**Alumni Affinity Group**

**Lifelong Learning Program Proposal**

**Please note the expectations for lifelong learning program proposals and complete the following details for your program. By submitting this proposal, you agree to follow these expectations.**

**Expectations**

* Submit lifelong learning program proposal (sharing vision, purpose, and audience) ***at least 60 days prior to the launch of the program*** to the Assistant Director, Volunteer Engagement
  + \*Please note: *The launch is defined as opening registration. DAA works under a best practice of providing at least three (3) weeks for promotion prior to the date of a program.*
* Fulfill the affinity group’s scope of work for each lifelong learning program
  + Discuss ideas for upcoming lifelong learning programs during planning meetings with respective Affinity and Regional Boards
    - Determine topics and/or themes that the affinity group would like to explore
    - Determine how program ideas support the priorities of the visions and missions of both the affinity group and the larger Duke Alumni Association (DAA)
    - Determine specific goals related to audience, interactions, and outcomes for programs
    - Determine necessary logistics to implement the program, including a suggested timeline
  + Review lifelong learning program ideas and details with DAA Assistant Director, Volunteer Engagement, including logistical needs and timeline protocols necessary for implementation
  + In conjunction with DAA staff, determine date or date range for lifelong learning program, allowing for appropriate timeline to coordinate logistics
  + Understand the scope of work assigned to all involved constituents

**Program Contact**: *This is the primary individual who will take the lead on this program. This is for our purposes. The Assistant Director and the respective affinity group email will be listed as the contact on the registration.*

**Name:**

**Email:**

**Phone:**

**Program Vision**

**What is your vision for this lifelong learning program? Please share a detailed outline of what you hope to implement.** *Be sure to incorporate topics of interest, possible formats, and ideal date(s)/time(s) (that align with the necessary timeline for program implementation) for the program.*

**Program Purpose**

**What is the purpose of this lifelong learning program? What are your goals and/or learning outcomes?**

**Program Details**

**Who is your primary audience for this program? Will it be targeted to your respective affinity group’s community or will it be open to all alumni? Is it a regionally specific or national program?** *Please indicate reasons why this is your primary audience.*

**How will the affinity group assess the fulfillment of the learning outcomes and the success of the program?**

**What do you believe is necessary to host this lifelong learning program (ie. virtual meeting, venue, recording, catering, etc.)? Is there anything else that you’d like to share regarding this program?**

**Connection to Affinity Group Mission**

**How will this lifelong learning program fulfill your affinity group’s mission? Why do you believe it is necessary to host this program?** *Affinity Group mission statements are included below.*

Duke Asian Alumni Alliance (DAAA): *DAAA is dedicated to building a unified Duke Asian/Asian-American community and providing opportunities for their social, personal, and professional development by engaging alumni, students, staff, faculty, and their surrounding communities. Our vision is to facilitate connections through meaningful programming as well as to engage in rich conversations around issues affecting this extensive and diverse group of alumni. DAAA membership is inclusive of all Duke alumni who identify as Asian/Asian-American across all undergraduate, graduate, and professional schools.*

Duke Black Alumni (DBA): *Duke Black Alumni (DBA) is an organization dedicated to maximizing the success of the University’s current and future Black alumni. DBA’s membership is multicultural, global and comprised of alumni across all undergraduate, graduate and professional schools.  With the benefit of key historical efforts, and the cross-sectional participation of students, faculty, staff, parents and friends, DBA will increase the engagement of its expansive Black community by: creating local chapters in every city that contains a critical mass of Black alumni; establishing engaging programs for the social and professional benefit of its alumni; building deep and lasting relationships between Black alumni; fostering meaningful ties with students to attract, support, develop, and empower the next generation of Black alumni; structuring consistent communication with alumni and campus stakeholders to highlight noteworthy achievements and events; and facilitating the expansion of financial and intellectual giving from Black alumni for the betterment of the University.*

Duke University Hispanic/Latino Alumni Association (DUHLAA): *The Duke University Hispanic/Latino Alumni Association (DUHLAA) is dedicated to promoting the best interests of the University by assisting it in tending to the needs of its Hispanic/Latino community and alumni. DUHLAA’s goals include providing communication among and services for Duke’s Hispanic community and alumni, assisting in recruitment of Latino students, faculty and administration, and supporting the university’s efforts to increase sensitivity toward the culture and interests of its Hispanic community and alumni.*

Duke LGBTQ Network: *The Duke LGBTQ Network is an organization dedicated to serving the lesbian, gay, bisexual, transgender, and queer (LGBTQ) community of the University. The Network welcomes alumni, students, faculty, staff, and friends of Duke. The Network’s purposes include: building connections among Duke’s LGBTQ community and its allies; maintaining and expanding the network of LGBTQ alumni; advocating for a non-discriminatory and divers academic, living, and working environment at Duke; supporting the Center for Sexual & Gender Diversity (CSGD) and its affiliated student groups through programming and networking; providing professional and social opportunities for LGBTQ members of the Duke community around the world.*