

Your Alumni Relations Toolkit

Who are Alumni Relations and what do we do?

The Alumni Relations team sits within the Campaign and Alumni Relations Department (CARO). We are here to support graduates to fulfil their career potential, become part of a global community and help make connections through networking occasions, reunions, special lectures and exclusive events.

We can help you enhance your students' experience and provide employability support through sourcing:

Speakers to aid employability	for events including the 'Where are they now?' series and 'Spotlight on...' events which showcase alumni success and potential career paths for students
Ambassadors to aid recruitment/conversion	for events including UCAS Visit days and offer holder events (UK and international)
Speakers as part of your curriculum	for guest lectures or to deliver 'real world'/industry examples
Alumni profiles	marketing materials to aid recruitment of prospective students and to identify alumni with interesting careers who could be good volunteers
Alumni e-mentors	to provide your students with easily accessible online mentoring programmes
Alumni representation on advisory boards	to support faculties with strategic direction

Please note this list is not exhaustive and we can work with colleagues in Volunteering to develop new roles if required.

We can also provide:

- Some financial support for engagement
- Communications support e.g. distributing your school's alumni related news
- Event promotion e.g. promote public lectures, departmental events etc. via our online resources
- Social media support e.g. help manage department specific LinkedIn pages, to ensure the network is genuinely made up of Nottingham alumni
- Event support e.g. key milestone celebrations, reunions or annual dinners
- Graduation support e.g. assistance with celebration receptions

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Why involve Alumni Relations in your engagement with alumni?

If we are aware that you are in contact with alumni we will be able to offer our services and help maximise your engagement. We have a large, comprehensive database of alumni, with records of their preferences on the type of communications they wish to receive, which means we are able to target our communications appropriately, without breaching data protection legislation.

It is important to know if alumni are in contact with the University - especially if alumni are volunteering, as all volunteers at the University should receive the same stewardship. We do this centrally through CARO to ensure all volunteers are thanked in the same way and to keep a record of who is volunteering. For further information regarding volunteering please visit the [Give your time: Staff resources](#) on Workspace.

Your Alumni Relations contacts:

Kate Amar

Alumni Relations Manager
Responsible for recent alumni (last two decades)
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Stephanie Hambling

Alumni Relations Officer
Responsible for facilitating schools and departmental engagement
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What to do if you are planning alumni engagement:

If you are planning on engaging with alumni, or have any questions or ideas regarding alumni engagement, please contact either [Kate](#) or [Stephanie](#) and we will schedule a meeting to discuss your requirements.

Please be aware the Alumni Relations team receives a high volume of requests from all University departments so the earlier you can let us know about your requirements, the more we will be able to help.

If you require speakers we ask for at least 10-12 weeks' notice to allow time to source volunteers.

If you have any questions, please do not hesitate to get in touch.