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I. 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.



Caroline Willis '66
Alumnae Association President



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

II. 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: <http://www.brynmawr.edu/alumnae/> for the latest information.

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III. Reunion Weekend at a Glance

(Subject to change)

Friday

Volunteer Lunch & Reunion Orientation

Treasures: Faculty lectures & excursions

5 p.m. Opening Reception
Dinners

9 p.m. Step Sing

Saturday

9–10:30 a.m. Lecture/Program

10–11 a.m. Alumnae/i Booksigning (BMC bookshop)

11 a.m.–12:30 p.m. Class Meetings

12:30–2 p.m. Lunch & State of the College

2–5 p.m. Various Lectures, Receptions and Tours

5:30–7 p.m. Cocktail Receptions

7–8:30 p.m. Dinner

9–11 p.m. Illumination

Sunday

7–9:30 a.m. Breakfast

8–9 a.m. Worship Services

9:30–11 a.m. Parade of Classes and Annual Meeting

11a.m.-12 p.m. Champagne and Strawberries Reception

IV. Planning Overview

Form Class Reunion Committee (one year prior to Reunion)

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

Assign Subcommittees to Manage the Following

- 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.

- 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.

IV. Planning Overview *continued*

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 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 Association's budget, but does not accrue interest.

V. Reunion Manager Planning Schedule

October – Second Week

Reunion Managers/Class Presidents send letter to Alumnae Association Office to be emailed to those with email and paper mailed to your class who we prefer paper (see attached sample letter). 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 program
- Include Reunion Book information/survey (if applicable)
- Include a return address to the Reunion Manager for the optional survey
- 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)

V. Reunion Manager Planning Schedule *continued*

January – First Week

- 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 cannot be guaranteed space in the Reunion Program.

February – Second Week

Reunion Managers/Class Presidents should contact Sally Allison in the BMC Bookshop to finalize memento order (optional) if using the bookstore as a vendor (610.526.5320 or via email at sallison@brynmawr.edu). This deadline is imperative in order to guarantee your mementos will arrive in time for Reunion Weekend!

February – Second Week

Reunion Managers/Class Presidents send second letter to Alumnae Association Office 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

March – First Week

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. Songbooks are available for purchase before and during Step Sing and before for \$15 each.

April – First Week

Alumnae Association Office will mail Reunion Program with weekend details and reservation form to all Reunion classes.

April – Second Week

All Reunion Book materials (including cover) due April 15th at Alumnae Association Office for printing (see page 15).

V. Reunion Manager Planning Schedule *continued*

May – Friday of Reunion

Attend final Reunion planning meeting and luncheon.

May – Saturday of Reunion

Return class election sheet to Alumnae Association Office.

June – Second Week

Send Reunion bills, with receipts attached, to Alumnae Association Office for processing.

July – Second Week

Submit post-Reunion letter to Alumnae Association office.

VI. Responsibilities

Volunteer Responsibilities

- Class communications
- Encouraging attendance through personal contact
- Content and format for class activity periods (designated in schedule)
- Hospitality Suite
- Mementos (optional)
- Reunion Books (optional)
- Websites and Athenas Web groups (optional)
- Faculty/emeriti hostessing (optional)

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.)

VII. Class Meeting and Election of Officers

Elections

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 on Saturday. For your reference, a sample election sheet and sample nominating procedures have been included in the appendix of this planning handbook.

Please do not forget to return your completed election form to the Alumnae Association office before you leave campus!

You can make this process easier by appointing a Nominating Chair or Committee in the months prior to Reunion to recruit and assemble a slate of officers to present at 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.

Ideas for Class Meetings 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
- Lucky-number drawing for donated prize
- Skits or musical sketches
- Slides showing classmates and campus activities during college days

VII. Class Meeting and Election of Officers *continued*

- 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

VIII. 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.

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 special “handler” or hostess for each one will help ease the pressure to recognize everyone.

IX. 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.

IX. Hospitality Suites *continued*

Planning

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:

- 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? What type of things would your class enjoy? Maybe your class needs more healthful or dietetic snacks?
- Are there sufficient non-alcoholic alternatives?
- 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? When, how long, and what type of activity?
- 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 \$15 per alumna reservation earmarked for the class!
- Do you want to bring decorations, photo albums, yearbooks, or other things to personalize the space?
- How much time are you willing to invest in shopping for the weekend? Are you able to bring everything to campus on the Friday of Reunion? If not, is there a classmate willing to take over this responsibility?

Keep in mind, BMC Dining Services is the only catering permitted for on-campus events.

Supplies

The Association automatically provides some basic supplies, listed below. Please arrange to bring everything else. There are two supermarkets 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. This individual will need to be responsible for:

- Purchase the appropriate supplies for the Hospitality Suite.
- Maintain stock of necessary supplies.
- Ensure safety and cleanliness of the suite (e.g. coffee makers are switched off before causing fires; spills are mopped up, etc.).

- Ensure that there is a safe atmosphere for guests and children at all times. This includes providing non-alcoholic beverages throughout the weekend and keeping ice chests closed or off the floor.
- Please tidy up! Large spills or leftover food in your hospitality suite can lead to costly water damage, insects and even rodents.
- Some dorms have kitchenettes with refrigerators. Please contact the Alumnae Association Office to find out if your dorm has one and to see if it can be made ready for your Reunion.

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.

Hospitality Kits:

The Alumnae Association staff makes up “kits” of basics for each Hospitality Suite. These are things that Reunion Managers consistently need and have a hard time bringing in luggage, so we include them automatically:

Miscellaneous supplies

3 coffee pots
 1 ice chest (with scheduled deliveries
 Friday afternoon and Saturday evening)
 1 cutting board
 1 serrated knife
 1 corkscrew/bottle opener
 1 extra tablecloth (disposable)
 1 flashlight
 1 doorstop
 1 power strip
 1 extension cord
 1 pair scissors
 pens
 message paper
 thumbtacks
 rubber bands
 string
 toothpicks
 highlighter
 permanent marker
 Water pitchers
 Tables and linens
 First Aid kit

Basic Food items

coffee/tea/decaf
 non-dairy creamer
 sugar/sweetener
 napkins
 dessert-sized plates
 cups (hot and cold)
 stirrers
 forks
 spoons
 snack mix

IX. Hospitality Suites *continued*

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.”

It also helps to think about the necessary components that you take for granted in your own home. Below are some examples from past Reunions:

- Mixed drinks = more than liquor + ice. You’ll need juice or mix, possibly a blender or drink mixer, and if you want the appropriate glasses or a pitcher, those things will have to be brought as well.
- Morning treats like fruit and bagels may require a cutting board and additional knives, a toaster, and things like cream cheese must be kept on ice or the refrigerator, not on the table overnight. We won’t be able to replace spoiled food items during the weekend.
- Party snacks like cake, chips and dip, popcorn, pretzels, chocolate, and candy require serving platters, bowls, and utensils.
- Decorating projects may require scissors, glue, staplers, or other arts and crafts supplies. It’s best to bring your own. The office cannot lend out these items.

Best Practices for a Successful Hospitality Suite

1. Decide where the Hospitality Suite falls in relation to other aspects of Reunion.
2. Designate a person or committee to be responsible for the Hospitality Suite (someone local with a car for shopping is essential).
3. Make one person in charge of snacks, one of alcohol, one of decorations.
4. Be specific about your budget and your expectations.
5. Set a limit to how much money per person you would like to spend given the other things that class money must pay for.
6. Ensure that there are ample non-alcoholic beverages and alternatives for children; Suggest that classmates each bring their own alcohol for the weekend if class money is tight.
7. Communicate whether you think the Hospitality Suite should be “party central” or a quiet gathering space.
8. 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!

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

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.

X. 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). 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 early February to ensure delivery by Reunion Weekend! When she gives you a price please notify the Alumnae Association Office so we can list it on the Reunion registration form.

If you use your own vendor, please notify us of the price by early January so we can include it in our Reunion Program. 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 to have a production of the memento can be reimbursed from your class account.

XI. Reunion Book

Reunion Books or “slam 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.

Gathering Content

If your class will be printing a Reunion Book, send a request for biographical information with your October letter (see sample bio sheet included in this planning handbook). The Alumnae Association Office will enclose a return envelope addressed to the alumna who will handle your books.

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 first letter (October). If necessary, re-send the questionnaire with your second letter (February). The Alumnae Association Office will process both letters and include an envelope addressed to the Reunion Book Editor for classmates to return their responses.

The Reunion Book Editor 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

Photograph Instructions

- Keep in mind that colored pictures do not copy well in black and white.
- If you decide to submit photos for your book, please tape each picture with clear tape on the appropriate pages. Please do not use glue! Photos will not be returned.

XI. Reunion Book *continued*

Printing Options

After the material is gathered and prepared for printing, you can send it to the Alumnae Association Office to be produced at the College Copy Center, or have the copies made at your local copy center.

If you choose to handle your book printing yourself, 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.

Submission Requirements for the Copy Center

If you are having the Alumnae Association Office do the reproduction at the College Copy Center please follow the guidelines below. If you have any questions about production of the book, please give us a call.

The cost to have a book printed at the College Copy Center will be deducted from your class account.

Submit the book to the Alumnae Association Office in a camera-ready format (electronically or photocopy ready) **no later than April 15**. Material should be one-sided only and in the order you would like it to be printed. Include blank pages where necessary.

Include on each page a left and right margin of one inch to allow for back-to-back copying and binding.

If you choose to design an original cover, please submit a camera-ready version with the book text. If you do not submit a cover, a standard Reunion Book cover (attractively designed with the Alumnae Association logo) will be provided. All covers will be printed on a heavier card stock in a color of your choice or in your class color (depending on availability).

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. The Alumnae Office 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.

XI. Reunion Book *continued*

Delivery: Reunion Books will be delivered to your dorm Friday morning on Reunion Weekend if you had them printed at the College Copy Center. Reunion Managers are asked to distribute the books to all attending classmates during the weekend

Reunion Books will not be mailed to the entire class either before or after Reunion. Individuals who would like additional books may purchase them through the Alumnae Association after Reunion.

XII. Class Accounting at Reunion

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.

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.

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.

See an example of a reimbursement form in the Appendix section of this handbook (subject to change depending on menus, cost of services, and other external factors).

XII. Class Accounting at Reunion *continued*

Reimbursements include, but are not limited to:

- Meetings
- Telephone calls
- Copying
- Postage
- Hospitality Suite expenses
- Class mementos
- Class events at Reunion

XIII. 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. 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.

XIV. 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.

XV. 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 this planning handbook for your reference.

XV. Step Sing *continued*

Song choice and Songmistress name(s) will be required by the first week in March 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.

XVI. Communications

Class Letter

The Reunion planners are responsible for two communications prior to Reunion: a fall letter (due in mid-October) and a spring letter (due in mid-February).

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)
- Request for officer nominations

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

- Hotel flyers
- Travel discounts
- List of lost classmates and deceased classmates (by request)

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

XVI. Communications *continued*

Class Web Sites

The Alumnae Association is happy to announce that we are now 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 place your site on the Alumnae Association web server, have the web site creator contact the Alumnae Association Office or fill out the request form online at

www.bryn-mawr.edu/alumnae/volunteer/website.html.

Athena's Web <https://athenasweb.brynmawr.edu/>

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, link a personal blog feed, 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).

XVII. Cost to Attend Reunion

The approximate cost for one adult to attend Reunion, including all "public" events, housing and 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 program mailing (April).

XVII. 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.

XVIII. 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 3-12. 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.

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 to 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.

XVIII. Children and Childcare at Reunion *continued*

Area rug	Crayons
Pack n' Play	Paper or doodle pad
Bouncy seat	Push toys
Gymini/play mat	Wooden Puzzles
Baby gate	Shape Sorter
Outlet covers	Board books
Blocks or Duplo Legos	Oversize floor pillows
Toy trucks	Any other small baby and toddler toys
Balls	that are convenient to bring
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.

Appendix

Sample Fall Reunion Letter

Dear '85 Classmates,

We hope that you have enjoyed your summer and are looking forward to a fall full of color. We are writing to remind you of our approaching Reunion in May 2010 and hope to see you there. Please save the dates: **Friday, May 28-Sunday, May 30.**

Plans are currently underway to welcome us back to campus. You can look forward to a Step Sing, tours, faculty visits, lectures and updates, as well as a lot of time catching up with friends and classmates.

For those who want to rough it, there is on-campus housing available beginning Friday afternoon and closing on Sunday at approximately 1:00. If you've outgrown communal bathrooms and twin-sized cots, there are also hotels in the area with discount room rates (and elevators and air conditioning).

You'll be receiving more information in the coming months, and we'd love to hear suggestions and feedback. To that end, a survey form is enclosed. Please be advised that returning this form does not constitute a reservation... 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 children's camp details and any other program items will be mailed to you with a reservation form in April, which 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). If you begin your planning now, you can be sure to get here and not miss any activities. To help with those travel costs, there are discounts available. Check the Reunion Website or refer to the enclosed flyer for more information.

Finally, to make all of these great events happen, your class officers need to hear from you! We need ideas, committee volunteers, and nominations for new officers who can be elected at our class meeting in May.

If you can help with Reunion, or can take over as a class officer for the next term, please let us know on the enclosed form.

We can't wait to hear from you!



Lauren Buxbaum Kacir & Nancy Melissas

Sample Spring Reunion Letter

Greetings Class of '90!

Top 5 reasons for coming to our **20th Reunion, May 28-30, 2010**:

1. *It's a holiday weekend and we all have a day off from work.*
2. *You'll also be able to participate in the college's 125th anniversary celebration.*
3. *The renovation of Goodhart Hall is complete and you need to check it out.*
4. *You'll have the chance to meet BMC's new president, Jane McAuliffe.*
5. *You miss your old Bryn Mawr friends and need to catch up with everybody.*

AND

****A weekend at BMC is a lot cheaper than a trip to the Caribbean and much more fun!****

Now you know why you should come to reunion. Here's what you can expect that weekend: Our class will be based in Pem East. The reunion program will be sent out in April with specific details about accommodations (at the college and elsewhere) and cost. Please don't hesitate to bring your children. Helena Cole will be our childcare point person and whether it's camp at the Phebe Anna Thorne School or supervision in the dorm, we'll try to make sure everyone, young and old, has a good time!

We begin with a welcome dinner Friday night followed by Step Sing. Our fearless Songsmistresses Kate Lowerre and Stasa Morgan-Appel will be there to help us harmonize.

Saturday morning is our class meeting. We have received nominations for Class President, Reunion Manager, Webmistress, and Class Editor. We welcome additional nominations for those positions as well as for Songsmistress and Gift Chair. We need to vote on our new officers so the more nominations we have in place, the quicker we can move forward with the voting procedure! [Check out our website for descriptions of each position and those who have been nominated <http://class1990.blogs.brynmawr.edu/reunion-2010/>].

We'd like to spend the rest of the meeting exploring our theme of "Then and Now". We're asking a few people to volunteer to tell everyone about what they anticipated doing when they left Bryn Mawr and what they're actually doing now. It will be interesting to hear who is doing exactly what she planned, who is doing something completely different, who has faced setbacks she's had to overcome, and who is still trying to figure out her career. Using these experiences as a springboard, we plan to break off into small groups of shared interests and to discuss topics that will resonate within each group—career, family, health, economy, etc. We're hopeful that everyone will walk away with some helpful words to spur them forward!

We hope you and your partner/spouse will stay for dinner Saturday night. We are looking forward to cocktails on the Wyndham front lawn and dinner in the Cloisters.

Finally we round out the weekend Sunday morning with the Parade of Classes and a Champagne Reception.

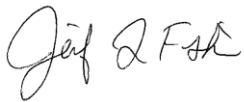
We already have classmates who have said they will attend reunion. Check out our class website for their names (<http://class1990.blogs.brynmawr.edu/reunion-2010/>). We hope more names will be added on a daily basis!!

We invite you all to fill out the enclosed **reunion questionnaire** and forward it to Robyn (2130 Mulsanne Dr. Zionsville, IN 46077). We'd like to print up all the responses in a book to be distributed reunion weekend. We need all forms returned to us by April 2nd to make this happen. And please think about making a gift to the Annual Fund. If you've already done so, we send you our sincere appreciation. If not, please think about making a gift of \$20 for 20 years. Future classes will thank you.

Finally we will be offering a reunion memento. We wanted something practical, easy to transport, reasonably priced, and a regular reminder of Bryn Mawr. With this in mind, we have Bryn Mawr notepads—the perfect item to keep the multi-tasking Mawrter organized! These notepads are being made exclusively for our class so be sure to place your order when you register for reunion. We even have a special letter-writing project planned at our meeting on Saturday...added incentive for ordering your notepads in advance!

Now that you're informed, we hope you'll finalize your plans to attend our 20th reunion. It promises to be a great weekend filled with good conversation, good friends and (hopefully) good food!!

Please don't hesitate to contact either one of us with any questions or comments!!



Jennifer Sawyer Fisher
jfisher90@yahoo.com
330-342-0892



Robyn Ruffer Nelson
robynnelson123@yahoo.com
317-733-0276

Class of 1999 Reunion Survey

Name _____ Class _____

Daytime contact information (phone or email address): _____

I/My Reunion guest would require wheelchair/walker access during reunion weekend ____ Yes ____ No

Ideas for class meeting:

Ideas for social events:

Other program ideas (optional): _____

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

Name: _____ Position: _____

Ideas for class memento (if applicable): _____

Yes No I would like to help out in the creation of a Class Reunion booklet, 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:
Maria Shinas
8817 Tom Noon Ave., #101
Las Vegas, NV 89178

Sample Reunion Booklet Questionnaire (Optional)

If you know you will be producing a reunion booklet you may include a questionnaire with your first letter. If you decide at a later date that you would like to produce a booklet, you can include one with your second 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:

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

Best vacation since graduation: _____

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

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

Class Officer Nominating Procedure (sample)

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 giving news from the class.

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.

Goal:

To elect class officers during Reunion Weekend 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 a nominating committee or chair. Committee members should have broad knowledge of their classmates.
- (2) The Nominating Committee has 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 Committee 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 Committee may solicit volunteers or suggestions from the class.
- (3) The slate is presented at the Class Meeting during Reunion Weekend. At this point, members may nominate classmates from the floor.

Notes:

- The Procedure described above was used in previous years and has worked well.
- Some classes create a committee to hold a phonathon prior to Reunion to urge attendance and to nominate a slate of class officers.

Sample Election Sheet

Alumnae Association of Bryn Mawr College

Reunion 2010

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 in _____:

Songmistress for next Reunion:

Webmistress for next Reunion (optional):

Annual Fund Class Chair

Please forward this form to the Alumnae Association Office before the end of reunion weekend.

Sample Booklet Cover

Bryn Mawr College
Class of 1985
25th Reunion



May 28 - 30, 2010

Veritatem Dilexi

Bryn Mawr College Reunion Song Book Table of Contents

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~*~*~*~*~*~*~*~*~*

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