**Alumni Development Program Minutes**

**[Insert region]**

**[Insert date of event]**

**General Event Information**

Identify what the event was (e.g., meeting, advocacy activity), where it was held, and at what time it was held.

**Alumni in Attendance**

List the chapter members who attended, using information from the sign-in sheet for alumni.

**Non-Alumni Who Participated**

List non-alumni who participated in the event using information from the sign-in sheet for participating non-alumni e.g., alumni’s family members who did not go through the Board’s training programs but participated in the event. Exclude family members who were present but did not participate e.g., an alumnus’ mom who drives the alumnus to a chapter meeting and waits to drive the alumnus home.

**Summary**

Summarize what occurred at the event and any known outcomes of the event e.g., any decisions that were made at a meeting, whether legislation that was being advocated for at the event was ultimately passed.

**Next Steps**

Describe the chapter’s next steps to further develop the chapter and/or advocate for systems change.