

# Class Officer Handbook

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## Table of Contents

A Message to Class Officers .....	i
Alumnae Association Statement of Purpose & Core Values .....	ii
Confidentiality Statement .....	iii
Alumnae Association & College Staff .....	iv
(contact information)	
<b>I. Class Officers</b>	
Job Descriptions .....	1
Nominating Class Officers .....	5
5-year Calendar .....	7
<b>II. Class Communications</b>	
Class Mailings .....	12
Printing & Mailing Services .....	13
Address Services .....	14
Requesting Class Lists & Labels .....	15
On-line communications .....	16
Class Websites .....	16
Class Listserves .....	16
e-Bulletins .....	16
<b>III. Reunion Planning</b>	
Reunion Planning Timeline .....	17
General Information .....	19
Best Practices .....	22
<b>IV. Interim Activities</b>	
Mini-Reunions and Class Gatherings .....	24
Event Planning Calendar .....	27
Other Suggestions .....	30
<b>V. Class Finances</b>	
Reimbursable Expenses	
General Class Expenses .....	31
Class Revenue/Reunion .....	31
Reunion Expenses .....	31

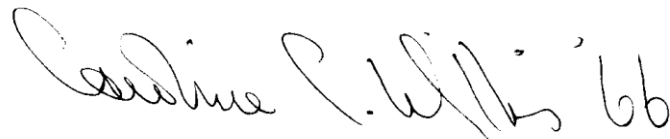
## A Message to Class Officers

On behalf of the Bryn Mawr College Alumnae Association, I want to thank you for your willingness to serve as a Class Officer. Most alumnae feel a strong affiliation to the College community through their classes, regardless of where in the world they reside. By helping classmates keep in touch with each other and the College, you are helping to ensure strong friendships and community ties that will last a lifetime and transcend geographical distance. Few other roles can be so rewarding.

This handbook is designed to be a resource to help volunteers with class programs. The Alumnae association Staff and volunteers have compiled best practices, helpful hints, and forms that you will need to serve your class effectively. Some of the procedures are new or more clearly defined, so I encourage you to review the contents regardless of whether this is your first class officer experience.

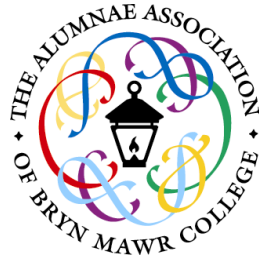
We're grateful to your commitment to the College and your classmates, and wish you continued success in your position. Please feel free to contact me or the appropriate Alumnae Association representative with any questions, concerns, or comments.

Best regards,

A handwritten signature in cursive script that reads "Caroline C. Willis '66". The signature is written in black ink and is positioned to the right of the typed name.

Caroline C. Willis '66  
*Executive Board President*

## **Bryn Mawr College Alumnae Association**



### **Alumnae Association Statement of Purpose**

The Bryn Mawr College Alumnae Association fosters a strong sense of community and tradition, promotes lifelong learning, enriches the personal, professional and cultural lives of our alumnae and supports service to the College.

#### **ALUMNAE ASSOCIATION CORE VALUES**

- Provides premier service to all Bryn Mawr alumnae and to the College.
- Leads in enabling alumnae connections.
- Encourages the pursuit of knowledge and intellectual excellence.
- Cultivates organizational integrity, equality, diversity and independence of mind.

#### **ALUMNAE ASSOCIATION MOTTO AND LOGO**

The Alumnae Association Motto is the rally cry for the association, capturing the pride alumnae feel in their alma mater. The motto works in tandem with the Alumnae Association logo, developed by Jan Trembley '75. Together they celebrate Bryn Mawr College traditions of connections, the search for truth, and the love of learning. The wreath of Maypole ribbons in the logo appears in colors of the undergraduate classes with purple representing McBride Scholars and yellow for the two graduate schools. The pattern of interlacing knotwork symbolizes life and is found in cultures around the world. The lantern in the center of the logo is adapted from the Alumnae Association's seal established at its founding in 1897.

**Lift the Lantern High** 

## **Confidentiality of Information**

The following statement pertains to the confidentiality of all information provided to volunteers by the Alumnae Association and the College. This includes address, career, and volunteer information, as well as training materials and other non-public statements. Information on alumnae will not be given out to anyone outside the Bryn Mawr College community, nor should it be shared with non-alumnae of Bryn Mawr College. We appreciate your compliance with this policy. Failure to adhere to this policy may result in legal action.

### **Confidentiality of Alumnae Information Statement**

**This information is being made available only to Bryn Mawr College alumnae, faculty and staff; it is not to be given or sold to anyone else, nor should it be used for solicitations, political endeavors, or any commercial purpose.**

**The Alumnae Association of Bryn Mawr College**

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# **I. CLASS OFFICERS**

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## **JOB DESCRIPTIONS**

Class programs are a primary means through which alumnae remain connected to their classmates, other alumnae, the Alumnae Association, and the College. Each class has a complement of officers consisting of a President, Reunion Manager, Class Editor, and an Annual Fund Class Chair. A class may also choose to elect (or the class President may choose to appoint) additional officers to assist in the management of class business. Class officers are elected at Reunion and serve a 5-year term from Reunion to Reunion. The officers form the Executive Committee for a class and are expected to remain informed and to communicate with their classmates about current issues in the Alumnae Association and the College and are expected to act as ombudsmen for their class.

### **CLASS PRESIDENT**

**TERM:** Approximately 5 years, or until next Reunion

**ALUMNAE ASSOCIATION CONTACT:** Assistant Director for Classes & Class Activities and Program Assistant

The Class President (or Co-President, should the class so designate), is the chief administrator of the class. She coordinates all class activities and the work of the other class officers, and serves as the liaison with the Alumnae Association and the College.

### **RESPONSIBILITIES**

- ◆ Arrange at least one meeting or conference call per year with class officers
- ◆ Send out at least one letter or newsletter per year to classmates with reports from other class officers
- ◆ Coordinate with Reunion Manager(s) during the planning and scheduling of Reunion
- ◆ Attend Reunion
- ◆ Preside at the class meeting, held during the class Reunion at the end of her 5-year term
- ◆ Attend Class Officer training in Fall after election
- ◆ Attend Volunteer Training Weekend at the College 18 months before class Reunion
- ◆ Fill vacancies for other class officers, as needed
- ◆ Work with Class Editors to notify classmates of deaths

# I. CLASS OFFICERS

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## JOB DESCRIPTIONS

### CLASS EDITORS

TERM: Approximately 5 years or until next Reunion

ALUMNAE ASSOCIATION CONTACT: Assistant Editor of the *Alumnae Bulletin*

The Class Editor (or Co-Editors, if the class so chooses) is elected at Reunion to serve until her next Reunion. The Class Editor's primary responsibility is to write a biannual column for the *Bulletin* presenting news of classmates. Class Notes Editors are responsible for the accuracy of the material they report. They gather news from classmates in a variety of ways (for example, via a "broadcast email"), and the Assistant Editor will routinely send to Class Editors news that comes to the office via emails, annual giving flaps, press releases, etc. Classmates are encouraged to write directly to their Class Editors, whose contact information is listed in the *Bulletin*.

### RESPONSIBILITIES

- ◆ Collect and edit correspondence from classmates for the Class Notes section of the *Bulletin*.
- ◆ Meet all deadlines for the publication of Class Notes in the *Bulletin*.
- ◆ Report the deaths of classmates to the Assistant Editor, as well as write obituaries for the *Bulletin*, or find a classmate who would be an appropriate author for the obituary. If there is no information on the deceased alumanae/i, contact the Assistant Editor for help in writing an obituary.
- ◆ Help coordinate Reunion survey and class book publication for class Reunion, if requested.
- ◆ Attend class officer meetings and/or conference calls as needed.

Class Notes for even years appear in the spring and fall issues, odd years in winter and summer. Obituaries may appear in any issue, if there is room. Class Editors should receive your news no later than: November 1 for Spring (even classes); February 1 for Summer (odd classes); April 1 for Fall (even classes); July 15 for Winter (odd classes).

The views expressed in Class Notes do not necessarily reflect the views of the *Bulletin*, the Alumnae Association, or the College. For more information on *Bulletin* policies and deadlines, contact the Assistant Editor of the *Bulletin* in the Alumnae Association Office.

# **I. CLASS OFFICERS**

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## **JOB DESCRIPTIONS**

### **REUNION MANAGER**

TERM: Approximately 5 years, or until next Reunion

ALUMNAE ASSOCIATION CONTACT: Assistant Director of Classes and Class Activities and Program Assistant.

The Reunion Manager is appointed by the Class President or elected by classmates at the class meeting during the previous reunion. Her primary responsibilities are to act as a liaison between the class and the College while planning Reunion.

### **RESPONSIBILITIES**

- ◆ Attend Volunteer Training Weekend at the College 20 months and 8 months prior to class Reunion
- ◆ Attend planning meetings or conference calls with the staff 8-10 months prior to Reunion
- ◆ Work with other class officers and staff contact to coordinate details of class activities during Reunion weekend
- ◆ Work with Class President and Nominating Committee members to recruit and manage additional Reunion Volunteers
- ◆ Attend Reunion

### **WEBMISTRESS**

TERM: Approximately 5 years, or until next Reunion

ALUMNAE ASSOCIATION CONTACT: On-line services Coordinator

The Webmistress is selected by the Nominating Committee or Class President based upon technological capabilities relation to web design and maintenance. The Class Webmistress works with the Alumnae Association staff and her classmates to maintain the form and integrity of her classwebsite.

### **RESPONSIBILITIES:**

- ◆ Update and maintain a functioning website for the class
- ◆ Expand on-line services and capabilities commensurate with interests of classmates and the College
- ◆ Enforce guidelines pertaining to content as set forth by the Executive Board, the Alumnae Association, and the College

# **I. CLASS OFFICERS**

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## **JOB DESCRIPTIONS**

### **FUNDRAISING VOLUNTEERS**

The following Class Officers work on behalf of the College to encourage classmates to donate to the College. These Officers work with the Resources Office staff to write appeal letters, fundraise for class gifts, and act as a liaison between the class and the college regarding financial matters. There is a separate handbook and training session for these class officers each year. Contact the Resources Office for more information.

#### **Annual Fund Class Chair**

The Annual Fund Class Chair has the responsibility to generate ongoing support for Annual Fund giving among classmates. She drafts a class solicitation letter to be used in the spring appeal to classmates, attends Alumnae Volunteers Weekend to participate in fundraising training workshops, helps set strategies to meet participation and dollar goals for the coming year, and receives updates on the College's program. She monitors the year-to-date progress of class giving, contacts classmates to remind them to make a gift this year and/or encourages them to consider increasing their gift, and participates in thanking classmates who have made gifts to the Annual Fund.

#### **Bequest and Deferred Giving Chair**

The Bequest and Deferred Giving Chair is a member of the advisory committee to the Director of Deferred Giving. Members of this committee also solicit classmates annually for bequest intentions and for life-income arrangements.

#### **Reunion Gift Chair**

The Reunion Gift Chair is responsible for recruiting the Reunion Gift Committee, drafting appeal letters, and encouraging the largest gift possible from classmates, promoting leadership gifts and working toward 100% participation.

**All Class Fundraisers are considered Fundraising Volunteers and are managed by the Resources Office. Please contact either the Annual Fund Office or the Bequest & Deferred Giving Office for more information on these Volunteer positions.**

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# I. CLASS OFFICERS

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## NOMINATING CLASS OFFICERS

In order to assist in the recruitment and election of new class officers, each class should designate a Nominating Chair, or a Nominating Committee to recruit a slate of officers.

**Nominating Chairs** can be either elected by the class or appointed by the Class President to be responsible for soliciting interest for class volunteer roles. The Nominating Chair may also form a committee of classmates to help her find candidates. Ideally, the Nominating Chair or Committee will have put together a slate of officers to be voted in at the Class Meeting on the Saturday afternoon of Reunion. This will help to expedite the business of the class meeting as well as ensure the election of willing classmates.

1. Start Early! Have a Nominating Chair or committee in place at least 9 months before Reunion. Include an appeal for volunteers in the fall Reunion letter as well as the Class Notes section of the Alumnae Bulletin (see Bulletin deadlines 5-YEAR CALENDAR.)
2. Try to match skill and personality to a particular job description. For example, the best writer won't make a good Class Notes Editor if she's too busy to meet deadlines. A webmistress should have a knowledge of webpage design, a fundraiser should demonstrate sustained and increasing financial commitment to the College, etc.
3. Be aggressive. Surveys and anecdotal evidence make it clear that the #1 reason alumnae don't volunteer is that they're not directly asked. That means anything just short of an engraved invitation won't get your average classmate involved. If you feel as though a particular classmate would make the perfect candidate for a position, don't wait for her to nominate herself – ask if she'd be willing to do it and find out what it might take (having a co-officer, for example) to get her to say yes.
4. Be sure to get permission! Don't add someone to the slate of officers if she hasn't agreed to run for the position. Just because everyone else in the class might support the nomination, a reluctant class officer is usually not a good one.
5. Have a written slate, with a candidate for every position, ready before the Class Meeting. The Class President should present the slate of officers and ask for additional nominations from the floor. If there are additions, include them in the running. Some positions may allow volunteers to share the responsibilities. Please note: the Alumnae Office cannot support anymore than two people in any position. If the office is to be shared by more than two people, report only those who will be in contact with the College.
6. Tell us who they are! After the new officers are elected, each class must submit the election sheet immediately to the Alumnae Association Office (send the student helper over with it right away). We won't fulfill any requests for reimbursement from the class until the form is received.
7. Keep track of the people who showed interest, but maybe didn't have the time commitment or want the official responsibility. They might make great committee members next time around.

# I. CLASS OFFICERS

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## NOMINATING CLASS OFFICERS

### Recruiting Tips

- Use the regular class communications around Reunion (letters and the Bulletin) to recruit volunteers.
- Identify people with experience or skills similar to those required by the job description during your conversations with classmates.
- Ask everyone you know if they'd consider running for a position, or can suggest three other people who would.
- Break up the class list between members of a nominating committee and begin calling classmates for recommendations.
- **Observe strict confidentiality** so that classmates will feel comfortable giving you an honest opinion about who would – or would not – do a good job in a role.
- Compile a list of potential candidates and start narrowing it through discussion about time commitments, required skills, deadline management, and responsibility.
- Consider the potential for working relationships between jobs. Having class officers who cannot work together ultimately affects the success of class activities, and the feeling of class unity.

Remember that no one should feel “forced” into a role, whether it is because they’ve been asked or because no one else has volunteered. The class volunteer roles should offer some sort of personal reward for the people who fill them.

# I. CLASS OFFICERS

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## 5-YEAR CALENDAR FOR CLASS OFFICERS

### 5-YEAR CALENDAR FOR CLASS OFFICERS

#### Year 1

- May/June Reunion. New class officers elected at class meeting. Presiding Class President completes Election Sheet. Outgoing officers arrange for transfer of class materials to new officers.
- June 1 Beginning of Bryn Mawr College fiscal year
- August 1 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Winter)
- Class Editors and Former Class Presidents coordinate the drafting of a post-Reunion letter reporting Reunion business and newly-elected officers
- Fall Class Presidents, Class Chairs, & newly-elected class officers attend Alumnae Volunteer Training Weekend
- October Annual Fund Appeal from Ann Logan, Annual Fund Committee Chair
- November 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Spring)
- December 1 Class letters due in Alumnae Association Office from Class Presidents
- December 12 Class Chairs: February appeal letters due in Resources Office
- December 15 Annual Fund year-end tax reminder mailed from Resources Office
- February 15 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Summer)
- Annual Fund Appeal from Class Chairs mailed
- April 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Fall)
- May Annual Fund end of fiscal year reminder mailed from Resources Office

# I. CLASS OFFICERS

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## 5-YEAR CALENDAR FOR CLASS OFFICERS

### Year 2

- June 1 Beginning of Bryn Mawr College fiscal year
- August 1 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Winter).
- Fall Class Presidents, Class Chairs, and newly-elected officers attend Alumnae Volunteer Training Weekend
- October Annual Fund Appeal from Ann Logan, Annual Fund Committee Chair
- November 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Spring)
- December 1 Class letters due in Alumnae Association Office from Class Presidents
- December 12 Class Chairs Annual Fund appeal letters due to Resources Office
- December 15 Annual Fund year-end tax reminder mailed by Resources Office
- February 15 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Summer)
- Annual Fund appeal letters from Class Chairs mailed.
- April 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Fall)
- May Annual Fund end of fiscal year reminder mailed by Resources Office

### Year 3

- June 1 Beginning of Bryn Mawr College fiscal year.
- August 1 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Winter).
- Fall Class Presidents, Class Chairs & newly-elected officers attend Alumnae Volunteer Training Weekend
- October Annual Fund Appeal from Ann Logan, Annual Fund Committee Chair

# I. CLASS OFFICERS

## 5-YEAR CALENDAR FOR CLASS OFFICERS

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### Year 3 (continued)

- November 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Spring)
- December 1 Class letters due in Alumnae Association Office from Class Presidents
- December 12 Class Chairs Annual Fund appeal letters due to the Resources Office
- December 15 Annual Fund year-end tax reminder mailed from Resources Office
- February 15 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Summer)
- Annual Fund appeal letters from Class Chairs mailed
- Spring Class Officers discussions on Reunion activities and committee-forming
- April 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Fall)
- May 1 Annual Fund end of fiscal year reminder mailed

### Year 4

- June 1 Beginning of Bryn Mawr College fiscal year.
- August 1 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Winter).
- Fall Reunion training for Class Presidents, Reunion Managers, Annual Fund Class Chairs (“Collectors”), and Reunion Gift Chairs during Alumnae Volunteers Weekend.
- October Annual Fund Appeal from Ann Logan, Annual Fund Committee Chair
- November 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Spring)
- December 1 Class letters due in Alumnae Association Office from Class Presidents
- December 12 Class Chairs Annual Fund appeal letters due to the Resources Office

# **I. CLASS OFFICERS**

## **5-YEAR CALENDAR FOR CLASS OFFICERS**

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### **Year 4 (continued)**

- December 15 Annual Fund year-end tax reminder mailed from Resources Office
- February 15 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Summer)
- Annual Fund appeal letters from Class Chairs mailed
- Spring Class Officers discussions on Reunion activities and committee-forming
- April 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Fall)
- May 1 Annual Fund end of fiscal year reminder mailed

### **Year 5**

- June-August Class Officers' meetings and conference calls with staff for Reunion planning
- August 1 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Winter).
- Fall Reunion "Save-the Date" card mailed from Alumnae Association Office
- September 15 Class letter from Reunion Committee with general information and Reunion surveys (may also include solicitation for volunteers and new class officers)
- November 15 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Spring)
- January 15 Program information for class meetings & activities due to Alumnae Office (Class activities titles and descriptions, mementos if applicable, and volunteer names.)
- February 13 Spring Reunion letter due "camera-ready" to Alumnae Association Office
- February 15 Class Editors: Class Notes Columns due to *Bulletin* Office for odd-numbered class years (Summer)
- March/April Reunion program with reservation forms mailed to Reunion classes
- April 15 "Camera-ready" Reunion booklet with cover due to Alumnae Office
- April 14 Class Editors: Class Notes columns due to *Bulletin* Office for even-numbered class years (Fall)

## I. CLASS OFFICERS

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### 5-YEAR CALENDAR FOR CLASS OFFICERS

#### Year 5 (continued)

- May 1            Early-bird deadlines
- May 15          Reunion registration deadline for all Reunion participants
- May/June       **Reunion** (for most classes). Friday-afternoon lunch meeting of all Reunion Officers. New class officers elected at Saturday-afternoon class meeting. Presiding Class President completes Election Sheet. Outgoing officers arrange for transfer of class materials to new officers.
- June 1          Beginning of Bryn Mawr College fiscal year.
- June 15        Post-Reunion letters due to Alumnae Office  
All Reunion accounts settled by Reunion Managers & Class Presidents
- August 1       Official end-of-term for outgoing class officers

## II. CLASS COMMUNICATIONS

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### CLASS MAILINGS

#### **Annual Letter/Newsletter**

Each class is responsible for publishing an annual class newsletter. The newsletter should include a reminder about the Annual Fund and reports from class officers and information about upcoming class or College events. In a reunion year, the class is responsible for two letters – which include information on the Reunion program, class activities, and encouragement to attend – plus a post-Reunion letter summarizing the Reunion events and announcing the newly-elected Class Officers.

#### **Class Notes**

Each Class Editor is responsible for a bi-annual column for the Class Notes section of the *Alumnae Bulletin*. Class Editors should adhere to the guidelines set forth by the Assistant Editor of the *Alumnae Bulletin*. Questions about Class Notes should be directed to the Assistant Editor of the *Alumnae Bulletin*.

#### **Reunion Mailings**

The Alumnae Association Office sends a Save-the-Date Card in the early fall to all alumnae scheduled for a Reunion the following spring, which is followed up by a mailing from the Class President. The second class letter is mailed in February and is followed by the Reunion program in April. A post-Reunion letter is sent out summarizing the weekend, class attendance, election results, and other details relevant to the class.

#### **Fundraising Appeals**

The Class Gift Chairs are responsible for sending out appeal letters to classmates reminding them of their annual gift to the College. These volunteers work with the Resources staff to draft the appeals and manage deadlines.

## II. CLASS COMMUNICATIONS

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### CLASS MAILINGS: Mailing Basics & Services

#### Mailing Basics<sup>1</sup>

POSTCARD STANDARDS: Each card mailed at card rate must be:

- Rectangular
- Not less than 3 ½ in. x 5 in. or .007 in thick
- Not larger than 4 ¼ in x 6 in. or .016 in thick

**Stock:** A postcard must be of uniform thickness and made of unfolded and uncreased paper or cardstock...the stock used for a postcard may be of any light color that does not prevent legible addresses and postmarks from being placed thereon. Brilliant colors must not be used.

LETTER STANDARDS: Each letter must be:

- Rectangular
- No more than 6 1/8 in. or less than 3 ½ in. high
- No more than 11 ½ in. or less than 5 in. long

**Rigid and Odd-Shaped Items:** Pens, pencils, keys, bottle caps, and other rigid items are prohibited within mailpieces. Reasonable flexible items (e.g. credit cards) are permitted. Odd-shaped items (e.g. tokens and coins) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline its shape for automated processing.

#### Printing and Mailing Services

The Alumnae Association is pleased to offer letter production services to Bryn Mawr classes.

LETTER PRODUCTION includes coordination of printing, labeling, collating, stuffing, sorting and delivery to post office. To take advantage of this service, please adhere to the following guidelines:

- Copy must be provided at least three weeks prior to mail date
- Copy must be "Camera Ready," or ready to mail "as is."

We can print copy from a word document or e-mail.

Classes are responsible for printing and mailing costs, payable from class funds, except for the two Reunion letters (which are part of the Reunion budgeting).

**PLEASE NOTE: The Alumnae Association regrets that letters cannot be accepted for production or mailing between March 15 and May 31.**

POSTCARD PRODUCTION includes coordination of printing, labeling, and post office delivery. Guidelines for postcards are the same as for letters, with the addition of paper specification:

Card weight and color specifications are due at the time of submission.

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<sup>1</sup> Excerpted from *The Mailroom Companion*, a U.S. Postal Service publication

## II. CLASS COMMUNICATIONS

### ADDRESS & DIRECTORY SERVICES

The Alumnae Association database contains information on anyone who attended the College for at least one semester. All information, including mailing addresses, is self-reported by our alumnae. If an alumna does not update address information, the Alumnae Association has no way of capturing the information. **PLEASE NOTE: The Alumnae Association database information is only available to alumnae of Bryn Mawr College. Information will not be provided to non-alumnae, but correspondence may be forwarded through the Association Office** (see Mail Forwarding below).

#### **Address Updates**

An alumna can update her address, telephone number, name change, marital status, and employment information with the Alumnae Association by any of the following methods:

- visiting <http://www.brynmawr.edu/alumnae/index.html> for an online form
- sending an e-mail to [bmcalum@brynmawr.edu](mailto:bmcalum@brynmawr.edu) with "Address Update" as the subject
- calling the Alumnae Association directly: (610) 526-5227 or (800) BMC-ALUM
- sending correspondence to "Address Update" c/o the Alumnae Association of BMC 101 North Merion Avenue, Bryn Mawr, PA 19010-2899

#### **Lost Classmates**

Sometimes a classmate maintains contact with certain people from her class or area, but not with the College. Often, she is not aware that the College considers her lost. If the Alumnae Association does not have accurate whereabouts for a classmate, you should consider the following:

- Check local and national directories, both online and through the phone company
- Contact mutual friends/classmates likely to maintain contact
- Check with her area alumnae club officers
- Publish periodic lists of lost classmates in class letters or online
- When you "find" a lost alumna, direct her to update her contact information as outlined above.

#### **Returned Mail**

If three or more pieces of mail are returned, the alumna is considered "lost," and will be excluded from future mailings until the address is updated.

#### **Database Coding**

An alumna has the option of requesting that she be excluded from mailing lists, directories, and solicitations. If an alumna has requested that the College not send mail to her, she will be excluded from mailing lists until she calls the Association to request that her status be changed.

#### **Mail Forwarding**

For non-alumnae (including Haverford graduates) trying to contact a Bryn Mawr alumna, the Alumnae Association Office will forward correspondence to her last known address for the caller, but will not divulge personal information about an alumna under any circumstances.

## II. CLASS COMMUNICATIONS

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### REQUESTING CLASS LISTS & LABELS

The Alumnae Association will provide mailing lists labels to class officers for mailings. Each set of information is use-specific and should not be forwarded or retained for re-use. Please refer to our *Confidentiality of Information* Statement on page iii regarding the use of alumnae information.

Alumnae names, addresses, and biographical information are released only to class or club officers for the purpose of class/club business. Orders for lists or labels of alumnae should come from the Class President. Duplicate orders will not be processed. Committee chairs or members may ask an officer to place the order on their behalf. A copy of all correspondence must be forwarded to the Alumnae Association for records purposes.

You can order lists or labels using either of the following methods:

- **On-line:** Fill out the request form at <http://www.brynmawr.edu/alumnae/volunteer/labelreq.htm>
- **Fax** the request form to (610) 526-5228

**Please request lists and labels at least two weeks** before your mailing date. Class lists may be e-mailed for no cost as an excel spreadsheet or a text document. For labels, allow an additional 10-15 business days for delivery. *The Class will be responsible for the shipping costs of labels.*

If you wish to order labels or lists that include a class other than your own, the Alumnae Association must receive approval from that Class President before your order can be processed.

**Due to Reunion, we are unable to process requests for lists and labels during the month of May. Please plan accordingly. Requests received after April 15 will not be processed until June.**

## II. CLASS COMMUNICATIONS

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### ON-LINE COMMUNICATIONS

The Alumnae Association has formed a task force to address electronic communications for classes and clubs. Below is a list of the services that we currently offer your group and some tips on how to access them:

#### **CLASS WEBSITES**

The Alumnae Association can host your class site on the Bryn Mawr College server or put a link to your class site on the Association's homepage. In order to take advantage of this service, you must designate a webmistress who is capable of maintaining your class website (see job description).

#### **CLASS LISTSERVES**

A Listserve is an online community linked through e-mail. It is different than a "chat room" in that one receives the correspondence via regular e-mail. The discussions are on-going, and each member of the listserv receives all correspondence posted to the list.

**To set up a class listserv**, contact the Alumnae Association Office and ask for the Webmistress.

#### **e-BULLETINS**

If you are interested in sending correspondence and updates to your class electronically, we can give you a list of e-mail addresses. This is an easy, cheap, and effective way to communicate happenings at the College or within your class. These e-Bulletins can cut down on postage and printing costs and make correspondence immediate.

Tips for e-Bulletins:

- send out a request for e-mail addresses in advance.
- correspondence should be short, contain no attachments (but links are fine), and periodic (every 3 months).
- copy your address list in the "bcc:" line to prevent your audience from viewing the entire list at the beginning of the message
- **DO NOT SPAM!** The integrity of our lists depends upon the usage. As with all alumnae information, usage is limited to class announcements and business. People will not appreciate too many (frequent) e-mails, or those of inconsequential content.
- Software is available for managing returned e-mails or sending messages to large lists. Contact the Alumnae Association for more information.

#### **E-MAIL FORWARDING FOR LIFE**

Ever have an internet provider collapse, or switch your address from aol to hotmail and have to get everyone else to use your new address, losing mail as a result? The Alumnae Association offers e-mail forwarding for alumnae, which means that alumnae can keep an @alumnae.brynmawr.edu address regardless of personal account information. Alumnae need only update the Alumnae Association of their new service provider. Sign up for this service online at <http://www.brynmawr.edu/alumnae/alummail.htm>.

### III. Reunion Planning

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#### REUNION PLANNING TIMELINE

Reunion is the single largest event held on campus annually, with an average of 1,000 people in attendance during a given year. Most alumnae use Reunion as the sole means of re-connecting with classmates. As such, it is the primary responsibility of the Class Officers to notify classmates and engage them in the Reunion activities.

In order to coordinate such a large event with so many details, it is important to begin plans for Reunion at least 9-18 months in advance. To help with this, the Alumnae Association has outlined a typical timeline for Reunion Planning. As you plan your Reunion activities, keep in mind that **the #1 priority of your classmates is catching up with each other.**

#### 9-MONTH REUNION PLANNING CALENDAR

June – August Planning meeting with Alumnae Association staff members

July 31            Submit list of committee members to be printed on reunion letterhead to the Alumnae Association office  
Send hard copy of your signature (as you wish it to appear on your letter) to Alumnae office

Early September Alumnae office mails Save-The-Date postcard

September 19 Reunion Managers/Class Presidents send letter to Alumnae Office to be mailed to your class. The Alumnae 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 program
- Include a tear-off sheet asking if classmates plan/hope to attend reunion
- Include a return envelope addressed to the reunion manager
- Include a list of lost classmates asking for help locating them (the Alumnae Office will enclose this list with your letter)
- Include reunion booklet information/survey (if applicable)

January 1            Submit all information to be included in Reunion Program to Alumnae Office (special class programs, memento description and prices, etc.)  
**Any information received after this deadline can not be guaranteed space in the Reunion Program.**

### **III. Reunion Planning**

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#### REUNION PLANNING TIMELINE

- February 1 Reunion Managers/Class Presidents should contact Sally Allison in the BMC Bookshop to finalize memento order (610-526-5320 or via email at [sallison@brynmawr.edu](mailto:sallison@brynmawr.edu)). This deadline is imperative in order to guarantee your mementos will arrive on time for reunion weekend!
- February 13 Reunion Managers/Class Presidents send second letter to Alumnae Office to be mailed to class. This letter should:
- Include a list of alumnae hoping/planning to attend reunion
  - Provide more information about the individual class plans
  - Make a second request for biographical information for reunion booklet (if applicable)
  - Provide information on class memento (if applicable)
  - Discuss inviting individual faculty members to meals
- Alumnae Office will send each songmistress a letter with the table of contents from the master Reunion Songbook. At this time, the songmistresses will be asked to review the list and inform the Alumnae Office of the song the class will sing at Step Sing.
- April 1 Alumnae Office will mail Reunion Program
- April 14 All Reunion Booklet materials (including cover) due at Alumnae Office for printing
- May 26 Attend final Reunion planning meeting and luncheon
- June 1 Return class election sheet to Alumnae Office
- June 9 Send Reunion bills, with receipts attached, to Alumnae Office for processing
- July 17 Submit post reunion letter to Alumnae Office

### III. Reunion Planning

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#### GENERAL INFORMATION

The Alumnae Association staff arranges all events held during Reunion, and coordinates the general-interest activities (tours, lectures, panels). However, the classes do have time set aside for individual gatherings. Outlined below are the responsibilities of the Class Officers during Reunion.

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

During Reunion Weekend all classes hold a meeting during which new officers are elected to serve through your next reunion. As you know, these volunteers will play a key role in keeping your class connected over the years, so please start working together now to prepare your slate of nominees.

Elections are held during the class meeting after lunch on Saturday. For your reference, a sample election sheet and sample nominating procedures have been included in your planning handbook. **Please do not forget to return your completed election form to the Alumnae Association office immediately following the class meeting.**

#### **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. It is the responsibility of the Class Officers to coordinate this gathering.

#### **Dorm Room Assignments**

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

#### **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. To send an invitation to the professor(s) directly, please notify our office for contact information. The Alumnae Association will gladly pay for 2 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.

#### **Transportation Off-Campus**

If the class is planning an excursion off-campus. You will be responsible for organizing transportation. Local companies are available through the Alumnae office, and excursion prices should include transportation costs.

### **III. Reunion Planning**

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#### GENERAL INFORMATION

#### **Hospitality Suites**

The hospitality suite is the gathering place for your classmates during the weekend. Reunion managers are in charge of stocking the room throughout the weekend with cold drinks, coffee, snacks etc. We will provide ice chests and coffee makers. Student Helpers will keep ice chests stocked and help keep the suite neat.

Basic supplies that we provide for you are listed in the Reunion Manager's Handbook.

#### **Mementos**

Class officers may elect to use their own vendors or order from Sally Allison at the College Bookshop 610-526-5320 or [sallison@brynmawr.edu](mailto:sallison@brynmawr.edu). Sally is very knowledgeable and can advise you on any memento that you would like to order. Please finalize all memento orders with Sally by February 1 to ensure delivery by Reunion Weekend! When she gives you a price please notify the Alumnae Office so we can list it on the reunion registration form. If you use your own vendor, please notify us of the price by January 14<sup>th</sup>. If you are using an outside vendor, remember to roll the cost of production and shipping into your memento price.

#### **Parking**

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 sent to your class songmistress with the table of contents for the master reunion songbooklet. The songmistress should review the list and let the Alumnae Office know which song the class will sing at Step Sing. A copy of the table of contents is included in your planning handbook for your reference.

#### **Student Helpers**

Each class will be assigned one or two student helpers for the weekend. They will assist your class throughout the weekend with luggage during check-in and check-out, finding dorm rooms, checking your hospitality suite, etc. Please do not tip the student workers!

#### **Reunion Websites**

The Alumnae Association is happy to announce that we are now able to host class web sites. If you or one of your classmates designs and maintains your class web site, our office will gladly provide server space and/or link your site to the Alumnae Association web page. For more details, see the "Web Guidelines in the Appendix."

### III. Reunion Planning

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#### GENERAL INFORMATION

#### Reunion Booklets

If your class will be printing a reunion booklet, send a request for biographical information with your September letter. The Alumnae Office will enclose a return envelope addressed to the alumna who will handle your booklet. After the material is gathered and prepared for printing, please send it to the Alumnae Office to be produced at the College Copy Center. Material must be "camera ready" (electronic form or photocopy ready). If you have any questions about production of the booklet, please give us a call.

Once your class booklet editor has been selected, please pass on a copy of the attached "Tips for Producing a Class Reunion Booklet" also included in the Reunion Manager Handbook.

The cost of producing a Reunion booklet should come from the \$15 per registration from your classmates. If produced on campus through the Alumnae Association, the booklets will be in your hospitality suite when you arrive. Should classmates want copies of the booklet but are not able to attend, a cost of \$10 (made payable to the Alumnae Association) will apply.

#### Children's Camp/Childcare

A "Reunion Camp," held at the Phebe Anna Thorne School (just past the President's House) is available for children ages 3-12. 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.

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

The Philadelphia Nanny Network	Your Other Hands
Contact: Megan Conway	215-790-0990
610-645-6550	

#### Speakers for Sunday Brunch (Annual Meeting)

Major Reunions (25th, 40th, 50th) are asked to have a class representative give a **3 – 5** minute talk during the Annual Meeting (a copy of the 2000 agenda is included). 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 time limit.**

### **III. Reunion Planning**

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BEST PRACTICES

The following are suggestions for planning and executing a successful Reunion.

#### **I. Form Class Reunion Committee (one year prior to Reunion):**

- Attend Alumnae Volunteers Weekend the fall before Reunion planning has begun in the summer
- Call a meeting of the Reunion committee you formed

#### **II. Assign subcommittees to manage the following:**

- Class letters, including post-Reunion letter
- Questionnaires
- Mementos
- Class booklet
- Hospitality Suite (food, memorabilia, photo exhibits, keepsakes)
- Class meeting (presentations, classmates' letters, special guests)
- Networking and Phonathons (see below)
- Memorial service (if applicable)
- Nominations for next slate of officers (make sure anyone nominated has agreed to run and has a "job description" of the office.)

#### **III. Spread the Word & Encourage Attendance:**

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

- 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 about timing and message.

#### **IV. Prepare for the Big Day:**

- Assign a representative to meet, greet, and host special guests, particularly faculty guests at your class dinner so they are not adrift. (Also, don't forget to pre-pay their dinner fee when making your reservations)

### III. Reunion Planning

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BEST PRACTICES

#### V. Follow-Up:

- Evaluate all aspects of Reunion and encourage classmates to fill out the Reunion Weekend Evaluation (available on the Alumnae Association Website after Reunion)
- Turn over leadership to new class officers . . . *act as a resource to them!*
- Send post-Reunion letter to classmates with Reunion highlights or a full report. (Coordinate with Class Editor and President)

#### VI. 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.
- As 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 2<sup>nd</sup> quarter of the fiscal year (August). The amount remains earmarked for class activities in the Association's budget, but does not accrue interest.
- A Class Treasurer may be assigned to work with the Accounting Specialist in the Alumnae Association Office to track class funds. Otherwise, the Alumnae Staff will generate a pre-Reunion statement and a reconciliation form in the Reunion year.
- For more information on class accounts, please Refer to Section V of the Class Officer Handbook.

## **IV. Interim Activities**

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### MINI-REUNIONS & CLASS GATHERINGS

#### **Planning Guidelines**

If you're interested in getting together with your classmates between Reunions, you may want to consider hosting a class event. Such activities should be self-supporting, so set a budget and price that will ensure that all costs will be covered.

#### **Goals for the Event**

- Decide what you want the event to accomplish. How does it fit into the year's offerings? Can you use this event to reach out to new people?
- Do you want to "cluster" with another class/es or have a reunion of people in a decade?
- Remember—a single program cannot be all things to all people.

#### **Leadership**

- Decide who and how many volunteers will be needed to run the event.
- Plan on sufficient volunteers and hostesses so the event will go smoothly and won't be burdensome for any one person.

#### **Location**

- Choose a place that will minimize travel for the greatest number of potential participants.
- Consider handicap accessibility, parking situations, availability of public transportation, coat check arrangements, and the ability of site staff to accommodate your needs.
- Vary the locations of programs to accommodate members in different areas.
- Use unique locations that alumnae/i do not normally have access to (museums, historical homes, etc.).
- Reserve space at least three months prior to the event.
- View the space prior to signing any contracts. Be sure to know what catering you can use.

#### **Date and Time of Event**

- Check calendars for religious holidays, elections, school vacations and significant local events that might conflict.
- Vary the days of the week and the times of the day to reach different audiences.

#### **Food and Drink**

Many events rely on alumnae/i to bring food and drink, or for one alumna to host the event. Sometimes you can find a restaurant to donate food and drink in exchange for a mention in the invitation and program.

## IV. Interim Activities

### MINI-REUNIONS & CLASS GATHERINGS

**Catering**—If you need to hire a caterer, plan to make arrangements three months prior to the event regarding dates, menus, approximate counts, and prices.

- Make sure that the caterer is insured to serve wine and alcohol.
- Check that the caterer's price per person quote includes all gratuities, rental costs for equipment if necessary, and overtime. Look carefully at the contract to see what is being provided in the quoted price.
- A caterer should be flexible in presenting menus and in following your suggestions.
- When you call a caterer be ready to answer the following questions:
  - How many people will attend?
  - What is the age group?
  - How easy is it to get into the building? Is there a special delivery entrance?
  - Is a kitchen available?
  - Is water available? Sinks? Electrical outlets? Refrigeration?
  - What is size/shape of tables? Who is providing/renting tables, chairs and linens?
  - Will there be a full bar or just wine/beer/sodas? (You might investigate buying drinks on a consumption basis rather than a package deal)
  - Would you like glassware or disposables (very nice plastic often works just fine!)
  - Will there be vegetarian, kosher, etc., meals?
  - What is the price range per person?
  - Can you guarantee a final count of guests (you'll pay for this #) at least 3 days before the event?
- When you've chosen a caterer, decide how payment will be made, if there will be a deposit, when the contract will be signed, who will be in charge at the affair, how many servers will be there, and how the room will be set up.
- Check the caterer's cancellation and refund policies

### **Speakers**

- The speaker for an event should be confirmed **before** a space is rented.
- Speakers should be asked to speak 4 to 6 months in advance of an event, and should receive a letter confirming their agreement to speak.
- One month before the event the speaker should be asked if they require any audio or visual equipment or a special set-up.
- You may have to designate someone to help with the speaker's arrival and housing plans.
- Send a thank-you letter following the presentation.

### **Pricing the Event and Managing the Budget**

- With the assistance of your class treasurer or event manager, draw up a budget for the event. Use a copy of the budget sheet (p. 28) in this section to estimate how much an event will cost and what is the cost per person. This is the minimum price you can charge per person and expect to break even.
- When calculating expenses, remember to include less obvious expenses such as complimentary tickets for speakers (and spouses?), overtime pay at some facilities, tips, etc. Do not forget to include your invitation printing and postage costs!
- Set a reasonable price for the event that will cover your costs, and perhaps leave a cushion in your treasury. If the event is a fundraiser, you will need to decide how much additional money you would like to raise after covering expenses.
- Two miscalculations frequently create a deficit: the first is to underestimate expenses before setting the price, and the second is to overestimate the number of people who will attend.

## **IV. Interim Activities**

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### **MINI-REUNIONS & CLASS GATHERINGS**

#### **Communication**

- Plan a creative mailing with a telephone and/or email follow-up for best attendance.
- Be sure to provide information about all of the following in your invitation:
  - What is the day and date?
  - The time? (allow enough time for commuters to attend if held on a weeknight)
  - The place? (include directions, map and parking info if necessary, or be willing to follow-up with this information)
  - The price? Different prices for different groups? Discounts?
  - What is the event about? Why is it special?
  - When is the RSVP due and to whom? (include response card if necessary, a contact person and phone number. This person may also answer questions about the event)
  - To whom should checks be made out and where should they be sent? Indicate what portion, if any, is tax deductible.
  - How will tickets be distributed? (at the door is easiest)
- On the reservation form, responders should include name, class year, day and evening phone, number and names of guests, and name as it should appear on a nametag (for pre-printed tags and for follow-up notes).

#### **Setting an Event Agenda**

- Decide how long you want each part of the event to last.
- Communicate both schedule and content to speaker, club president, hostess, etc.
- If you have a large venue or a mobile event, don't forget to factor in the time it will take for people to meander between sites to mingle, use the bathroom, etc.

#### **Materials**

Remember name tags, pens, tape, signs, Annual Fund envelopes, single \$1 bills for change and tips, printed handouts, audio visual equipment.

#### **Follow-up**

- Write thank-you notes to all involved.
- Have leaders and attendees evaluate the event—keep notes!
- If an event has been particularly successful, please share the information with the AA so that other classes can benefit.

#### **Miscellaneous**

- Provide ice water and glasses at podium for speakers.
- Post signs at the dinner table for reserved tables.
- Consider gifts for participants that recognize special service.
- Consider offering reduced admission to events for those who staff the registration table or perform other necessary jobs.

## IV. Interim Activities

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### MINI-REUNIONS & CLASS GATHERINGS

#### Event Planning Calendar

##### **4 - 6 Months Before the Event**

- Decide on a speaker or other entertainment and confirm availability

##### **12 - 14 Weeks Before the Event**

- Appoint chair(s) and committee to handle site, caterer, invitation design/printing/ mailing, speaker(s), staffing at the event.
- Choose the event date and time and make sure there are no obvious schedule conflicts.
- Choose an event site and make sure it is available on the preferred date.
- Get all the information for the invitation (address, parking, directions, map, if necessary).
- Line up caterer, etc.
- Decide on whom to invite.
- Use the budget sheet (sample in Appendix) to calculate cost per person. Set event price.
- Design invitations. Talk to designer and printer about deadlines.
- Make travel and program arrangements with speaker, if applicable.

##### **9-10 Weeks Before the Event**

- Print invitations.
- Order labels or disk from BMC AA.
- Confirm alumnae/i volunteers for the event itself (welcomers, check-in, Nominating Committee reps to recruit new officers).

##### **6- 8 Weeks Before the Event**

- Mail invitations. A committee may meet to write personal notes and send.
- Make sure there are enough nametags for the event and give to person taking reservations.

##### **2-3 Weeks Before the Event**

- Check on RSVPs and attendance.
- Phone or email invitees who have not responded and encourage them to attend.
- Confirm all plans with speaker(s), caterer, site, etc.
- Visit site, if necessary, to check AV and other set-up.

##### **1 Week Before the Event**

- Confirm event plans with all volunteers.
- Give final count for food and drinks to the caterer.
- Make sure the treasurer knows what checks are owed and when.

##### **1 Week After the Event**

- Send event evaluation (sample in Appendix) and list of attendees to the club president.
- Write thank-yous to speaker(s), host and committee members if necessary.
- Notify Alumnae Association of any changes in alumnae/i contact information.

## IV. Interim Activities

MINI-REUNIONS & CLASS GATHERINGS

### Event Budget Sheet

(To be filled in during planning stages to help estimate costs/budget.)

**Type of Event:**

**Day/Date/Time:**

**Place:**

**Contact Person:**

**Estimated Attendance:**

<u>Item</u>	<u>Cost</u>	<u>Cost Per Person</u>
Room		
room deposit		
audio/visual equip.		
tech fees		
coat check fee		
permits for event (outdoor)		
other		
Food		
wine/beer/liquor/soda		
hors d'oeuvres		
bar setups		
meal		
gratuities		
table/chair rentals		
linen rentals		
flowers/decorations		
taxes—EXEMPT		
other		
Travel Expenses		
Honorarium		
Non-paying guests		
Miscellaneous		
extra supplies		
Printing, postage and other promotional costs		
<b>Total:</b>		<b>Per Person:</b>

## **IV. Interim Activities**

### **MINI-REUNIONS & CLASS GATHERINGS**

#### **Event Evaluation**

(To be filled in after the event to help plan future programs.)

**Type of Event:**

**Day/Date/Time:**

**Place:**

**Volunteer(s):**

**Estimated Attendance:**

**Actual Attendance:**

**Cost:**

**Net Revenue:**

**Was this event designed to appeal to a particular group?**

**Who came to the event? (Please attach a list of attendees. Note changes in contact info.)**

**Please rate the following on a scale of Excellent to Poor:**

Facilities	Excellent	Good	Fair	Poor
Content of Program	Excellent	Good	Fair	Poor
Guest Speaker	Excellent	Good	Fair	Poor
Overall Event	Excellent	Good	Fair	Poor

**Comments and ideas for improving this event in the future:**

**Would you recommend this type of event to other Clubs or Classes?**

## **IV. Interim Activities**

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### OTHER SUGGESTIONS

Reunion Trips are another more involved way to engage classmates around an activity or destination. Pre-planned Continuing Education trips offered by the Alumnae Association are typically offered 1-3 times each year. Get a group of classmates together to accompany you for a tour and visit with Bryn Mawr faculty. Visit the Alumnae Association website or call the office to inquire about upcoming tours.

### **Low-Impact Ideas for your class activities outside of Reunion**

- Phone a classmate(s) when in her/their town
- Write a classmate whose name you see in the Class Notes
- Start a round-robin letter with old college friends
- Send your news to your class editor
- Join the list serve
- Plan a get-together with local classmates
- Invite classmates to a party or off-year Reunion celebration
- Send a picture of you and your classmates to the Bulletin
- Plan a long weekend with old college friends
- Send holiday cards to classmates at the end of the year
- Start a dining or book club with classmates

## V. Class Finances

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### REIMBURSABLE EXPENSES

#### General Class Expenses

Expenses that you incur in connection with your duties as a Class Officer can be reimbursed by the Alumnae Association. These include, but are not limited to: copying, postage, telephone calls and travel expenses. A copy of the Volunteer Expense Form is included in the Appendix. This form outlines the policies associated with expense reimbursement. This form should be completed with original receipts attached and forwarded to the Alumnae Association for reimbursement. The address to use is on the form. If you choose not to be reimbursed for these expenses, they are also deductible from your personal income tax, if you itemize your deductions. The Alumnae Association can issue a statement for the expenses you incurred or you can use the original expense receipts as well as cancelled checks. If you'd like the Alumnae Association to issue a statement, complete the form as indicated above and check "Send me a statement for income tax purposes" on the bottom right of the form. These expenses can also be reimbursed from a class account, if the class maintains its own funds.

#### Class Revenue/Reunion

Part of the Registration fee that is charged to Reunion attendees is given back to the classes for Reunion expenses, activities, etc. Currently this amount is \$15 per person. The Alumnae Association completes a reconciliation of fees and expenses incurred after Reunion and a net balance is computed. These expenses would include any reimbursements made by the Alumnae Association on behalf of the Class for expenses related to Reunion. This net balance can either be funds due the class or, in the case where expenses are more than income, funds owed by the class to the Alumnae Association. The latter case occurs when there is low attendance at Reunion for the class, resulting in low income and/or possibly uncontrolled expenses that may not reflect this lower attendance. That is why it is crucial for the class officers to maintain control of what expenses are being incurred on behalf of the class. Authorization should be obtained from a class officer before any class member incurs expenses for which they expect to be reimbursed from class funds.

When there is a positive net balance (funds due the class) these funds can be returned to the class for them to control (deposited into a class bank account) or it can be maintained by the Alumnae Association to offset future Reunion expenses. Negative balances (funds owed to the Alumnae Association) need to be addressed, whether reimbursed from an existing class account or, in the case of small negative balances, carried forward and made up by the next Reunion for that class, or in some other manor.

#### Reunion Expenses

Reunion expenses incurred relating to Reunion planning and Reunion Weekend activities are reimbursed in the same manor as General Class Expenses (please see paragraph above). These include, but are not limited to: meetings, telephone calls, copying, postage, hospitality suite expenses, class mementos and class events at Reunion. If the class maintains their own class funds in a class account, these expenses can also be reimbursed from that account.