



**Yale Arab Alumni Association
Representative Handbook**

2007-2008

WELCOME

Welcome to the Yale Arab Alumni Association (YAAA), Ahlan wa Sahlan!

The YAAA serves as an international network for Yale alumni, students, faculty, and affiliates with an interest in the Arab World. We are the mobile community of Arab nationals, Arab-Americans, and Americans, building an interface between Yale and the Arabic-speaking Middle East. We have our work cut-out for us: to bring more Arabs to Yale, and to turn Yalies into Arab allies by helping them find transformative experiences in the Arab World. We hope that you will share our enthusiasm and that we can work together to achieve these goals.

We are delighted to have you join us as an *Alumni Representative*, and look forward to your invaluable contribution in growing our global community.

Sincerely,

Founding Board

Paige Austin, DC '06

Omar Christidis, MC '06, SOM '07

Eyad Houssami, ES '07

Rasha Khoury, YSM '08

Yusuf Samara, DC '05

YAAA GOALS

- Connect Yale and the Arabic-speaking Middle East by functioning as a centralized portal for resources and a forum for exchange
- Develop and distribute a semi-annual newsletter for alumni
- Provide information and resources for Arab high school students interested in applying to Yale
- Assist current Yale students, faculty and affiliates in identifying exchange, study abroad, or internship opportunities in the Middle East, and
- Provide career mentorship and other support to current Arab students at Yale and the Yale Arab Students Association.

YAAA STRUCTURE

- **Advisory Board:** Provide expertise, advisory support and credibility
- **Executive Board** (online): Manage the website, alumni database, e-newsletter, and coordinate between Yale and local alumni. Contact the Executive Board at board@yalearab alumni.com.
- **Alumni Representatives:** Plan and execute local activities, and act as a source of local knowledge for Yale affiliates and prospective students.
- **Members:** Update personal contact information on website, receive newsletter, and attend events.

ALUMNI REPRESENTATIVES

As an *Alumni Representative* we ask that you assist YAAA in the following ways:

- Provide your name and contact information for listing on our (protected) website
- Become the contact person for Yale graduates and prospective students in your area.
- Connect YAAA members with each other
- Recruit, interview and advise prospective students
- Plan and fundraise for local YAAA events.
- Interface with the YAAA executive board

YAAA Reps should be well informed about the different aspects of Yale University to effectively serve as a local contact person. While *Alumni Representatives* are not expected to be experts on every program, they should be able to refer people to the appropriate University office or department: Office of Admissions, Office of International Students and Scholars, etc. It is also important for Reps to understand general admissions and financial aid guidelines.

We expect this position to require a modest time commitment of 5 hours per month, and Reps have the full flexibility in choosing how to contribute. Each Rep's contributions will be published on the YAAA website as a part of their profile.

SUPPORT FOR YAAA REPS

The YAAA Executive Board will coordinate between the Yale administration, the YAAA Reps on the ground, and the Arab alumni community at large. It will support the YAAA Reps by:

- Maintaining a contact list of current *Alumni Representatives* and members on the website
- Advising on program and event organization
- Promoting Alumni activities on the YAAA website and through the e-newsletter
- Providing updated name and address lists when requested for specific purposes
- Assisting in reserving selected facilities at Yale

Since the YAAA is a nascent organization, there are currently no funds for local events. For the time being, activities planned by YAAA Reps should be financially self-sufficient (through tickets, sponsorships, etc).

IDEAS FOR YAAA ACTIVITIES

YAAA Reps have total flexibility in choosing their contribution to the community, based on their personal interests. Here are some suggestions for activities that you can organize as a Rep:

For the community of affiliates and alumni:

- Welcome gatherings for new alumni
- Professional development workshops (e.g. career panels, internship presentations, etc)

- Networking receptions at local theaters, galleries, cafes, restaurants, hotels
- Group attendance at cultural and community events (e.g. music festivals, gallery openings, theater, etc)
- Co-sponsor a local event by attaching YAAA's name to a musical performance, play, film, etc.
- Assisting Yale affiliates traveling in MENA, and connecting them with other local alumni
- Invite visiting Yale affiliates to speak about their work
- Write articles for the e-newsletter; contribute to the website by posting articles, events, and opportunities

For prospective Yale students:

- Plan and attend recruiting sessions at local high schools, universities or cultural centers: discuss Yale's academic programs, extracurricular life, admissions, financial aid, etc
- Participate in college and graduate school fairs
- Coordinate recruiting sessions / fairs with other Arab alumni associations (Harvard, MIT, etc)
- Provide application guidance and offer to connect prospective students with current students (through the ASA) for mentorship throughout this process.
- Interview prospective students
- Make congratulatory phone calls to admitted students, and be available to answer questions and encourage them to choose Yale. Put them in touch with other YAAA members in your area.
- Organize send-off gatherings for admitted students bound for Yale

BECOME A YAAA REP

The YAAA will be meaningless if it is just a website and a few involved people. Our hope, instead, is that it will become an active community, a network of invested individuals working towards a shared vision. If you have not already signed up to be a YAAA Rep, please email board@yalearabalumni.com with the following information for inclusion on the website:

- Hometown
- Current location
- Yale affiliation
- Brief (50-word) biography
- Picture

Please do not hesitate to contact us with comments or questions.