

# Alumni Exit Form Guide for Collegiate Clubs

## What is an Alumni Exit Form?

An Alumni Exit Form is a short survey that graduating or departing members can complete before leaving their club. It helps your club stay connected and grow beyond current members, building a strong foundation for the future.

## Why Your Club Should Use One

Collecting alumni information is one of the easiest ways to strengthen your club long-term. An exit form helps you:

- Stay connected with alumni after graduation
- Build a network for mentorship, fundraising, and future support
- Show growth and impact to your university or governing body

## What the Form Can Include

Your form should be quick and simple (less than 5 minutes). Recommended sections:

1. Basic Information
  - Name
  - Personal email (not school email)
  - Graduation year
2. Club Involvement
  - Years in the club
  - Leadership roles held
3. Experience & Feedback
  - What they gained from the club
  - Suggestions for improvement
4. Post-Graduation Plans
  - Job, grad school, or other plans
  - Career field or interests
5. Alumni Engagement
  - Interest in staying involved
  - Willingness to mentor or support the club
  - Preferred way to stay in touch

## How to Use the Form

Be sure to send the Alumni Exit Form out before graduation. Keeping it short and easy to complete will help increase responses. By consistently collecting this information each year, your club can build a strong alumni network and create lasting opportunities.