



Bryn Mawr  
Alumnae Association  
**REUNION**

Planning Handbook



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## Introduction Letter

Dear Reunion Volunteer,

Thank you for your commitment to your class and the College. Your involvement in the Reunion planning process is the essential ingredient in a unique and wonderful mix that brings together old friends and new acquaintances across many generations.

Reunion is the single largest event hosted on the Bryn Mawr campus annually, and its success is the result of the coordinated efforts of many people who represent all segments of the community. In this way, it is also the most special event at the College.

Your job as a Reunion planner is to inspire your classmates to attend, to welcome them back to Bryn Mawr, and to highlight the College's continuing commitment to the intellectual and social values which bring generations of extraordinary women together here.

In the coming months, please use the Alumnae Association staff as a resource, and allow their experience in planning Reunion to benefit your process. They are here to coordinate the Reunion program, by working closely with you and the departments on campus, and to guarantee a weekend that best celebrates all aspects of the community. While the details and logistics vary dramatically over time, it is the abiding sense of community that remains the central focus of this event. We encourage you to maintain this sentiment as the touchstone of your planning.

Good luck with the coming year.



Eileen P. Kavanagh '75  
Alumnae Association President



Sally Bachofer '97  
Executive Board Representative for Reunion & Class Activities

## Alumnae Association Contact Information

As you embark on this journey making plans for your next Reunion, remember that we are here to assist you in any way that we can. Please call us any time with questions, and don't forget to keep an eye on our website: [www.brynmawr.edu/alumnae/reunion](http://www.brynmawr.edu/alumnae/reunion) for the latest information.

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# Planning Overview

## Form Class Reunion Committee (one year prior to Reunion)

- Attend Alumnae Volunteers Weekend the fall before Reunion planning begins.
- Call a meeting of the Reunion committee you formed.
- Class letters, including post-Reunion letter
- Questionnaires
- Mementos
- *Reunion Book*
- Hospitality Suite (food, memorabilia, photo exhibits, keepsakes).
- Class Meeting (presentations, classmates' letters, special guests).
- Networking and Phonathons (see below).
- Memorial Service.
- Nominations for Next Slate of Officers (make sure anyone nominated has agreed to run and has a "job description" of the office).

## Spread the Word and Encourage Attendance

The following are a few ways you can inform classmates about their upcoming Reunion and encourage them to attend.

- Regional mini-reunions.
- Hold a Phonathon to spread Reunion news to classmates. You can arrange to make calls from the Alumnae Association office or from the homes of the Reunion committee members. You may want to divide classmates into regions and assign local phone volunteers as well.
- Organize a networking party and write personal notes and letters to classmates.
- Form regional groups to contact classmates in key geographical areas.
- Be sure to coordinate with your Fundraisers.

## Prepare for the Big Day

- Attend (or select someone to attend) the pre-Reunion orientation meeting on Friday.
- Assign a representative to meet, greet, and host special guests—particularly faculty—at your class events.
- Shop and arrange for the hospitality suite set-up on Friday.

## Follow-Up

- Evaluate all aspects after Reunion and encourage classmates to fill out the Reunion Weekend Evaluation (emailed after Reunion to classmates who attended Reunion).
- Turn over leadership to new class officers and act as a resource for them!
- Send a post-Reunion letter to classmates with Reunion highlights or a full report (coordinate with Class Editor and President).

## Accounts

- Each class has its own account at the Alumnae Association to which class activities fees and memento earnings are credited. It is from this account that the class pays for its Reunion costs, as well as interim activities.
- Since we do not charge class dues, the primary method of funding Reunion Activities is through Reunion registrants.
- Accounts are settled after Reunion, when all bills and reimbursement requests have been filed, by the second quarter of the fiscal year (August). The amount remains earmarked for class activities in the Alumnae Association's budget, but does not accrue interest.

# Reunion Manager Planning Schedule

## October: Fall Letter

Reunion Managers/Class Presidents send fall letter to Alumnae Association office by **October 7** to be emailed to those with email and paper mailed to your class who prefer paper (see sample fall letter included in appendix). The Alumnae Association Office will handle the processing and mailing of this letter. The purpose of the first letter is to:

- Stir up interest in attending Reunion
- Gather suggestions for a class meeting
- Include *Reunion Book* information/survey (if applicable)
- **Slate of nominees**
- Start thinking about memento
- Per your request, include a list of lost classmates asking for help in locating them (the Alumnae Association office will enclose this list with your letter).

## January: Program and Mementoes

- Submit all information to be communicated to your class for the Reunion Program to the Alumnae Office by **January 13** (special class programs, memento description and prices, etc.).
- Reunion Managers/Class Presidents should contact Debbie Cascarino in the Bookshop to finalize memento order (optional) if using the bookstore as a vendor (610) 526-5321. This deadline is imperative in order to include your memento in the Reunion Program and on the registration form. Any information received after this deadline cannot be guaranteed space in the Reunion Program or registration form.

## February: Spring Letter

Reunion Managers/Class Presidents send second letter to Alumnae Association office by **February 10** to be mailed to class. This letter should:

- Provide more information about individual class plans.
- Make a second request for biographical information for *Reunion Book* (if applicable).
- Provide information on class memento (if applicable).
- Discuss inviting individual faculty members to meals.
- **Include Election Sheet for New Class Officers.**

## March: Election Results and Step Sing Song

Contact Alumnae Association office with **election results** by **March 12**.

Alumnae Association office will send each Songmistress a letter with the table of contents from the master *Reunion Songbook*. At this time, the Songmistress will be asked to review the list and inform the Alumnae Association office of the song the class will sing at Step Sing by **March 30**.

## April: Reunion Program

The first week of April, The Alumnae Association office will mail Reunion Program and reservation form to all Reunion classes.

## May: Final Planning Meeting and Thank You lunch

Friday of Reunion, attend final Reunion planning meeting and Thank You luncheon.

# Reunion Manager Planning Schedule *continued*

## June: Reunion receipts and bills

By 2nd week of June, send Reunion bills, with receipts attached, to Alumnae Association office for processing.

## July: Post Reunion Letter

By 2nd week of July, submit post-Reunion letter to Alumnae Association office.

## Responsibilities

### Volunteer Responsibilities

- Class communications
- **Elect New Class Officers**
- Encouraging attendance through personal contact
- Content and format for class activities listed in Reunion Program
- Hospitality Suite
- Mementos (optional)
- *Reunion Book* (optional)
- Websites and Athena's Web groups (optional)
- Faculty/emeriti hostessing (optional)
- Welcome classmates back to campus

### Administrative Responsibilities (those things under the Alumnae Association office's discretion)

- All-College programming and events
- Meals, menus and catering
- Pricing (events and weekend packages)
- Space assignments (including class dorms, dorm rooms, all meal and activity locations)
- Reservations & payment
- Event communications (Reunion website, *Reunion Program*, May e-updates)
- Equipment (rentals, A/V, etc.)

## Class Meeting and Election of Officers

### ELECTED POSITIONS

**Class President:** acts as the chief administrator of the class, writes an annual letter, and appoints alumnae to new or vacant positions as needed. Must attend a volunteer training session 18 months before Reunion or as stipulated by the Executive Board of the Alumnae Association.

**Reunion Manager:** serves as the liaison between the Alumnae Association and the class for the purpose of Reunion Planning. Must attend a volunteer training session 18 months before Reunion.

**Annual Fund Class Chair:** works with the Resources office to coordinate class fundraising efforts on behalf of the College (not an Alumnae Association position). Writes annual and/or Reunion appeals. Must attend a volunteer training session as stipulated by the Resources office.

**Class Notes Editor:** collects news from classmates and writes a bi-annual column for the *Alumnae Bulletin* quarterly magazine.

**Songmistress:** elected by the class to preserve class songs and lead class at Reunion Step Sings (must attend next Reunion).

**Webmistress:** builds and maintains a class website and/or other technological forms of communications for the purpose of class correspondence.

## **Class Meeting and Election of Officers *continued***

### **Goal:**

To elect class officers who are willing to serve, are representative of the entire class, and are the best possible persons for each job.

### **Procedure:**

- (1) The Class President appoints nominating members. Members should have broad knowledge of their classmates.
- (2) The Nominating members have the option of contacting current class officers to see if they wish to continue in their positions. Since it's best to involve as many classmates as possible, the members may decide to turn over all (or a majority) of the positions. Once it is determined what offices need to be filled, the members meet in person or by phone to nominate classmates for the jobs. These classmates are then called to see if they are willing to serve. The members may solicit volunteers or suggestions from the class.

**Please do not forget to return your completed election form to the Alumnae Association office by March 12.**

### **Class Program**

Some classes choose to organize a formal program, often during or following the class meeting. This can be in the form of a panel, round table, an outing, a discussion group with a facilitator or perhaps a speaker. The Alumnae Association will send an email in January to ask you to provide your audio visual needs and table requirements for your class meeting, taking place on Saturday morning. The Alumnae Association will provide the location.

### **Ideas for Class Meeting Programs**

- Displays of hobbies, paintings, publications, and photographs
- Reading of original poems or other works by classmates
- Singing
- Panel discussion
- Picture-taking
- Memorials honoring deceased class members
- Faculty members as a special guest
- Reading letters of absent classmates
- Skits or musical sketches
- Slides showing classmates and campus activities during college days
- Awards to classmates for "service above and beyond the call of duty"
- Discussion with alumnae daughters or granddaughters who are present BMC students
- Tapes or CDs of music from your era

## **Faculty at Reunion**

**Current and emeritus faculty will be invited by the Alumnae Association to attend the Opening Reception.** We encourage you to contact your favorite professors and invite them to attend this event. In addition, we encourage classes to invite faculty members and/or college administrators to attend a class meal during the weekend.

If you would like to invite a specific faculty member to be the guest of your class at a meal or event, please direct correspondence to the Alumnae Association Office. The Alumnae Association will gladly pay for **two faculty members or college administrators** to attend a class meal. If you have more than two guests, the cost of the additional meals will be deducted from your class funds.

## Faculty at Reunion *continued*

**Designate an individual** to contact the faculty member after the invitation has been extended, and to meet him or her at the event. Faculty members often feel lost at meals, so having a hostess for each one will help ease the pressure to recognize everyone.

### Hospitality Suites

The Hospitality Suite for your class will be located in your assigned dorm and should function as a gathering place for classmates, whether they are staying in the dorm or just visiting for an afternoon. The Alumnae Association designates the most accessible common area (usually a living room) to serve as the suite.

Officers are encouraged to set the space up as a type of “home base” where people can come and talk, get a cold drink, leave a message, or just wait for the next scheduled event.

Keep in mind, these are dorms and are inhabited by 18-to-22-year-olds for the majority of the year. They are not conference facilities and the space will need your touch to make them as hospitable as possible for your classmates.

#### Planning the Hospitality Suite

It is a good idea to designate a person or committee to be in charge of just the Hospitality Suite. To help guide them, you should decide the following as a group before setting out:

- Designate a person to be responsible for the Hospitality Suite (someone local with a car is essential).
- Will alcohol be purchased from class funds or will it be “BYO?”
- What type of food would your class expect to have in the hospitality suite? Remember that you will be well-fed during Reunion. The Hospitality Suite is not the only place for food and drink. The food and drinks in the hospitality suite are intended to help bring people together socially, not feed them for the weekend. Please keep in mind, BMC Dining Services is the only catering permitted for on-campus events.
- Ensure that there are ample non-alcoholic beverages and alternatives for children.
- Will there be a lot of children at the weekend? Should you set up a space or room for them?
- Do you have activities planned in the Hospitality Suite?
- How much do you want to spend per person on the Hospitality Suite (as opposed to decorations, *Reunion Books*, mementos, dinner guests or other activities)? **This all comes out of the same \$20 per alumna reservation earmarked for the class!**
- Do you want to bring decorations, photo albums, yearbooks, or other things to personalize the space?

#### Supplies for the Hospitality Suites

The Alumnae Association automatically provides some basic supplies, listed below. Please arrange to bring everything else. There is one supermarket within a few miles of the College for purchasing and re-stocking supplies. The responsibility for setting up and maintaining the hospitality suite falls to the Reunion Manager(s) or to an appointed classmate.

#### Hospitality Kit

The Alumnae Association staff makes up “kits” of basics for each Hospitality Suite. If any permanent item is not returned to the kit, its cost will be charged against your class account. All dorms have microwaves for hot water in a “tea pantry.”

## Hospitality Suites *continued*

### Miscellaneous supplies provided

2-3 coffee pots  
1 ice chest  
1 extension cord  
1 power strip  
1 cutting board  
1 serrated knife  
1 corkscrew/bottle opener  
1 extra tablecloth (disposable)  
1 flashlight  
1 doorstop  
Thumbtacks, highlighter, marker, message paper

1 pair of scissors  
rubber bands  
string

### Basic food items provided

coffee/tea/decaf  
water pitchers  
non-dairy creamer  
sugar/sweetener  
napkins  
dessert-sized plates  
cups (hot and cold)  
stirrers  
forks and spoons  
ice chest (scheduled deliveries Friday afternoon and Saturday evening)

first aid kit  
snack mix  
toothpicks

### Hospitality Suite Reimbursement after Reunion

Collect all receipts, indicating what the items were used for, and turn them into the Alumnae Association office for reimbursement. The cost of the suite will be charged against your class account, so be sure that you have an idea what your suite coordinators are spending. If you run a deficit, you'll begin your next Reunion "in the hole."

### Student Workers for Hospitality Suites and more!

Each class will be assigned two or three student workers for the weekend. They will assist your class throughout the weekend with:

- Setting up the Hospitality Suite while you are at lunch on the Friday of Reunion
- Finding dorm rooms and assisting with luggage

Please do not tip the student workers! We want to avoid false expectations, inequity and hurt feelings among our students.

## Mementos

Class officers may elect to use their own vendors or order from Bookshop Manager Debbie Cascarino at the Bookshop (610) 526-5321 or [www.brynmawr.edu/bookshop](http://www.brynmawr.edu/bookshop).

Please notify the Alumnae Association of the memento price by **January 13, 2012**, if you would like us to include it in our Reunion Program and on the Reunion registration form.

Please finalize all memento orders with Debbie by early February to ensure delivery by Reunion Weekend! If you are using an outside vendor, remember to roll the cost of set-up, artwork, production and shipping into your memento price. The cost of the memento can be reimbursed from your class account.

## Reunion Book

*Reunion Books* are updates from your classmates in their own words. This is meant as a keepsake for classmates, and is distributed at Reunion. They may be long or short responses, the limit to be decided upon by the Class Committee.

These books are optional and are not an expected part of Reunion. Be sure to inform the Alumnae Association staff member coordinating your Reunion if your class is considering a *Reunion Book*.

## Reunion Book *continued*

### Gathering Content for *Reunion Book*

If your class will be printing a *Reunion Book*, send a request for biographical information with the fall letter (see sample reunion survey sheet included in appendix).

For best results, produce a response mechanism for your class. Queries, questionnaires, and surveys are all great ways to get classmates to share information about themselves. Mail a questionnaire and/or biographical sheet with instructions to your classmates with your **fall letter**. If necessary, re-send the questionnaire with your **spring letter**. The Alumnae Association Office will process both letters.

The Reunion volunteer will compile the returns in a style of her choice. Some examples may include:

- Biographical sheets in alphabetical order and copied as submitted
- Statistics compiled from questionnaires
- Questionnaires printed as submitted
- Illustrations, graphics, poems, photos, etc.
- Memorial pages in honor of your deceased classmates

### *Reunion Book* Printing Options

After the material is gathered and prepared for printing have the copies made at your local copy center. You may submit a request for reimbursement at or after Reunion Weekend. Please keep in mind that you will need to make arrangements to get the printed books to campus for the weekend. If you have them sent to us we will have them delivered to your Hospitality Suite.

### Distribution of the *Reunion Book*

Most attending classmates will want to receive a copy of the book. The Alumnae Association Office can provide an estimate of the number of attendees so that volunteers can decide how many copies to order.

Volunteers are responsible for the distribution of the book at Reunion and for taking book orders from those who do not attend. Individuals who would like additional books may order them through the Alumnae Association after Reunion. The Alumnae Association will fulfill the orders in the weeks following Reunion. The cost, which includes the price of postage and handling, will vary depending on actual cost of reproduction and distribution. ***Reunion Books will not be mailed to the entire class either before or after Reunion.***

*Reunion Books* will be delivered to your dorm Friday morning of Reunion Weekend if you had them sent to the Alumnae Association. Reunion Managers are asked to distribute the books to all attending classmates during the weekend.

## Class Accounting at Reunion

Each class has its own account at the Alumnae Association to which class activity fees and memento earnings are credited. It is from this account that the class pays for its Reunion costs, as well as interim activities.

### Money In

Class Fee: \$20 of each registration fee paid by your classmates will be your “class fee money” to spend as you choose (e.g., if 50 classmates attend Reunion, you will have \$1000 to use for Reunion expenditures—food, copying, supplies, etc.). We do not recommend that this money be used to subsidize mementos because costs mount rapidly.

## Class Accounting at Reunion *continued*

### Money Out

Reunion expenses incurred relating to Reunion planning and Reunion Weekend activities are reimbursed from the class account. If the class maintains its own class funds in a class account independent of the Alumnae Association office, these expenses can also be reimbursed from that account at the discretion of the signatory.

Since we do not charge class dues, the primary method of funding Reunion activities is through Reunion registrants. Secondary revenue sources, such as memento sales, also help to subsidize class activities.

Accounts are settled after Reunion, when all bills and reimbursement requests have been filed, by the second quarter of the fiscal year (August). The amount remains earmarked for class activities in the Alumnae Association's budget, but does not accrue interest.

Reimbursements include, but are not limited to:

- Meetings and telephone calls
- Hospitality Suite expenses
- Copying and postage
- Class mementos and class events at Reunion

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### Speakers for Sunday's Annual Meeting

Major Reunions (25th, 40th, and 50th) are asked to have a class representative give a 3-5 minute talk during the Annual Meeting on Sunday. The talk can take any form you choose and be given by one person (generally the Class President) or by a group. Please keep in mind that it is imperative that each speech stays within the 3-5 minute total time limit. Please rehearse these remarks beforehand to ensure that they are brief.

### Dorm Room Assignments

To make life as easy as possible for class officers, the Alumnae Association office will make all room assignments. Your job is to meet and greet, and make your classmates feel welcome.

Special room requests are fulfilled (when possible) in the following order: 1) medical or health condition; 2) keep small children with a parent; 3) maintain families in close contact; 4) all other requests (based on receipt date). All parking spaces on campus are available for alumnae throughout the weekend, except those marked off with cones, designated for the handicapped or Public Safety.

### Step Sing

A letter will be emailed to your class Songmistress with the table of contents for the master *Reunion Song Book*. The Songmistress should review the list and let the Alumnae Association office know which song the class will sing at Step Sing. A copy of the table of contents is included in the appendix for your reference.

Song choice and Songmistress name(s) will be required by **March 30** in order to print and prepare the songbooks. Any class that misses this date will not be listed in the program, and will be announced by the Master Songmistress at the time of the event.

Step Sing will be led by Master Songmistress Kim Cline Gibney '87. A rehearsal will be offered prior to the event for practice and a program run-through. The 50th Reunion Class will sit on the Taylor Steps, unless they choose not to. In this case, the 40th would be the class to sit on Taylor Steps. In the event of rain, Step Sing will be moved indoors and the announcement will be made at dinner. Candles are not permitted in buildings, so a rain call will mean that candles cannot be used.

# Communications

## Class Letter

The Reunion planners are responsible for two communications prior to Reunion: a **fall letter** (due to the Alumnae Association office **October 7**) and a **spring letter** (due to the Alumnae Association office **February 10**).

The letters should be submitted to the Alumnae Association contact person electronically by the deadline specified. The Alumnae Association will **email to all classmates with email and will copy and mail the letters to classmates without email**. Please provide your signature, either in hard copy or a digital format, to be used in the closing.

Required elements are:

- Dates of Reunion
- Estimated cost (in a range)
- **Slate of Officers**
- **Election Sheet**
- 

In addition to the letter and optional *Reunion Book* survey from the class, the Alumnae Association will also insert the following information:

- Hotel flyers and travel discounts
- List of lost classmates and deceased classmates (by request)
- Book signing information

Class letters will be proofed for content, and edits will be made when necessary. For samples of these letters, please see the appendix.

## Class Web Sites

The Alumnae Association is able to provide server space for class web sites. If you or one of your classmates designs and maintains your class web site, it may sit on our server free of charge. For more information on how to create your website please visit <http://www.brynmawr.edu/alumnae/volunteer/webguidelines.htm>

**Athena's Web** <http://www.brynmawr.edu/alumnae/athenasweb/>

Launched in October 2005, Athena's Web is an online community of Bryn Mawr alumnae. The secure site allows each alumna the opportunity to post her own profile and photos (similar to the *Reunion Book* concept), invite other BMC friends into her network and find interest groups.

You can establish your class as a "group" and invite other alumnae to join, then include photos, message boards, and event invitations to group members. This is an easy, simple and complete online solution to class communications and the books (because each member can do her own profile and photos).

## Cost to Attend Reunion

The approximate cost for one adult alumna to attend Reunion, including all "public" events, meals, and registration, is \$300. The breakdown is as follows, but may vary according to activities offered.

- Friday \$70
- Saturday \$180 (day 9 a.m.–3 p.m. \$80; evening 4–11 p.m. \$100)
- Sunday \$50
- Housing \$75 (price for the weekend cannot be prorated; includes breakfast)

**DO NOT PUBLISH** these prices. The final costs will be presented, along with a reservation form, in the Reunion Program mailed in April.

## **Cost to Attend Reunion *continued***

### **Late fees**

Each year the Reunion Program, which is mailed to all alumnae affiliated with Reunion classes, will specify a date by which Reunion registration must be postmarked. This is an important deadline because it is the date by which the Alumnae Association must provide payment and guarantees for meals, housing, and supply orders (chairs, tables, linens, etc). Therefore, any reservation received after the cut-off date will be subject to a late fee as well as a per-activity charge. Please be clear about the importance of this date in your correspondence to your classmates so that they are aware of the situation. We reserve the right to turn away anyone seeking admittance to the weekend after the final cut-off date.

Late fees average \$50 per reservation. Let your classmates know that it is important to make their reservations early! It's too expensive a deadline to miss.

## **Children and Childcare at Reunion**

### **Camp Bryn Mawr**

A "Reunion Camp," held at the Phebe Anna Thorne School (just past the President's House) is available for children ages 3-11. The Camp is run by Bryn Mawr graduate students and staffed by undergraduates with childcare experience. On Saturday there is a morning, afternoon, and evening session. Cost of attending is \$25 per child per session.

### **Babysitting**

For individualized childcare during Reunion weekend, and for evening babysitting, we suggest that parents contact the following bonded agencies.

The Philadelphia Nanny Network  
(610) 645-6550

Your Other Hands  
(215) 790-0990

### **Children in the Dorms**

Because the College is unable to provide childcare for children ages 3 and under who are not potty trained, it is very helpful to families with younger children that Reunion planners set up a space in the dormitory close to the living room that can be used as a child-friendly playroom. Plan to stock it with some toys and snacks to make it an easy place for classmates and their partners to entertain their younger children. To do this, try to find a classmate with children who lives relatively close to campus who can loan some of the following items.

Area rug  
Pack n' Play  
Bouncy seat  
Gymini/play mat  
Baby gate  
Outlet covers  
Blocks or Duplo Legos

Crayons  
Paper or doodle pad  
Push toys  
Wooden Puzzles  
Shape Sorter  
Board books  
Oversize floor pillows

Toy Trucks  
Children's videos or Cds

It is also a good idea to provide toddler-friendly snacks, such as raisins, "Goldfish" crackers or pretzels, juice boxes that can be kept in the dorm refrigerator, and some napkins. Some classes with a concentration of younger children have also worked together to coordinate a walk to Ashbridge Park, which is on the corner of Montgomery Avenue and Airdale Road near the Graduate School of Social Work and Social Research. Depending on when this is offered, it can be led by a Reunion Manager, classmate volunteer, or a child's caregiver provided with a map.

# Appendices

## FALL REUNION LETTER

### SAMPLE ONE

To the Class of 2006,

We hope you're sitting down because we have some big news. Memorial Day weekend 2011 is the 5<sup>th</sup> Anniversary of our graduation from Bryn Mawr College and our first ever college reunion! We know it seems too soon, but it's coming around the corner: Friday May 27<sup>th</sup> – Sunday May 29<sup>th</sup>.

Plans are already underway to welcome us back to campus. There will be academic things like tours, faculty visits, lectures and there will be fun things like Step Sings, group dinners, and a ton of time to catch up with friends.

For those who miss the dorms, there is on-campus housing available from Friday to Sunday afternoon. Who knows, it could be fun to sleep on twin beds and share a bathroom down the hall. For those who have outgrown twin beds, or who just don't feel like roughing it there are hotels in the area with discount room rates (and air conditioning). The third option is to ask your local friends for a place to stay.

Coming up, you will all be receiving information about reunion and the activities we are planning. What we really need are suggestions and feedback. Please let us know what you want to do, what entertainment you want, etc. Class of 2005 had, from all accounts, an amazing reunion and I know we all want to surpass that! Also, the class of 2001 has laid a challenge for us. They have bet us that not only will they have more people attend reunion, but that they will have a better time! Come on Dark Blue, we can totally put them all to shame.

In addition to the classes having reunions, the GOLD (graduates of the last decade) classes have also been invited to come and join the festivities. This basically enables those who might not be able to get to their actual 5<sup>th</sup> or 10<sup>th</sup> reunions, etc., to come back and enjoy some fellowship with the great ladies of Bryn Mawr. So call your customs people, old HAs, or your favorite hellees to come and party with us at our fabulous Reunion! Seriously, who wouldn't want to party with us? Remember Devon and Shannon's May Day? Ya, it'll be like that, but better.

Start Budgeting! The Alumnae Association estimates that costs will average about \$300 per adult, before travel expenses (there are reduced –price day rates for locals and those staying off campus). If you begin planning now, you can be sure to get here and not miss a thing. A program of events with a list of costs, class meeting, and dinner information will be mailed to you with a reservation form in April, which must be returned by mid – May in order to guarantee your place. Discounts apply for early reservations!

Finally, to make all of these great events happen, we really need to hear from you! We need ideas for themes, class meetings, and class activities. We also need volunteers and nominations for class officers. If you want to help or would like to put your name in for a class officer position, please let us know in the enclosed form.

We can't wait to hear from all of you!

Devon Montgomery-Bender and Caitlin Ruth Ryus

## SAMPLE TWO

Dear Classmates,

As we began planning for our 55th reunion May 28-30, 2010, we—Jane and Ann-- thought about how often many of us have expressed the wish to see friends from nearby classes. To that end, we decided to get together, at Bryn Mawr and via conference call, a small group of 1950s class representatives to test the waters. They were enthusiastic and excited about the idea.

We are hoping you will be, too, as that longing has given rise to a proposal for a “Giant Fifties Cluster,” and we send this letter to let you know that such an event is now more than a wish. It’s a plan, a chance for alumnae from Classes 1950-59 to gather at Bryn Mawr in May 2010 to renew friendships and take part in both College reunion activities and programs specific to our 1950s group. (Yes, the Fifties had, and have, a special character; let us celebrate our time!) There will be programs and places specifically for the Giant Cluster. We will have an all-fifties hospitality center and marked tables at meals. We reunion managers have said that our hospitality center could also accommodate the Fifties group. Hope you agree.

The 2010 reunion weekend will also be special in beginning a celebration of the College’s 125th anniversary, and regular reunion activities will be augmented by 125th anniversary guest speakers and events. Always a festive and interesting weekend, this year’s reunion (May 28-30) looks to be an especially good time for a visit.

As planned, we should add, 1955 will be celebrating our regular reunion. The Giant Cluster in no way alters the regular schedule of reunions and fundraising. It is an option, a one-time special event for those who want the chance to cluster. As such it has the blessings of the Alumnae Association and Resources. Alumnae Director Wendy Greenfield and her staff have been wonderfully supportive of the proposal and have helped us at every turn to make preliminary plans. They will be helping us with this mailing—emailing to those with current addresses, sending P.O. mail to others—which will go to all members of 1950s classes.

To develop arrangements and plan activities more fully, one or two members from each class 1950-59 will make up a steering committee. On October 14, that committee will have its first meeting via conference call. After that meeting we will have more complete information, but if you have questions, suggestions, or opinions to express, please call one of us. (Miller—610.296.2749 or annfos@comcast.net) (Unkefer—215-568.3878 or junkefer@verizon.net) Also, after that meeting we will be sending a letter (email / P.O mail) spelling out further details of program and housing and offering contact information. This letter is simply a first word and a chance to mark the calendar for May 28-30, and also to solicit your input.

With affection and best wishes,



Ann Fosnacht Miller and Jane Miller Unkefer,

Your Reunion Managers

## SPRING REUNION LETTER

### SAMPLE ONE

Dear Class of 2006:

Greetings and happy winter! We here in the mid-Atlantic are finally seeing the end of another winter that dropped an enormous amount of snow seemingly every other day. We are reminded of the February '03 snowstorm that dropped two feet of the fluffy white stuff on Bryn Mawr, canceled classes for two straight days and turned our campus into a beautiful winter wonderland. Did you go traying? Catch up on work? Run around in the snow? Were you "essential staff" in the dining halls that fed us so wonderfully in the days following the storm? I (Devon) remember using the extra time to watch a ton of movies with my roommate Zoe in our amazing Pem West Dorm.

It is undeniable that even though the Duck Pond Run is Saturday, spring is right around the corner, as are warmer temperatures and thoughts of cherry blossoms and May Day. We've been fondly recalling these memories as Reunion draws near and we hope to see and reminisce with you all there! Again, **Reunion is May 27-29, 2011!**

We've started a Facebook group called Bryn Mawr Class of '06 – Reunion. We will keep you updated with preparations as Reunion draws near. Not on Facebook and want to contact us? Drop Devon a line at insert email. We are always excited to hear from our fellow Mawrtys.

We are still collecting responses for our Reunion survey that we sent out this past fall. It only takes a few minutes, so please fill it out if you haven't yet (even if you aren't able to make it to Reunion—we are trying to get an approximate head count). Please note, this survey does not constitute a reservation!

So, what can you expect at Reunion? Step Sing, tours, nostalgic moments, faculty visits and updates, food and plenty of time with old friends! Remember, Reunion is also during Bryn Mawr's 125th anniversary, so there will be plenty of special events as well! You'll be receiving more information in the coming months. Your opportunity to make your reservations, along with payment, will come in the spring. A program of events with a list of costs, class meeting, and dinner information, as well as other program information will be mailed to you with a reservation form in April. This must be returned by mid-May in order to guarantee your place at Reunion. Discounts apply for early reservations!!

Start budgeting! The Alumnae Association estimates that Reunion costs will average \$300 per adult, before travel expenses (there are reduced-price day rates for locals and those staying off-campus).

We know that \$300 is a sizeable amount of money, particularly given the economy these days, but frankly, Reunion won't be nearly as exciting or fun without **all** of you coming back so we can experience it together. Similar to junior year, when a third of our class absconded to faraway destinations, we will miss you if you're not there and it won't be the same sense of camaraderie. This is our very first Reunion, and while there are always going to be plenty of reasons (financial, time-wise, travel-wise, etc...) that could interfere with attending, we all really hope that you'll book the tickets and make reservations and get there this year. Because we have so much catching up to do...

Also keep in mind that the GOLD Classes (graduates of the last decade) have also been invited back since this Reunion is going to be especially grand due to the 125th anniversary. So maybe you want to invite your Customs people, or the girls you helled? Think about it, the more the merrier!

For those who want to recapture our College days, on campus housing is available beginning Friday afternoon and closing on Sunday at approximately 1 p.m. To help with the travel and hotel costs, there are discounts available. Please see the reunion website, <http://www.brynmawr.edu/alumnae/reunion/>, for details on the travel/hotel discounts.

Lastly, we are looking for PICTURES! Lots and lots of them! From ALL of you! Please send them along to list email (if you prefer to send a CD or DVD of photos, send them to Devon Montgomery, list return address).

Please let us know if you have any questions and we can't wait to see you, all of you, in May!

Best wishes,

Devon Montgomery-Bender

Caitlin Ruth Ryus

Class President

Class President

## **SAMPLE TWO**

Dear 1950s Alumna,

Yes, it's going to happen! The weekend of May 28-30 will see more than 100 alumnae from classes 1950-59 return to Bryn Mawr, where a special reunion and 125<sup>th</sup> anniversary will give us and other alumnae across the decades a chance to renew, relax, and replenish our friendships and our connection to the College.

This letter is sent to help you plan on activities that interest you. You will notice two areas are given particular emphasis. First, there are provisions for fifties classes to meet, sing, eat, and talk together as a group throughout the weekend. While 1950 will have its own grand 60<sup>th</sup> special events, 1955 will celebrate its 55<sup>th</sup> as it hosts all comers in the Giant Cluster hospitality center in Rhoads. Fifties décor will show the way—or you can follow the music.

Second, more-than-usual focus will be on arts at this reunion, with participation by alumnae and others. Painting, dance, gardens, poetry, film, collaboration toward a mural, a talk on Shakespeare in new media—there will be lots to do and think about.

And as usual, much time will be given to meeting and talking, revisiting and reconnecting. Fifties classes will have breakfasts in Rhoads and lunch at marked tables in the Cloisters. The Fifties Saturday dinner and program will be in Thomas Great Hall.

### **In general:**

--If you have made reservations to stay at the Marriott Philadelphia West. (1-800-228-9290 or 610-941-5600) Friday and Saturday, and you wish to arrive Thursday and/or stay through Sunday evening, you can make those arrangements with the Marriott, asking for the special price for those nights as well (\$99 per night for a standard room, whether one or two people).

--Registration Friday at Dalton is for those taking Friday morning tours. Otherwise, registration is at the Campus Center. Special Fifties handouts will be at the hospitality center in Rhoads.

--Buses making the loop to the Marriott will arrive and depart from Pembroke Arch. A schedule will be posted at the hotel and will be in your packet.

--The registration form for Reunion will come to you from the Alumnae Association, a first-week-in-April mailing.

--Paintings by Sheila Isham '50 will be exhibited in Canaday Library. If you would like to display photos or other representations of your own art, craft, or something special you have been doing, please let Ann or Jane know, and we will reserve a place in the hospitality suite. If you have published a book and would like to take part in the alumnae book-signing Saturday, please let us know that too.

--If your class wants to identify itself in some special way in the Parade on Sunday, make plans now. (A sign will be available.)

--IMPORTANT: If you have individual food needs or allergies or need wheel chair access, or have some other health requirement for which advance plans are needed, please let Ann or Jane know asap. The more we know now, the better we can prepare. (There is elevator and ramp access to the hospitality suite and to most sites of reunion activities.)

--And last, if you receive this letter via post office mail and would like to be included in email communications in the future, please send your name and email address to [mward@brynmawr.edu](mailto:mward@brynmawr.edu).

With thanks to Alumnae Office leaders, the steering committee, and all who are helping with these plans, we remain

Ann Fosnocht Miller '55 (610.296.2749 or [annfos@comcast.net](mailto:annfos@comcast.net))

Jane Miller Unkefer '55 (610-642-3135 or [junkefer@comcast.net](mailto:junkefer@comcast.net))

## Class of 2006 Reunion Survey

Name \_\_\_\_\_ Class \_\_\_\_\_

Daytime contact information (phone and email)

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I/My Reunion guest need wheelchair/walker access during reunion weekend:

\_\_\_\_ Yes \_\_\_\_ No

Ideas for class meeting:

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Ideas for social events:

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Other program ideas

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I would like to nominate the following person(s) to serve as a class officer until our next reunion.

Name:

---

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Class President | <input type="checkbox"/> Songmistress | <input type="checkbox"/> Reunion Manager   |
| <input type="checkbox"/> Webmistress     | <input type="checkbox"/> Class Editor | <input type="checkbox"/> Annual Fund Chair |

Ideas for class memento (if applicable):

---

Yes  No I would like to help out in the creation of a *Reunion Book*, should one be printed.

Yes  No I would like to help out in the creation of a Class Reunion website, should one be produced.

Yes  No I would be interested in being part of a panel discussion, performance, or exhibition. My area of expertise/talent is: \_\_\_\_\_

Yes  No I would be willing to help outfit our dorm's hospitality suite.

Other ways that I would like to contribute/volunteer: \_\_\_\_\_

Faculty that you would like to invite to meals or other events: \_\_\_\_\_

Other special requests or comments: \_\_\_\_\_

Please return to no later than (date) to :

(name)  
(address)  
(email address)

## Sample *Reunion Book* Questionnaire (Optional)

If you know you will be producing a *Reunion Book* you may include a questionnaire with your fall letter. If you decide at a later date that you would like to produce a book, you can include one with your spring letter. You may choose to photocopy replies as they are returned, or to word-process these replies to customize the look of your booklet.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone #/s \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

What have you been doing since graduation? Please include job/s, education, volunteer activities, political work, family, interesting things you do in your spare (!) time:

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What is most important to you now? (Work, academics, family, etc.):

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Best vacation since graduation:

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If the person you were when you left Bryn Mawr were to meet your current self, what would surprise her the most?

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Please return completed questionnaire no later than (date) to:  
(name)  
(address)  
(email address)

# ELECTION SHEET

Alumnae Association of Bryn Mawr College

Reunion 2012

**Election Results for the Class of** \_\_\_\_\_

*(All class officers serve until next election. Not more than two people can fill any one position.)*

**President (s):** \_\_\_\_\_

**Class Editor(s):** \_\_\_\_\_

**Reunion Manager(s) for next Reunion:** \_\_\_\_\_

**Songmistress for next Reunion:** \_\_\_\_\_

**Webmistress for next Reunion:** \_\_\_\_\_

**Annual Fund Class Chair:** \_\_\_\_\_

Please return completed sheet no later than (date) to:

(name)

(address)

(email address)

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