

Summer Send-Off

What Is Summer Send-Off?

Every summer, California State University Maritime Academy offers its incoming freshmen and transfer students the unique opportunity to meet their fellow classmates and become a part of the Keelhauler family early through our Summer Send-Off program. Participating in the Summer Send-Off program is a great experience, and will provide students and parents with:

An opportunity to celebrate their membership in the Cal Maritime family.

When a student begins their academic career at Cal Maritime, they immediately become a part of a larger whole, gaining access to the support and guidance of other current students, parents, faculty, and alumni. These introductory events serve as a great opportunity for incoming students and parents to learn more about what life at Cal Maritime will look like through the advice and experience of upperclassmen, alumni and parents.

A first introduction to other members of the Cal Maritime family from their area.

Oftentimes, students who attend Cal Maritime come from similar areas, and we encourage students and families to take advantage of this as they prepare for college. Students can begin to plan social gatherings on campus to ease their transition, organize trips home during the year, build foundations for study groups, and start to form key relationships that will last through their college career and beyond. This is also an opportunity for parents to meet each other to share their questions, concerns, and excitement with one another.

A realization that home never leaves you.

Summer Send-Offs create the beginnings of a support system that eases the anxiety of leaving home and heading off for college life.



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Hosting Checklist

- ❑ Contact the Office of Alumni Relations at alumni@csun.edu about hosting a Send-Off event
- ❑ Plan the details of your event (location, time, date, food)
- ❑ Submit confirmed event details and budget proposal to the Office of Alumni Relations
- ❑ Purchase materials for your Send-Off event (decorations, tables, chairs, food, music)
- ❑ Make any final preparations set up on the day of the event
- ❑ Have a great time hosting your event and fielding questions!
- ❑ Clean up from event
- ❑ Send follow-up information to the Office of Alumni Relations (feedback form, registration sheets, pictures)

Why Become a Host?

Our Summer Send-Off program is run by a number of dedicated alumni and parents all over the country who volunteer to host local get-togethers that connect incoming students within their region. These events provide students the perfect opportunity get to know one another, network with current students and alumni, and enjoy an afternoon forming a lasting support network before classes even start.

We would love to partner with you as a host of one of our Summer Send-Off programs! If you are interested in being a part of this program, please let the Office of Alumni Relations know by e-mailing alumni@csun.edu. Then, begin planning your event! Important information regarding the program and a helpful planning checklist are provided on the next pages that will help guide your planning process.

“Meeting fellow cadets and connecting with alumni at Summer Send-Off means you have already started to build your network, before ever leaving home.”

- Sean Connelly, Alumni & Host

Important Planning Information

Cal Maritime wants to make sure that your Send-Off goes as smoothly as possible. On this page you'll find information on everything you need to know to plan a successful event!

Event Details:

As the host, you will decide the date, time, and location of your Summer Send-Off event. While we encourage you to plan your event in late July or early August as a timely way to get students excited about their transition to Cal Maritime, please choose a date and time that are convenient for you.

Marketing, Invitations and RSVP Management:

Cal Maritime's Office of Alumni Relations will take on all marketing and RSVP management responsibilities. Throughout the summer, students and parents will receive at least four emails with detailed information about the event and a link to RSVP through. Once students have confirmed their attendance, they will receive an additional two reminder e-mails closer to the date of the event. Please note that our online registration closes one week before the event. While participants are still welcome to register after the online registration has closed, it will be done manually by the Office of Alumni Relations.

Financial Information:

Cal Maritime greatly appreciates the support that you are giving to the university by hosting this event. We have limited funds set aside to support our Summer Send-Off programs, and ask that you please submit a budget detailing the amount of money you anticipate spending on the event. Once your budget has been approved, the funds that you put toward the planning and execution of your Summer Send-Off will be counted as a gift-in-kind donation, and Cal Maritime will happily provide you with a gift-in-kind letter for your services.

Support from Cal Maritime:

We are dedicated to supporting you throughout the planning process, and in addition to answering any questions you may have as you plan your event, Cal Maritime will support you in the following ways:

- At each location, we will try to provide you with at least one university representative, one current cadet, one past/current parent, and one alumnus/alumna. If we cannot find volunteers to fill each of these roles, you will be notified five days before your event.
- A list of helpful documents are linked on our Summer Send-Off website that you will be able to refer to as you plan your Send-Off, or that you can provide to students and family members attending your event regarding the college transition.
- Biweekly RSVP updates will be sent to you via e-mail.
- An event kit containing nametags, a check-in list, and any other materials will be mailed to you five days before the event.

Feedback:

Once you have successfully hosted your event, we would love to know how it went! After your event, please e-mail alumni@csum.edu any pictures you took, check-in information (from all participants, even if they did not register), and a completed Summer Send-Off Host Feedback Form, which you can find at alumni.csum.edu.

Frequently Asked Questions and Helpful Tips

How much does Summer Send-Off cost for attendees?

In order to keep Send-Off events inclusive and accessible, guests will not be charged to participate.

Where are the best places to host a Send-Off?

Common venues for these types of events include your own home, a local park or a restaurant. Considering that we are a maritime academy, hosting your event at a nearby yacht club would help you to create an event that can accommodate your guests and that speaks to the maritime focus of our University.

What are some tips to keep costs down?

Previous hosts have recommended cutting costs by catering the event with a local vendor and having the Send-Off coordinator do the food pickup instead of deliveries. You might also want to consider hosting a potluck where guests bring food to share, so you would only need to provide drinks and tableware.

What kind of food is typically served?

The main focus of these events is the connections that will be forged, so you could consider keeping the food menu simple. Some suggestions include a build your own ice cream sundae bar, pizza, barbeque items, potlucks, or anything catered from a local vendor.

Contact Us

Give us a call for if you are interested in becoming a host and would like to learn more:

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