



## Contact the GIA Alumni Association:

Phone:

**800-421-7250 ext. 4145**

outside the U.S. and Canada  
760-603-4000 ext. 4145

Fax:

**760-603-4199**

E-mail:

**alumni@gia.edu**

Web site:

**www.gia.edu**

## It's as easy as 1, 2, 3 ...

**1**

### Contact the Alumni Association office

- a. Find out if there is a chapter in your area. Visit [www.gia.edu/alumni](http://www.gia.edu/alumni) and click on "Worldwide Chapters."
- b. If there is not a chapter, contact us to find out how many graduates are in your region.
- c. Determine if an adequate number of graduates live in your area to be able to hold well-attended meetings. If so, you may want to find a coach on our Web site who will provide support to establish your chapter.

**2**

### Notify the graduates in your area

- a. Contact us and we will send an e-mail to the graduates in your area to notify them that you are starting a new chapter.
- b. Ask for volunteers to help run the first meeting.

**3**

### Schedule your first meeting

- a. Secure a convenient venue.
- b. Set the date, time, agenda and meeting fee (if any), by using our meeting announcement template. The Alumni Association will e-mail the announcement to the graduates in your area.
- c. Chair the meeting.
- d. Elect or appoint volunteer officers to help run the chapter.
- e. Notify the Alumni Association that the chapter is established and forward names and titles of officers. Please do so within 30 days.

***Congratulations! You're on your way.***

## Welcome!

GIA encourages the establishment of new Alumni Association chapters worldwide. The GIA Alumni Association provides networking, educational and leadership opportunities to GIA alumni. Anyone who has earned a GIA certificate or diploma, or has completed a GIA School of Business course, qualifies as a GIA Alumni Association member.

GIA Alumni chapter meetings are open to all members. Nonmembers are also welcome, which supports the Alumni Association's goal to promote public outreach and stimulate interest in gemological education.

Alumni Association staff support Alumni chapters through a variety of programs and services. They assist with chapter meeting communications, maintain a Speakers Bureau and other resources, and administer an annual Achievement and Leadership Awards process.

The GIA Alumni Association maintains an Online Speakers Bureau that lists speakers in your area. GIA's instructors, research scientists and other staff members also travel throughout the year and may be available for speaking at your chapter events.

Officers of established chapters are available to coach new chapter leadership and share ideas, resources and expertise. To connect with a coach, go to [www.gia.edu/alumni](http://www.gia.edu/alumni) and click on "Worldwide Chapters."

## Chapter Responsibilities

- Hold regular meetings; send members\* advance notice of time, date and topic via e-mail, and copy [alumni@gia.edu](mailto:alumni@gia.edu).
- Provide education, speakers and networking opportunities to attendees.
- Bestow annual Achievement and Leadership Awards to qualified members and officers.
- Routinely communicate activities and election of new officers to the GIA Alumni Association.
- If a GIA school is located nearby, coordinate and work collaboratively with the leadership of the school.

\* *Always use the blind copy feature in your e-mail program so members' e-mail addresses remain private.*

## Chapter Guidelines

### Linking to GIA

Many of our friends, graduates and supporters have asked about linking their Web pages to GIA's Web site.

We have also noticed an increase in the use of our name in links without our permission. In order to guarantee consistent and proper usage of links to GIA, we're pleased to offer you this "To Learn More About GIA" button as a convenient, graphic and proper way to display a link to GIA. To get the button and copy the link, visit [www.gia.edu](http://www.gia.edu) and click on "About GIA."



## Names, Trademarks and Copyrights

GIA's names and logos, like those of most organizations, are valid trademarks and may not be used in your advertising. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and certain printed forms used by GIA, the GIA Laboratory and GIA Instruments), which may be used only by obtaining prior written consent from GIA. For detailed information please visit [www.gia.edu](http://www.gia.edu) and click on "About GIA."

## Officer Recognition

Newly elected or appointed officers will be recorded in the Chapter section of the GIA Web site. Please submit your new officers' photos and information to the GIA Alumni Association within 30 days of electing new officers.

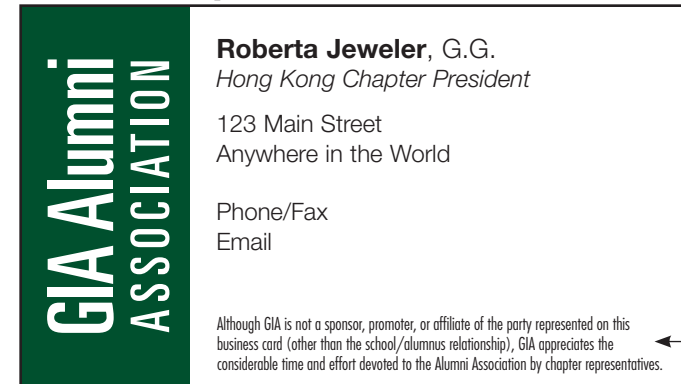
## Limitation of Liability

Notwithstanding anything to the contrary stated elsewhere in this manual, or in earlier editions of this manual, or otherwise, neither GIA nor the Alumni Association or any of its respective officers, directors or affiliates are in any way responsible for physical or financial injury or damage to any person(s) or property occurring in the course of or in connection with any chapter activity, whether such is brought by a chapter member or others. For questions or suggestions regarding this matter please contact the GIA Alumni Association. A 24-hour voice mail service is available by calling (760) 603-4000 or toll-free nationwide (800) 421-7250. The fax number is (760) 603-4199. E-mail can be sent to [alumni@gia.edu](mailto:alumni@gia.edu).

## Chapter Business Cards

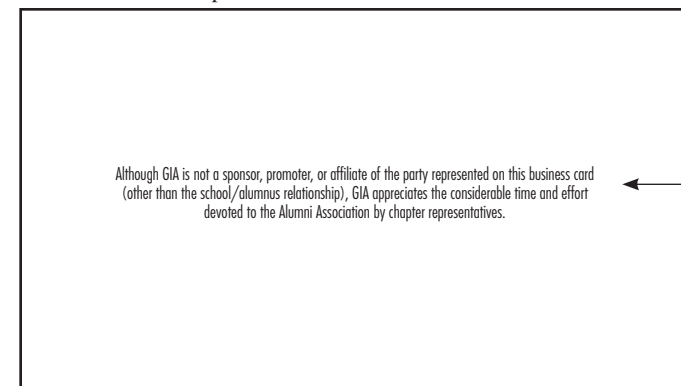
This is an example of the approved layout and wording for chapter officer business cards. The disclaimer **must** appear on your card.

Front - Disclaimer option 1



Disclaimer

Back - Disclaimer option 2



The official **color** for GIA Alumni Association cards and materials is PMS 3435 green, used alone or in combination with black ink. The preferred typeface for the Association **name** is Univers Ultra Condensed. On the balance of the card, we suggest basic sans serif fonts like Univers, Helvetica, Arial or Futura, using condensed versions where necessary to fit.

For more information, contact the Alumni Association.



## GIA International Alumni Awards Program

Each GIA Alumni chapter is asked to participate in the annual GIA International Alumni Awards program. The process begins with your internal nominations. Each chapter will name one Alumni Achievement winner and one Alumni Leadership winner.

### Chapter Awards

Chapter members will vote for their colleagues who best fit the criteria for the *Alumni Achievement Award* and *Alumni Leadership Award*. Nominations are due to the Alumni chapter president by July 1. The names of the winners in each category should be submitted to GIA by Aug. 1. The chapter president should present the awards at a chapter meeting in the following months. (Award certificates will be supplied by the GIA Alumni Association.)

### Criteria for Chapter Awards

The *Alumni Achievement Award* will be presented to a chapter **member** who:

- Demonstrates and promotes integrity, ethical business practices and professionalism.
- Is dedicated to achievement in the gem and jewelry industry, academics (continuing education) and chapter activities.

The *Alumni Leadership Award* will be presented to a chapter **officer** who:

- Demonstrates mentorship, welcomes new members, advances GIA's nonprofit mission and promotes an active, growing chapter through innovative programs and activities.
- Promotes continuing education for members.
- Sets an example for chapter membership by demonstrating integrity, ethics, professionalism, leadership and commitment to maintaining and enhancing a vital, dynamic chapter.

### International Alumni Awards

Names of chapter awardees must be submitted to the Alumni Association by Aug. 1. Officials from the Institute's Advancement and Education departments will meet with the Alumni Executive Council to select an award for *International Alumni Achievement* and an award for *International Alumni Leadership*.

These awards will be presented at the Alumni Association's Auction and Dinner Dance during the Tucson gem and mineral shows in February. All individual chapter winners will also receive recognition.

For detailed information on the Awards program, visit [www.gia.edu/alumni](http://www.gia.edu/alumni).

## GIA Alumni Association Programs and Services

- Chapter meetings
- Networking events
- Continuing Education courses offered through GIA on iTunes U
- Seminars and symposia
- Personalized membership card, window decal and counter display
- Listing in the searchable GIA Alumni Online Directory
- Carat Point system to recognize participation
- Annual Leadership and Achievement Awards to recognize ethics, professionalism, education and leadership
- Free subscriptions to:
  - *The Loupe: GIA World News* and *Loupe Online*
  - *GIA Insider*, GIA's bi-weekly e-mail bulletin
  - *alum.connect* the Alumni Association's e-newsletter
- A one-year special subscription price (new subscriptions only) to *Gems & Gemology* and a 10 percent discount on back issues, laminated reference charts and file cases
- Online job search through GIA Career Services
- Career Fairs
- Alumni Travel Program opportunities
- Alumni-to-Alumni Benefit Program, which features discounts on services provided from one Alum to another
- Speakers Bureau, which lists industry professionals available to give lectures to your chapter
- Bank of America credit card opportunity (USA only) to help support GIA Alumni Endowment Fund
- Research privileges at the largest gemological library in the world – The Richard T. Liddicoat Gemological Library and Information Center
- Participation in the Student Equipment Loan Program
- Discount on “Focus on Gems” CD lecture sets through the Visual Resources Library
- And more ...



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