Affinity Group Requirements
In addition, an affinity group must meet these criteria:

- Receives authorization from their representing BYU department—the Affinity Group program is not designed for groups with no prior association on campus
- Operates as part of BYU Alumni and reports events and revenues to annually to retain active status
- Has a primary focus of supporting BYU—specifically the current campus organization it represents
- Supports current BYU students (even if the original club or group has since been dissolved)
- Is self-sustaining—BYU Alumni does not provide any direct financial support to affinity groups. Each group is to be financially self-supporting and operate on a break-even basis.
- Does not collect membership dues
- Involves at least three committee members including a designated group chair
- Does not sponsor public entities or create new programs, teams or performing groups

Resources for Your Affinity Group
To help your group succeed, BYU Alumni provides:

- Limited BYU Alumni staff support—consulting, web page assistance, on-campus services facilitation, consulting, and training
- Membership lists and record maintenance
- Templates—flyer, newsletter, invitations, registration forms, etc.
- A group Web page on the BYU Alumni Affinity Group site
- Online event registration, including credit card payment and registrant lists (add 2.5% merchant transaction fee)
- Replenishment grants fund management—to financially assist students involved in the interest group or college
- Networking opportunities with alumni and friends
Starting an Affinity Group—Checklist

☑ Obtain authorizing department endorsement

☐ Establish leadership

  Work with the authorizing department to select a chair or co-chairs. The chair then selects committee members consisting of at least three or four volunteers up to as many as are needed. Submit leadership roster to BYU Alumni staff.

  One person cannot and should not do it all. Other positions to consider:
  • Vice chair
  • Secretary/Treasurer
  • Activities Coordinator
  • Reunion Committee Chair
  • Replenishment Grant Coordinator
  • Student Mentor

☐ Create/refine a membership list

  The alumni records department may already have a list of your alumni. Work with Alumni Services staff to obtain and refine this list, which can also be used to contact potential committee members.

☐ Request a Web page

  BYU Alumni maintains a basic Web page free of charge. Contact the Alumni Services office for setup.

☐ Hold a committee meeting*

  Discuss objectives and goals of your group.

☐ Connect for Good—Develop, implement, and evaluate event plan*

  BYU Alumni can help connect you with campus resources.

☐ Communicate*

  Once the list is established, send some type of communication to your members advertising your event and letting them know you have formed an affinity group. Share stories and successes with BYU Alumni and your authorizing department.

☐ Meet regularly as a committee*

☐ Submit Annual Report

  Report annually to the BYU Alumni by January 30 to qualify for continued group eligibility and support

  1) A roster of volunteer leaders and contact information (especially email addresses)
  2) An activity summary—volunteer hours, attendees, successes, etc.
  3) A yearly action and activity plan that has been reviewed and approved by the authorizing department and BYU Alumni
  4) A financial summary of the group bank account (applies only to off-campus group accounts)
  5) Estimated volunteer hours for the year
  6) List of any replenishment grant recipients

* Repeat regularly to keep members engaged and on-campus entities informed.