
9/98	Developing city-wide Future Alumni groups of students at all high schools.
9/98	Developing standard forms for use by alumni groups.
9/98	Surveying Detroit Public School employees to identify alumni.
9/98	Surveying businesses to identify Detroit Public School alumni.
9/98	Developing programs to enhance alumni recruitment and involvement in schools.
9/98	Developing programs to improve parental participation within each high school.
10/98	Developing a newsletter publication for participating alumni organizations and alumni volunteers.
11/98	Coordinating efforts that promote community groups working together for the common cause of educating children.
1/99	Encouraging development of hall of fame programs.
1/99	Encouraging development of archive programs at each high school.
2/99	Coordinating a central archive program.
2/99	Researching, recording and encouraging senior class school gifts.

- 3/99            Developing elementary and middle school alumni programs for duplication.
- 4/99            Organizing the annual alumni awards banquet with the city-wide alumni association.

The Office of Alumni Affairs will assist any staff person, parent, community person, or alumni in the development of an alumni association.  
Schools Center Building, Room 434 \* (313) 494-6470

**Attachments to Policy 10.08:**            None

**See also:**                                        None

**Legal References:**                            None

**Labor Contract References:**            None