



# Reunion Planning Handbook

MOUNT **H**OLYOKE  
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MHC  
ALUMNAE ASSOCIATION  
MOUNT HOLYOKE COLLEGE

# TABLE OF CONTENTS

<b>Introduction</b> .....	4
<b>Resources for Information and Support</b> .....	5
<b>Reunion Committee</b>	
Required Positions .....	6
Optional Positions .....	6
<b>Getting Started with Reunion Planning</b>	
Volunteer Conference .....	7
Planning Timeline .....	8
<b>Budgeting and Financials</b>	
Cost of Attendance .....	10
Preparing your reunion budget .....	10
Estimating use of treasury funds .....	11
Planning for reunion cash needs .....	11
Summary of reunion cash flow .....	11
<b>Planning Your Program</b>	
Scheduling .....	12
Association Programs .....	13
Back to Class .....	13
Other Activities .....	13
Class Programs .....	13
Media Services Equipment .....	14
Class Meetings .....	14
<b>Parade</b>	
Signs .....	15
Class Accessory .....	15
Class Banners .....	15
<b>Meal and Social Hour Planning</b>	
General Information .....	16
Primary Contact .....	16
Delivery Charge .....	16
Kitchens and Dining Rooms .....	16
Dinner Tables .....	16
Table Centerpieces .....	16
Ice .....	16
Alcohol Service Policy .....	16

## TABLE OF CONTENTS

### Meal and Social Hour Planning (continued)

Crowd Control Laws .....	17
Catering Deadline .....	17
Catering Confirmation .....	18
Reunion Meals .....	18
Social Hours .....	18

### Class Headquarters

General Information .....	19
Storage Room for Class Materials .....	20
Overflow Halls .....	20
Room Arrangements for Children .....	20
Bathrooms .....	20

### Registration

Reservation Process .....	21
Reservation Reports .....	21
Refund Policy .....	21
Registration at Reunion .....	21
Registration Location .....	21
Registration Wallets .....	21
Thursday Night Arrivals .....	21

### Other Items for Consideration

Class Booklet .....	22
Class Histories .....	22
Class Honoraries .....	23
Class Photos .....	23
Cleanup Committee .....	23
Golf Information .....	24
Name Tags .....	24

### Communications

General letter information .....	25
Reunion Letters .....	26
Fall Letter .....	26
Winter Letter .....	26
Post-Reunion Letter .....	27
Electronic Communications .....	27
Broadcast Emails .....	27
Class websites .....	27
General Reunion Evaluation .....	27
Reunion Chair and President's Evaluation .....	27

## TABLE OF CONTENTS

### Reunion Roles and Position Descriptions

<i>Required Positions</i> .....	28
Class President .....	28
Class Treasurer .....	29
Class Communications/Web Coordinator .....	29
Reunion Chair .....	29
Booklet Chair .....	30
Costume Chair .....	30
Hospitality Chair.....	30
Program Chair.....	31
Reunion Scribe .....	31
Sign Chair .....	31
Social Chair.....	31

### Budgeting and Setting Class Charges

Standardized Fees.....	33
Budgeting Worksheets .....	34

<b>Using the Mount Holyoke Archives</b> .....	37
---	----

<b>Shipping Class Materials</b> .....	39
---------------------------------------	----

## INTRODUCTION

In the spring of each year, the Alumnae Association of Mount Holyoke College welcomes alumnae back to campus for Reunion. This is a time for gathering with classmates and friends, networking, exploring the campus, and experiencing once again the intellectual life of the College.

This Reunion Planning Handbook is provided as a resource to assist classes in planning their reunion weekend. Each class has distinctive characteristics. Keeping this in mind, the reunion chair and committee are responsible for providing programming and activities that balance the interests of the class with time for each classmate to enjoy reminiscing and visiting with old friends. Optimally, classes should involve as many classmates in the planning as possible. You will need hardworking committee members who are enthusiastic, organized, persistent, and ready to work together to make your weekend a truly special occasion.

Thank you for volunteering for your class and for Mount Holyoke College!

## RESOURCES FOR INFORMATION AND SUPPORT

The Alumnae Association's website, [alumnae.mtholyoke.edu](http://alumnae.mtholyoke.edu), contains a wealth of information including news and events; career networking opportunities; class, club, committee volunteer, and staff contacts; awards and fellowships listings; and an online directory of alumnae. The Association also has a presence on Facebook, LinkedIn, Twitter, and other social media.

To access the Association's online directory of alumnae, a security ID is required to register; it is the number located above the addressee's name on *Alumnae Quarterly* address labels. Alumnae may also email [ais@mtholyoke.edu](mailto:ais@mtholyoke.edu) to request their IDs.

The Association's online volunteer website [alumnae.mtholyoke.edu/volunteers/reunion-planning](http://alumnae.mtholyoke.edu/volunteers/reunion-planning) is the source for class and club volunteer resources, including handbooks and training materials, communications and data request forms, and financial reporting information.

Information about upcoming reunions, including registration, schedules, and attendee lists can be found at [alumnae.mtholyoke.edu/reunion](http://alumnae.mtholyoke.edu/reunion)

As a class officer, your primary contact at the Alumnae Association is the director of classes and reunions, who can be reached at [reunion@mtholyoke.edu](mailto:reunion@mtholyoke.edu) or by calling 413-538-2652.

For general questions about the Alumnae Association and its programs and services, call 413-538-2300 or email [alumnaeassociation@mtholyoke.edu](mailto:alumnaeassociation@mtholyoke.edu).

The Alumnae Association's Classes and Reunion Committee is composed of alumnae who have firsthand leadership experience with their respective classes as a class officer and/or reunion volunteer. Members understand the opportunities and challenges facing class officers and serve as a liaison to the class leadership team and work on behalf of the class. They also assist the Alumnae Association in training new class officers and reunion planners.

Committee members will contact class presidents regularly and receive copies of class letters and broadcast emails (electronic mailings sent to an entire class) from the Alumnae Association. They are available to respond to requests for information, class procedures, or best practices from class officers.

A current list of committee members and their assigned classes can be found online at [alumnae.mtholyoke.edu/reunion/committees](http://alumnae.mtholyoke.edu/reunion/committees).

## REUNION COMMITTEE

Each member of the reunion committee should be enthusiastic, organized, and detail-oriented. To stimulate Mount Holyoke class spirit and broaden interest, we recommend selecting a cross-section of volunteers, not simply classmates from the same social groups. Except for certain positions (e.g., class president, reunion chair, class treasurer), roles and responsibilities on the reunion planning committee are flexible. Responsibilities can be shared, increasing the number of alumnae involved and decreasing individual workloads. Reunion committee members should be appointed no later than **September 15** of the fall prior to Reunion.

The following positions are mandatory for reunion planning. A full position description is available in “Reunion Roles and Position Descriptions” toward the end of this handbook (see page 30).

- **Class President**
- **Communications/Web Coordinator**
- **Reunion Chair**
- **Treasurer**

Depending on the class’s needs and the activities planned, the reunion committee can be structured in a variety of ways. Many classes have found the following positions to be helpful in their planning. These positions can be found described in full detail at the back of this manual on page 32.

- **Booklet/Questionnaire Chair**
- **Costume Chair**
- **Hospitality Chair**
- **Program Chair**
- **Reunion Scribe**
- **Sign Chair**
- **Social Chair**

## GETTING STARTED WITH REUNION PLANNING

What do you want your reunion to be, how do you want it to feel, what do you hope to achieve? Your class should think about these questions well in advance.

### Volunteer Conference

Approximately eight months before your reunion, in late September, the Alumnae Association will invite the class president and reunion chair (or reunion co-chairs) to continue the planning process at a volunteer conference, held on campus.

The conference outlines the procedures, budgets, and activities for reunions. Attendees are briefed on the timetables and critical tasks/steps needed to make reunions successful and are challenged to think creatively about their vision for their class reunion.

Classes celebrating a milestone reunion year (10<sup>th</sup>, and 25<sup>th</sup>) should start their planning process earlier than eight months in advance, especially if they are considering a special project like a class book or DVD.

The Alumnae Association reimburses the costs for the class president and up to two reunion chairs to attend; if any of these officers cannot attend, the president may designate another volunteer as a replacement. It is recommended at a minimum that the class president and reunion chair(s) attend, but we strongly recommend that classes invite their entire board to the workshop; the expenses of any additional officers may be covered by the class's treasury or the volunteer.

### Planning Timeline

The Alumnae Association has a master timeline used for all classes coming to Reunion. This schedule may be refined in greater detail for specific class needs, but the dates **MUST** be adhered to if reunion plans for all classes are to proceed smoothly.

Starting the August before Reunion, the Alumnae Association emails a series reminders and deadlines to help your class plan for Reunion. These email reminders will direct reunion planners to certain sections of this handbook and include important links and forms.



## GENERAL REUNION PLANNING TIMELINE

WORK ON [THIS MONTH]:	<input checked="" type="checkbox"/> ITEM	RESPONSIBLE:	DUE TO ALUMNAE ASSOC. ON:
<b>24 months prior to Reunion</b>			
Spring/Summer	<input type="checkbox"/>	Organize a conference call with class board to begin discussion of reunion goals and objectives	Reunion Chair(s); Class President
<b>18 months prior to Reunion</b>			
Summer/Fall	<input type="checkbox"/>	Continue reunion planning discussions with class board and volunteers	Reunion Chair(s); Class President
November	<input type="checkbox"/>	Have a second conference call with your class board to discuss your reunion	Reunion Chair(s); Class President
January	<input type="checkbox"/>	Create a plan/timeline for your reunion; begin seeking additional volunteers	Reunion Chair(s) Nominating
January	<input type="checkbox"/>	Class Presidents & Reunion Chairs attend conference call on Reunion Planning	Classes & Reunion Committee
<b>One year prior to Reunion</b>			
June/July	<input type="checkbox"/>	Hold a conference call with class board to continue your reunion planning	Reunion Chair(s)
<b>July</b>	<input type="checkbox"/>	<b>Recommendations for Alum. Assoc. Awards</b>	<b>Classes</b> <b>July 1</b>
August	<input type="checkbox"/>	Hold a conference call to discuss reunion budget	Reunion Chair(s); Class President; Treasurer
August	<input type="checkbox"/>	Kick off official reunion and committee cycle; build Reunion Committee	
September	<input type="checkbox"/>	Attend the Volunteer Training Conference	Reunion Chair(s); Class Presidents
September	<input type="checkbox"/>	Reunion save-the-date postcard sent to all alumnae in reunion classes	Alumnae Association
September	<input type="checkbox"/>	Draft fall letters and secure committee members	Reunion Chair(s)                      October 10
<b>October</b>	<input type="checkbox"/>	<b>Reunion Committee Response Form Due</b>	<b>Reunion Chair(s)</b> <b>October 1</b>
<b>October</b>	<input type="checkbox"/>	<b>Fall letter/Print Mailing Instructions Form Due</b>	<b>Reunion Chair(s);</b> <b>October 10</b>
October	<input type="checkbox"/>	Nominating Committee begin working on Class officer nominations and election information	Nominating Committee
Beginning of October	<input type="checkbox"/>	Begin setting class charges and planning meals	Reunion Chair; Social Chair; President; Treasurer                      November 15
<b>November</b>	<input type="checkbox"/>	<b>Class Charges form due</b>	<b>Reunion Chair(s)</b> <b>November 15</b>
<b>November</b>	<input type="checkbox"/>	<b>Catering Services Order Form due</b>	<b>Social Chair</b> <b>December 1</b>
November / December	<input type="checkbox"/>	Plan Class Events and Activities	Reunion Chair(s)                      January 15
Mid-December	<input type="checkbox"/>	Prepare Class officer nominations and election information to get to Class Presidents	Nominating Committee                      January 10

Mid-December	<input type="checkbox"/>	Write winter reunion letter	Reunion Chair(s)	January 15
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### Calendar Year of Reunion

<b>January</b>	<input type="checkbox"/>	<b>Proposed Slate of officers due if it is to be included in winter letter...cc. Reunion Chair &amp; President</b>	<b>Nominating Committee</b>	<b>January 10</b>
<b>January</b>	<input type="checkbox"/>	<b>Class Events and Activities Form due</b>	<b>Reunion Chair(s)</b>	<b>January 15</b>
<b>January</b>	<input type="checkbox"/>	<b>Winter reunion letter and Communication Request form due</b>	<b>Reunion Chair(s)</b>	<b>January 15</b>
February	<input type="checkbox"/>	Determine text for parade signs		March 1
<b>March</b>	<input type="checkbox"/>	<b>Parade Sign and Stake Form due</b>	<b>Reunion Chair(s)</b>	<b>March 1</b>
March	<input type="checkbox"/>	Revise Class Histories for the Annual Meeting	Reunion Chair(s); Class President	April 1
March	<input type="checkbox"/>	Reunion Registration Opens	Alumnae Association	
<b>March</b>	<input type="checkbox"/>	<b>Archives and Special Collections requests due (to College Archives)</b>	<b>Reunion Committee</b>	<b>April 1 (Submit to: Archives and Special Collections)</b>
April	<input type="checkbox"/>	Review reunion finances and class treasurer duty information; Check reunion registration reports. If numbers are low, reach out to classmates to encourage attendance.		
<b>April</b>	<input type="checkbox"/>	<b>Revised Class History Due</b>	<b>Class President</b>	<b>April 1</b>
Mid-April	<input type="checkbox"/>	Reunion reservation deadline; late fee charged after the deadline		<b>April 15</b>
Late April	<input type="checkbox"/>	First reunion revenues check to class treasurer	Alumnae Association	Mailing Deadline: April 30 (Submit to: Class Treasurer)
Early May	<input type="checkbox"/>	Final details and reminders	Alumnae Association	
May	<input type="checkbox"/>	Residence halls/class headquarters confirmed	Alumnae Association	
May	<input type="checkbox"/>	Reunion I weekend		
Following Weekend in May	<input type="checkbox"/>	Reunion II weekend		
Mid-June	<input type="checkbox"/>	Final accounting report sent to treasurer with final check or bill	Alumnae Association	Submit to: Treasurer; Reunion Chair(s); President
June	<input type="checkbox"/>	Reunion evaluation sent to all attendees	Alumnae Association	
June	<input type="checkbox"/>	Fill out reunion planner evaluation	Reunion Chair(s); Class President	
June	<input type="checkbox"/>	Write post-reunion letter	Outgoing Class President and Reunion Scribe	
<b>August</b>	<input type="checkbox"/>	<b>Complete and submit final reunion accounting</b>	<b>Outgoing Treasurer</b>	<b>August 31</b>

## BUDGETING AND FINANCIALS

Reunion chairs and treasurers must prepare a reunion budget no later than nine months before Reunion. The budget must be shared with the class president if the class treasury will be paying for any of the reunion costs. The reunion budget serves a number of important purposes:

- **Enables the class to anticipate the cost for classmates to attend Reunion.** Class charges for things like parade costumes and dinner decorations are a significant part of the total cost alumnae pay to attend Reunion. By estimating class charges early in the planning process, your reunion committee will be able to anticipate the total cost for classmates to attend. If necessary, costs can be controlled either by reducing class expenses, seeking contributions for specific items, planning for scholarships, or using treasury funds to offset some reunion expenses.
- **Serves as a guideline for planners.** The reunion budget will serve as a guideline for committee members as they begin their tasks.
- **Gives advance warning.** Preparing a budget ahead of time will give the class time to review its treasury balance and ask for dues if necessary.

### Cost of Attendance

The total cost of attending Reunion includes three components:

- **Alumnae Association registration fee.** This fee is used to offset expenses related to Reunion such as Alumnae Association staff support, student workers (wages, housing, meals), Back-to-Class offerings, entertainment, various receptions, shuttle buses, printed materials, loyalty class reunions, and other programs and expenses.
- **College charges.** These charges include overnight housing, breakfasts, and Saturday picnic/luncheon.
- **Class charges.** Classes may determine what to charge their classmates for the following:
  - Class fee—intended to cover parade costumes, class booklets (optional), decorations, name tags, refreshments, signs, balloons, flowers, gifts, special class programs, Friday and Saturday social hour, and a variety of other miscellaneous class expenses.
    - » Note: To simplify your decision making process, the Alumnae Association has also created a Standardized Class fee, the breakdown of which can be found on page 33 of this planning guide. If planners do not meet the deadline to submit charges, the standardized class fee will be applied.
  - Friday dinner fee (optional)
  - Saturday dinner fee

### Preparing Your Reunion Budget

We suggest that the reunion planning committee meet (in person or by conference call) the summer prior to Reunion, and as part of that meeting prepare a draft budget. The budget can be firmed up as more accurate cost estimates are gathered. To assist in preparing a budget, the Alumnae Association has prepared worksheets (which can be completed by hand or in the editable pdf) and compiled data on costs for previous reunion classes by reunion year. These worksheets appear in “Budget Worksheets” near the end of this handbook (see page 34).

Begin your budget by estimating your expenses, and use this to determine charges for the class fee, Friday dinner fee (optional), and Saturday social hour and dinner fee. In estimating expenses, remember to include honorary guests in meal and housing counts to achieve a more accurate cost estimate. It is also a good idea to budget for a small surplus in order to provide some cushion if your costs exceed your budget.

### Estimating Use of Treasury Funds

Most classes choose to use funds from their class treasury to cover all or part of certain reunion expenses. In general, treasury money should be used for expenses that either benefit or are made available to the entire class. In past years classes have used treasury money to pay for expenses including reunion mailings, administrative expenses, the class booklet, honorary guests, refreshments in the dorm, and scholarships. Use Worksheet B (see page 35) to help you track the money you plan to use from your class treasury for reunion expenses.

### Tax Exemption Status

**Federal** – Classes are separate legal entities from the Alumnae Association. Each class has a unique EIN (Employer Identification Number). The IRS recognizes the classes as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. To maintain the tax exempt status classes must file a form c annually allowing the Alumnae Association to file the IRS 990N or ePostcard on behalf of the classes.

**State** – Federal tax exemption does not entitle exemption from state sales tax. The regulations regarding sales tax exemption, the process, and the documentation required differ from state to state. Maintaining state tax exempt status also varies by state. It is up to each individual class or club to determine the required information filings, if any, for their state and comply with them. Consider the record keeping efforts along with potential tax savings. It may not be worthwhile to obtain the state status.

### Planning for Reunion Cash Needs

Funds in the class treasury should be used to pay for any expenses incurred during reunion planning. Some (if not all) of these funds will be recovered through the fees collected by the Alumnae Association and reimbursed to the class. A class may also decide to use some of its funds to defray the cost of its reunion. Either way, it is important for reunion planners and the treasurer to anticipate these reunion expenditures so they can plan to have sufficient funds on hand to cover those costs. If your class has other ongoing projects that need funding, reunion chairs and treasurers should work closely to make sure there is adequate cash available.

### Summary of Reunion Cash Flow

**Treasurers, please see the initial information below in order to gauge the flow of reunion monies and when to expect reimbursement or a bill in the mail.**

1st Check: In late April you will receive a check from the Association for fees collected to date, which include class fees and meals planned by the class. (Any monies owed to the Alumnae Association (e.g. parade signs ordered) will have already been subtracted.)

2nd Check: As soon as the Alumnae Association has finalized registration, a final check or bill will be sent directly to the class. All class socials and meals will be billed directly to the class by the college. This typically happens by the end of June.

#### *Reminders for Treasurers:*

- Bring your class checkbook to campus for Reunion weekend. Reunion volunteers may request reimbursement for items they purchased for the class. If you are not able to attend Reunion, please give the checkbook to your president or a member of the class board who is authorized to write checks on the account.
- **After Reunion:** Treasurers' terms end on **June 30**. Please complete the June 30 bank account reconciliation(s), update the financial records, and complete the Form C financial report. Once form C is filed, you can turn over the class treasury records to your successor.
- Discuss with the new treasurer whether your class should change banks, or if you can just change signatories at the existing institution. We recommend that your class have multiple people authorized to sign checks—the treasurer, president, and vice president or another member of the class board.

## PLANNING YOUR PROGRAM

Below is a typical agenda for the weekend that outlines the basic activities that take place. Most years, the agendas for Reunion I and Reunion II are similar in nature. The biggest difference between the two weekends is that graduating seniors and their families are on campus at Reunion I. Keep in mind that during Reunion I, the graduating seniors are given priority for space reservations on campus.

### Scheduling

Reunion weekend is packed with events for returning alumnae. Please use these schedules when planning your class-specific programming; this will help to ensure that your classmates will be able to participate in more of the programs that interest them while minimizing the number of time conflicts between campuswide and class-specific programming.

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#### Thursday

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Afternoon	<b>(Reunion I Only) Welcome Ceremony with graduating seniors</b> The 50th Reunion class makes the official presentation of scarves to seniors, but all alumnae are invited to attend the ceremony.
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Evening	<b>Class Presidents/Reunion Chairs Meeting</b>
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#### Friday

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11:00 a.m.–12:00 p.m. (approx)	<b>State of the College remarks by College President</b>
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1:00 p.m.–5:00 p.m. (approx)	<b>Back to Class</b> Alumnae on campus are invited to go Back to Class to hear from Mount Holyoke faculty and fellow alumnae about topics of interest.
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5:00–6:00 p.m. (approx)	<b>(Reunion II only) Alumnae Faculty Reception</b>
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Evening	<b>OPEN FOR CLASS EVENTS OR MEALS</b>
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#### Saturday

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8:30 a.m.–1:30 p.m. (approx)	<b>(Reunion I) Laurel Parade, Annual Meeting, Class Photos, and Old-fashioned Community Picnic Lunch on Skinner Green</b>
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10:00 a.m.–1:30 p.m.	<b>(Reunion II) Alumnae Parade, Alumnae Association Meeting, Class Photos, and Class Luncheons</b>
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2:00–4:30 p.m.	<b>(Reunion I only) Department-at-Homes</b> Alumnae are invited to visit departments and meet with students and faculty. <b>OPEN FOR CLASS EVENTS</b>
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Evening	<b>OPEN FOR CLASS EVENTS OR MEALS</b>
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#### Sunday

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Noon	<b>Checkout</b>
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## Association Programming

### BACK TO CLASS

Back-to-Class sessions are mini-classes presented by MHC professors on various topics of interest.

### OTHER ACTIVITIES

The Alumnae Association usually schedules the following activities for the weekend:

- Department open houses (“at-homes”)
- Affinity group receptions (Lyon’s Pride, Alumnae Women of Color)
- Tours (the Sycamores, Art Museum)
- Class Photographs

### Class Programs

Classes are not obliged to arrange their own programs or events during reunion weekend, but may be interested in doing so. Typically, classes organize after-dinner programs on Saturday evening and activities for children (if the class is in a reunion year in which most classmates have children or teens as guests). Programs from the past have included keynote speakers, presentations from faculty members, reenactments of Junior Show, sing-alongs in the class headquarters, and concerts. Think carefully about the types of programs your classmates enjoy and be sure to check with Alumnae Association staff early in the process to avoid any space or program conflicts.

Here are a few items to keep in mind when planning:

- Solicit ideas from your classmates in your class letter, on your class website, or on your class Facebook page. You’ll be amazed at the variety of ideas you’ll receive. Talk over all suggestions with the reunion committee to choose the right event(s) for your class.
- When scheduling your after-dinner program in the Community Dining Center, try to limit your event to one half-hour or less. If your program is longer, it should be held in the living room or another location on campus. (When after-dinner programs exceed a half-hour in length, catering staff must wait until the program is complete to resume their work. The catering staff must reset for the next morning, and late programs require significant time, energy, and overtime pay for the catering staff.)
- Determine if your program/event will need specific equipment such as a computer projector, screen, microphone, etc. For events that need a variety of specific electronics, the campus has a number of media-ready classrooms that can accommodate a program with most technical needs. If your program requires minimal equipment (a microphone and amplifier), this equipment will already be available in your headquarters dorm.
  - All equipment needs should be requested through the reunion chair. The reunion chair is responsible for filling out the Class Events and Activities Form (due to the Alumnae Association by **January 15**) with specific requests for equipment. At the end of the reunion weekend, equipment should be left in the same space where you found it; the equipment staff will return to that location to reclaim it at the end of the weekend.
- Campus Police advises that to comply with town ordinances, events can run until 12:00 midnight. However, if there are any complaints about noise, the class will be asked to turn down the volume or end the event.

## Media Services Equipment

Media Services will deliver one portable microphone, audio cable, and amplifier to each class headquarters dorm for use throughout the weekend. This setup may be used to play music or for amplifying class meetings, etc. If you need additional equipment (e.g., a projector), request those items on the Class Events and Activities Form and note the exact time and duration of the event on the form (so that the staff can set up and retrieve the equipment in a timely manner).

- Please be aware that some equipment is in limited supply and is given out on a first-come, first-served basis.
- Classes wishing to play movies or show PowerPoint presentations are strongly advised to bring their own personal laptops.
- The College also has a limited number of media-ready classrooms that can be used for presentations; these classrooms include LCD projectors, laptops, and screens, so you may want to consider holding your event in one of these spaces.

## Class Meetings

Each class must hold a class meeting at some point during its reunion. These meetings are usually 30–60 minutes in length and should be scheduled during a convenient time (e.g., before the social hour on Saturday). Meetings should take place in the living room of the class headquarters dorm.

During the class meeting, the class should hold the election of new class officers, and the treasurer should give a brief report on the status of the class treasury. If the class is presenting any awards, it should do so during the class meeting. Many classes also use this as an opportunity to have a brief memorial service for deceased classmates. Please remember to publicize your class meeting and let classmates know what the agenda will be, especially if many of your classmates have not attended Reunion before (this is particularly relevant to younger class years).

### SAMPLE CLASS MEETING AGENDA

- Budget/treasurer's report
- Memorial to deceased classmates
- Encourage reunion attendees to fill out reunion evaluation forms
- Elect and announce new class officers
- Vote on bylaws updates
- At forty-fifth Reunion, elect a Connections Chair and include conversation about budget to be voted on

## PARADE

### Signs

The Alumnae Association stores the signs each class has used at previous reunions. Reunion chairs will receive a list of signs that are in storage for your class. This list should be shared with the sign chair. For larger groups, estimate one sign for every 20 alumnae marching. Smaller groups can estimate one sign for every 10 alumnae.

If the class would like new signs, the sign chair should create the text for each sign using slogans, statistics, or interesting facts collected from a class survey. The class can either make the new signs or order them through the Association. New signs provided through the Association cost approximately \$35 each and measure 22" x 28". The signs are corrugated plastic in class colors with white lettering (yellow classes have black lettering). If ordering through the Association, the reunion chair must turn in the Parade Sign and Stake Order Form by the **March 1** deadline.

If the class orders signs through the Association or is using signs that are currently stored at the Association, the Association will attach the signs to stakes and deliver them to the class's storage room located in the class headquarters dorm. If the class is making its own signs, it can borrow wooden stakes from the Alumnae Association (the reunion chair can indicate this on the Parade Sign and Stake Order Form). The Association will put the reserved stakes in the class storage room, but the class is responsible for attaching any homemade signs to the stakes; **please bring a heavy-duty staple gun if you are making homemade signs.**

### Parade Accessory

The parade costume should be reasonably priced (a maximum of \$20/person), in the class color, and small enough to pack in a suitcase. Vendors and resources for costumes can be found in the Yellow Pages under "screen printing" or on the internet. Some ideas include T-shirts, scarves, umbrellas, canvas bags, and hats. Being "green" is the new trend, so think environmentally-friendly tote bags, water bottles, clothing, etc. If you are having difficulty thinking of ideas that will appeal to your classmates, you may consider polling your class with an online service like Survey Monkey. Please keep in mind balloons are not permitted in Chapin Auditorium.

Once the parade costume is identified, the costume chair determines the cost per classmate, and informs the reunion chair of the desired charge to classmates for the costume before the reunion chair submits the Class Charges Form in mid-November. Some classes have used their treasury to cover all or a portion of these costs. The costume chair should purchase the costumes shortly before the reunion in order to gauge the number needed as accurately as possible (obtain up-to-date registration numbers from the reunion chair after the mid-April registration deadline); production and shipping timetables vary from vendor to vendor, so the costume chair is responsible for researching this and coordinating the successful purchase of the costumes and distribution to classmates.

Instructions: After **May 1**, you may ship class materials such as parade costumes, reunion booklets, etc., directly to the Alumnae Association if you prefer not to travel with those items. See page 39 for more details.

### Class Banners

All class banners are stored at the Alumnae Association. The Association will have your banner at the parade lineup or class photo.

The class is then responsible for taking its banner to the class photo. After the photo is taken, an Alumnae Association student worker will collect the banner from the class. The class is responsible for the cost of replacing any lost banners.



## MEAL AND SOCIAL HOUR PLANNING

### General Information

**Primary Contact:** The social chair is the primary contact with Mount Holyoke College's Catering Services. This position is critical. If a class decides to split the work and assign different classmates to organize the Friday and Saturday social hours and/or dinners, these classmates are to coordinate their orders with the social chair, who in turn places one order directly with Catering Services. This arrangement avoids duplication in orders.

**Delivery Charge:** Each social-hour delivery includes a delivery charge. Classes can arrange to pick up social-hour food to reduce this expense. Contact Catering Services at 413-538-2220 to inquire about this option.

**Kitchens and Dining Rooms:** The dorms on campus no longer have functioning kitchens or dining halls. Classes hosting social hours should bring all desired equipment and supplies for their event, such as ice tongs, ice buckets, coolers, napkins, plastic glassware, trash bags, stirrers, mixes for drinks, utensils for mixing dips and cutting cheese, a dishpan and soap for cleaning up, etc. Refrigerators may be rented from an external vendor for a fee.

**Dinner Tables:** Dining rooms will contain round tables, rectangular tables, or a combination of the two. After the class dinner locations are selected, Catering Services (413-538-2220) can inform the social chair of the dining room configuration.

**Table Centerpieces:** Classes can design and create their own centerpieces or order a floral arrangement from one of the local florists. Candles are provided on the tables unless the class informs Catering Services they are not needed. (These candles have been approved by the fire marshall and are the only candles that can be used on campus. Alternatively, classes can purchase electric votives.)

**Ice:** Ice is available for purchase at the Community Dining Center, local package stores, and local supermarkets.

**Alcohol Service Policy:** Please be aware that liquor laws in Massachusetts are stringent and liability issues are broad; be careful in all situations in which alcohol is present. If your class provides any beverage containing alcohol in your class headquarters, and someone has an accident as a result of consuming that beverage provided by the class, the provider of the alcohol may be liable. The individual who purchased the alcohol could be held liable for any damages or injury under Massachusetts State Law. Alcohol may not be served or consumed in outside areas unless designated by the College. Please keep all unattended alcohol locked at all times.

If you planned your social hour through Catering Services and included alcohol in your order, Catering Services provides a bartender/service staff to dispense the alcohol and will take care of the setup and cleanup of the beverage service they provide.

Alternatively, classes can purchase their own alcohol from a package store for serving in the lounge or living room of their class headquarters. A "volunteer bartender" (classmate or guest) may serve purchased liquor. Massachusetts State Law strictly prohibits charging for alcoholic beverages without a liquor license. Catering Services will not provide bartenders for classes purchasing their own alcohol.

Alcohol cannot be served by classes anywhere on campus other than headquarter dorm. Only Catering Services can provide, sell, or serve alcohol in other campus facilities.

**Crowd Control Laws:** *If your class would like to hold an event with any setup to allow dancing in the Blanchard Campus Center Great Room, Chapin Auditorium, Kendade Atrium, or the Willits-Hallowell Center, please take note of the crowd-control policies below. If you have any questions about these policies and whether an event you are planning may fall under these rules, please contact [reunion@mholyoke.edu](mailto:reunion@mholyoke.edu) or call the director of classes and reunions at 413-538-2652.*

On June 1, 2011, Massachusetts Law (527 CMR 10.13 (d)) came into force to ensure the safety of attendees at venues with a capacity of 100 or more persons that are set up to allow dancing. The law now requires “Massachusetts-certified crowd managers” to be on site and adherent to safety policies for the entirety of events at these locations.

Several facilities on Mount Holyoke’s campus fit the law’s definition, depending on how the space will be used. In addition, Mount Holyoke’s policies require campus police to be on hand for events at these locations, and capacity restrictions must be enforced.

“Certified crowd managers” must pass Massachusetts testing to qualify to staff an event, so the Alumnae Association and the College have arranged for the use of an outside, bonded contractor to provide the state-mandated services for a fee. Classes are still responsible for proper planning and implementation of programs that do not exceed venue capacities. Mount Holyoke Campus Police may also be on site for additional safety supervision, but do not serve as the dedicated, state mandated “crowd managers.” Classes that would like to hold events at one of these sites should plan accordingly to comply with the law and factor the associated costs into their reunion budgets.

- Spaces on campus typically impacted by Massachusetts crowd control law:
  - Community Dining Center
  - Chapin Auditorium
  - Kendade Atrium
  - Willits-Hallowell Center
- Requirements:
  - The specific number of certified crowd managers and campus police needed vary by venue but are based on the size of the space rather than the number of people in attendance.
- Blanchard Great Room: 2 certified crowd managers; 2 campus police
- Chapin Auditorium: 4 certified crowd managers; 2 campus police
  - Capacity limits must also be observed, so classes using one of these venues may need to use advance ticket sales or wrist bands to ensure that crowds do not exceed space capacity.
- Expected costs:
  - Certified crowd managers: \$240 for 2 for the length of the event
  - Campus police: \$350 for 2 officers (5-hour minimum at \$35 per hour per officer)

**Catering Deadline:** The social chair must complete the Catering Services Order Form and submit it to the Alumnae Association by December 1. The Alumnae Association will retain a copy of the form for its records and will forward the original to Catering Services.

**Catering Confirmation:** Catering Services will send the social chairs a copy of the event orders for their dinner, social hour, and supply order by the end of April. The social chair must review the information carefully and contact Catering Services (413-538-2220) with any questions. Unless otherwise notified, Catering Services will provide all services as they appear on the event orders. Meal counts will be estimated and then adjusted as registrations are received. The Alumnae Association provides Catering Services with regular counts, so Catering Services can make adjustments to the food orders as needed.

### Reunion Meals

The following is a list of meals offered during reunion weekend. Unless otherwise stated, all meals are included in a package and are scheduled at both Reunion I and Reunion II.

- **Friday Buffet Breakfast:** Available at Reunion II only, this breakfast is served at the Community Dining Center.
- **Friday Dinner:** With the exception of the 50th and 60th reunion classes, classes make their own arrangements for Friday dinner. Members of the 50th class are guests of the Alumnae Association and the Office of Advancement. The 60th class will plan its dinner with Catering Services. During Reunion II, classes are encouraged to attend the Alumnae Faculty Reception, hosted by the Association at the Kendade Atrium from 5:00 to 6:00 p. m. Hearty appetizers and alcoholic and nonalcoholic beverages will be served.
- **Saturday Breakfast:** Breakfast is served at the Community Dining Center.
- **Saturday Lunch:** During Reunion I weekend, a community picnic is served on Skinner Green. For Reunion II, lunch is provided at the Community Dining Center.
- **Saturday Dinner:** The dinner will be provided at the Community Dining Center. It is often preceded by a social hour held either in class headquarters or at another location on campus (e.g., Art Museum). Willits-Hallowell Center is also available for dinner on a first come, first serve basis.
- **Sunday Breakfast:** Breakfast is served at the Community Dining Center.
- **Sunday Brunch:** Sunday brunch is served in the Willits-Hallowell Center (optional).

### Social Hours

Social hours usually take place in the class headquarters living rooms, though classes may want to consider other locations on campus. A list of available locations, capacity limits, and use restrictions can be obtained from the Alumnae Association, but note that request for spaces is on a first-come, first-served basis. Food and beverages must be supplied by Catering Services if the social hour is held anywhere other than the class headquarters dorm living room.

## CLASS HEADQUARTERS

Residence halls are assigned to classes according to their capacity, the number of reservations received by the deadline, and the age of the class. Priority consideration for residence halls with elevators and those closest to most reunion activities will be given to the older classes.

While residence halls may be tentatively assigned before the registration deadline, they **will not be confirmed** until after April 15. Please note that graduating seniors will occupy their rooms in the residence halls during Reunion I, as they will need to stay on campus through Commencement.

**In each headquarters dorm, the Alumnae Association provides:**

- three 6-foot tables;
- three tablecloths (located in the class storage room in the headquarters dorm);
- ten folding chairs;
- one trash receptacle in the class headquarters lobby;
- one recycle bin;

Tables are usually used for hospitality and memorabilia display and for refreshments during the social hour. Please remember that all tablecloths must be returned to the Alumnae Association at the end of reunion weekend. Additional equipment may be requested, subject to availability and space restrictions (see below).

### DORM LIVING ROOM CAPABILITIES

DORM	NUMBER OF TABLES	NUMBER OF CHAIRS	NUMBER OF TRASH RECEPTACLES
Abbey	3	20	3
Buckland	6	25	3
Ham	4	25	3
Macgregor	4	25	3
Creighton	3	20	3
Prospect	3	20	3
North Rocky	4	25	3
South Rocky	4	25	3
Torrey	6	25	3
Wilder	4	25	3

Please Note: Fire code regulations limit the amount of furniture allowed in common spaces, including tables and folding chairs, and at no time can egress to exits be blocked. In addition, any paper decorations or signs can only be affixed to bulletin boards, and certain items (including candles and paper lanterns) are prohibited from dormitories. Please bring your own thumbtacks. See [www.mtholyoke.edu/reslife/packing](http://www.mtholyoke.edu/reslife/packing) for more details. *If you have any questions concerning the suitability of your planned decorations, call the director of classes and reunions at the Alumnae Association at 413-538-2652.*

**Storage Room for Class Materials:** Each headquarters dorm will have a locked class storage room to which the reunion chair(s) will be granted access. This room is used for storage of reunion materials (reunion booklets, parade costumes, alcohol, supplies, etc.), as well as extra bath towels and bedding for the reunion chair to distribute if classmates inquire. All class materials shipped directly to the Alumnae Association, class signs, and/or stakes reserved through the Alumnae Association, and tablecloths will be delivered to the storage room prior to Reunion. (For more information on shipping materials, see page 39.) these storage rooms should also be used to store unused alcohol that would otherwise be left unattended in public spaces. Please keep in mind there are underage students and guests on campus.

**Please Note:** Due to the lack of storage space, the Association will no longer be able to store any class items (except for parade signs and your class banner) between reunions . If your class wishes to dispose of any of its reunion signs, please mark them with a large “X” and leave them in the storage room.

**Overflow Halls:** The Alumnae Association makes every effort to house as many class members as possible together in one residence hall. However, if large numbers of alumnae return for Reunion with their guests and children, it will be necessary to spread the class across multiple residence halls. When a class is housed in more than one residence hall, the Alumnae Association designates one hall as “class headquarters” and the others as “overflow halls.”

Overflow halls may house several different classes. We cannot guarantee housing with your classmates, especially if they register after the deadline.

The Alumnae Association’s registration coordinator makes every effort to assign rooms based on classmates’ needs and wishes. Alumnae should understand that due to space constraints, it might not be possible to accommodate their requests.

**Room Arrangements for Children:** If there are any questions about rooming arrangements for children, classmates should contact *reunion\_registration-g@mholyoke.edu* directly. Parents/guardians have the option to bring sleeping bags and air mattresses for use on the floor of their room for children. If a bed is requested for a child, the overnight fee is the same as the adult fee.

**Bathrooms:** Most residential bathrooms are marked as either single-sex or co-ed during the year. During Reunion I, alumnae should comply with the designations made by students, as they will still be occupying the residence halls. During Reunion II, classes are free to designate bathrooms by gender if they wish.

## REGISTRATION AND CHECK-IN

**Reservation Registration Process:** Only alumnae celebrating their 50th reunion and older will have the option to register via a paper form. These paper forms will be sent with the winter reunion letter. All other classes will be given the link to register online (and members of any class may register over the phone).

**Reservation Registration Reports:** Starting approximately a week after the reservation registration deadline, registration reports will be generated and made available to reunion planners. These reports will provide reunion volunteers with a listing of current registrants and money collected to date.

**Cancellation/Refund Policy:** A full refund will be issued provided notification is made by email to [reunion\\_registration-g@mtholyoke.edu](mailto:reunion_registration-g@mtholyoke.edu) or phoned into 413-538-2201 by April 30, 2018 at 11:59 pm EST; this applies to entire registration and/or partial cancellation of meals, on-campus housing and/or guest fee. Cancellations or changes to your registration that include meals, overnight accommodations on campus, and registration fees are non-refundable after April 30, 2018 at 11:59 pm EST. By this date we have given firm commitments and guarantees to off-campus vendors and other partners in your name that generate nonrefundable expenses to the Alumnae Association.

**Check-in at Reunion:** Check-in hours are generally Thursday 3:00–6:00 p. m., Friday 9:00 a. m.–9:00 p. m., Saturday 10:00 a. m.– 4:00 p. m.

**Check-in Location:** Classes returning for their 65th, 70th and 75th reunion will register at the Willits-Hallowell Center. The 60th class will register in its designated class headquarters. All other classes will register in the New York Room on the second floor of Mary E. Woolley Hall.

**Registration Wallets:** The Association provides all attendees with a wallet containing room keys and an Alumnae OneCard. The OneCard allows access to all public buildings and residence halls being used over the weekend, so encourage your classmates to explore the campus!

**Thursday Night Arrivals:** Each class is offered eight free beds for Thursday night for its key reunion planners (usually allocated to the class president, reunion chair(s), social chair, program chair, and hospitality chair). The Reunion Chair will receive eight codes to be used to register for reunion, these codes are not to be shared with anyone other than those receiving the free Thursday night bed. If more than eight codes are used, the class treasury will be charged. Only these planners are allowed to arrive at noon on Thursday to prepare the welcome areas in the class headquarters.

Breakfast will be available on Friday of both Reunion weekends at the Community Dining Center.

## OTHER ITEMS FOR CONSIDERATION

### Class Booklet

Class booklets create a snapshot in time of the class and are usually distributed to returning classmates. Booklets have ranged from a few stapled pages; to thick, bound, multicolored books; to fancy, hardcover books published by photo services on the Internet. Content has varied from addresses only to full biographical pages, and costs may vary significantly depending on the format. Classes have also made CDs/DVDs in place of a book.

If a class chooses to produce a booklet, a chair should be designated to run the project. The booklet chair, reunion chair, and class president determine which kind of booklet to produce, set the publication date, and work on a timeline. The booklet chair also:

- Sends out an optional questionnaire or autobiographical form to gather information and statistics the summer before Reunion or in the fall letter;
- Researches the cost of producing the booklet;
- Determines cost of booklet per individual and reports amount to reunion chair by October before Reunion (so it can be included in the class charges);
- Provides information from the questionnaire to the sign chair for parade signs.

The Alumnae Association asks that three copies of any booklet produced be donated: one for the College Archives for the class's official record/history, one for the Alumnae Association to use as a sample for future booklet chairs and for use at the Volunteer Training Conference, and one for research in the Office of Advancement. These copies may be left in your storage room at the end of the weekend, and the Alumnae Association staff will retrieve them on Sunday. If you would like to mail these items to the Alumnae Association in advance, you may do so **after May 1** (see guidelines for mailing on page 41).

### Class Histories

Class presidents are charged with writing a no more than a **400-word** class history to share during the Annual Meeting (Reunion I) and the Association Meeting (Reunion II). A few years ago, the Classes of 1960 and 2010 injected life and humor into the usual readings of class histories at the Alumnae Association Annual Meeting by sharing the stage to present memories of their years at Mount Holyoke. Their entertaining give-and-take inspired a new approach to the reading of class histories at Reunion.

We now invite a pair of class presidents to the podium to read their histories together, either as a back-and-forth or one after the other. The presidents/co-presenters:

- Will receive a list of pairings and the contact information for current class presidents, along with the existing histories in each class file, so that they can coordinate before Reunion.
- Four questions will be available to answer, and you may use the existing histories as inspiration or start fresh with a new script.
- Should limit the overall length of their histories to 400 words per class, to ensure the meetings do not run overtime.
- Can meet on the Friday of Reunion to practice; this optional rehearsal should be coordinated by the presidents/co-presenters.

All class history scripts are due to the Director of Classes and Reunions at the Alumnae Association by **April 1** to ensure that final scripts are ready for the Class Presidents and Reunion Chairs meeting on Thursday. Please email scripts to [reunion@mtholyoke.edu](mailto:reunion@mtholyoke.edu). If we do not receive it by the deadline, we will use the class history we have on file.

### **Class Honoraries**

Class honoraries are friends of the class, usually chosen while members of the class are undergraduates; they can be faculty members or administrators at the College. A class may select as many honoraries as it wishes. If a class has few (or no) class honoraries, the class officers can consider choosing new ones.

The class president is responsible for making contact with honoraries and maintaining accurate addresses for them throughout the term of office and for notifying the Alumnae Association of any changes. If addresses need to be researched, a classmate should be appointed for this task.

During Reunion, it is customary for the class president to invite honoraries to the social hour and class dinner on Saturday evening. Please provide a list of honoraries to the director of classes and reunions on Thursday at the class presidents reunion chair meeting. Please remember to provide any dietary allergies or restrictions. Please do not submit in advance.

### **Class Photos**

The Alumnae Association contracts with a professional photographer to take class photos at Reunion. Some details:

- The schedule of class photos will be given to you as we approach your reunion weekend, but in general, expect your class photo to be scheduled sometime during the morning or early afternoon on Saturday.
- It is the class's responsibility to bring its banner to the scheduled class photo time; a student-worker assistant will collect the banner after the photo and return it to the Alumnae Association.
- Orders may be placed either during the photograph session (with cash or credit card payment) or online. The Alumnae Association will send instructions for ordering online in a follow-up email after Reunion.

### **Cleanup Committee**

The reunion chair should designate a class cleanup committee. This group of volunteers is responsible for:

- Cleaning up after all events held in the class headquarters
- Placing all furniture back in its original setting and returning all borrowed materials, parade signs, tablecloths, and other items to the class headquarters storage room (please make sure to also leave 3 copies of your class booklet as well)
  - NOTE: All soiled and clean tablecloths should be placed in the provided bag (which the tablecloths arrived in) and left in the storage room. The Alumnae Association staff will retrieve them, along with all of the other items, after checkout on Sunday. Classes will be charged for missing tablecloths.
- Leaving the hospitality tables, chairs, and trash receptacle in the lobby for Facilities Management to pick up on Monday morning
- Leaving audiovisual/rented equipment where it was initially set up (the staff at Media Services will retrieve their equipment by the end of the weekend)



### **Golf Information**

Golf must be arranged through the Orchards directly. Proper golfing attire is required. Please call 413-533-4653 to arrange for tee times.

### **Name Tags**

Nametags are critical to the success of a class's reunion. With them, classmates are able to make connections more easily and avoid the embarrassment of not remembering names (and sometimes faces). It is also helpful to have nametags for spouses/partners, guests, teens, and children.

- The Alumnae Association will provide each class free nametags. These generic nametags are offered as is, with the Association logo on them and Baskerville as the standard font. Sleeves are also included.
- The nametags will be distributed at check-in when they receive their registration wallets.

## COMMUNICATIONS

Good communications are crucial to a successful reunion. The Alumnae Association begins outreach with a save-the-date in September prior to Reunion. Reunion chairs continue to inform classmates of plans and encourage participation through ongoing correspondence.

Below is the communications timeline beginning nine months prior to Reunion:

- **September:** Save-the-date from the Alumnae Association
- **November:** Fall reunion letter from the class (due to the Association October 10)
- **February:** Winter *Alumnae Quarterly* runs an ad announcing Reunion
- **February:** Winter reunion letter sent; includes the registration information\*\*, preliminary schedule, proposed slate, and last-minute information from the class (due to the Association January 15)
- All information will be available at [alumnae.mtholyoke.edu/reunion](http://alumnae.mtholyoke.edu/reunion).

### General Letter Information

- Reunion letters must be sent to all classmates. For the fall letter, the Alumnae Association recommends sending letters in broadcast email form, with hard copies only going to those who do not have an active email.\* Your class treasury will be billed for any hardcopy mailing charges. The winter reunion letter for all classes will be sent entirely via hardcopy mail. We recommend using your one free mailing for this communication.
- Sample letters can be found on the Alumnae Association's Reunion Planning webpage ([alumnae.mtholyoke.edu/volunteers/reunion-planning](http://alumnae.mtholyoke.edu/volunteers/reunion-planning)).
- Please submit the Communication Request Form when your letter is complete for sending. ([alumnae.mtholyoke.edu/comm-request](http://alumnae.mtholyoke.edu/comm-request)). On this form, the option to send your letter primarily as a broadcast email can be found under the "Mail To" drop down.
- Reunion chairs are responsible for checking the spelling of all names that appear in the reunion letters. The Alumnae Association has the following resources available to help:
  - Visit [alumnae.mtholyoke.edu](http://alumnae.mtholyoke.edu) and use the "Alumna Search" button.
  - Order a class list by filling out the Information Request Form at [alumnae.mtholyoke.edu/info-request](http://alumnae.mtholyoke.edu/info-request).
- Letters should not contain heavy formatting (multiple fonts, columns, icons, etc.).
- It is preferable that the Alumnae Association staff work with one contact person while processing the letter.
- Reunion mailings take two to three weeks to process.
- If the Alumnae Association does not receive letters by the deadline, generic communications will be sent.

*\*Please note:* Alumnae celebrating their fiftieth reunion and older will register via paper form. The winter reunion letter for these classes must be sent entirely via hardcopy mail. All other classes, including the Frances Perkins class, will be given the link to register online. (Members of any class may register over the phone.)

## Reunion Letters

### FALL LETTER: DUE OCTOBER 10 AND SENT EITHER BY HARD COPY MAIL OR EMAIL BLAST WITH HARD COPY MAILED TO THOSE WITHOUT EMAIL ADDRESSES

The reunion chair sends out a fall letter to inform the class about the upcoming reunion. The fall reunion letter should include the following components:

- A note from the class president encouraging classmates to attend the reunion (presidents may wish to include a link to the Alumnae Association's ecards, which can be accessed at [alumnae.mtholyoke.edu/fun](http://alumnae.mtholyoke.edu/fun))
- An estimate of the cost of the reunion weekend (approximately \$350 per alumna for the entire weekend, \$250 per alumna for Saturday only)
- The names of all the class's current reunion volunteers and a list of any other volunteer positions not yet filled
- A request for future class officer nominations (be sure to include the list of nominating committee members' names and contact information)
- The name of the head class agent along with the class' fundraising goal and progress toward that goal (contact your head class agent for that information)
- If your class will be doing a reunion booklet or questionnaire, include a link to the survey or information form for classmates to complete. Surveys/questionnaires can help sign chairs to come up with parade signs and reunion costumes.
- A brief notice that registration will open in March on our website at [alumnae.mtholyoke.edu/reunion](http://alumnae.mtholyoke.edu/reunion)

### WINTER LETTER: DUE JANUARY 15 AND SENT AS HARD COPY BY MAIL

The winter letter is also prepared by the reunion chair (with possible contributions from the class president and other planners). This is another opportunity for the reunion chair to motivate classmates to return for Reunion by highlighting the programming and events the committee has planned. The following components should be included:

- A message from the class president encouraging classmates to attend
- A brief glimpse of some of the special events and activities your class has planned
- A thank-you acknowledging the work of your class's reunion volunteers
- The name(s) of your head class agent(s) and an update on your class's fundraising goal
- The proposed slate of class officers and/or a final call for nominees
- A reminder to wear white in the parade
- The reservation deadline: April 15 (a \$25 late fee applies for those who register after April 15)
- An encouragement to log on to [alumnae.mtholyoke.edu/reunion](http://alumnae.mtholyoke.edu/reunion) for details and updates
- The name(s) and contact information of the volunteer(s) handling scholarship inquiries if your class will be offering reunion scholarships. If you have questions about how to offer scholarships, prior to submitting your letter contact 413-538-2201 or [reunion\\_registration-g@mtholyoke.edu](mailto:reunion_registration-g@mtholyoke.edu). (All correspondence regarding scholarship inquiries must be kept confidential.)

## POST-REUNION LETTER

This letter is optional but highly recommended, as it provides a summary of reunion events and records special memories for those who participated and those who could not attend. Your reunion scribe will have gathered the highlights of the weekend and should write a report for submission to the outgoing class president. This letter should be sent soon after Reunion as a broadcast email to those who have an active email address and in hard copy form to those who do not.

## Electronic Communications

### BROADCAST EMAIL

Broadcast email is an effective means of communicating with classmates. These messages are free of charge, and will reach classmates with active email addresses. Please complete the Broadcast Request Form to send an email: [alumnae.mtholyoke.edu/comm-request](http://alumnae.mtholyoke.edu/comm-request). Best practices are listed above the form.

### CLASS WEBSITES

It is highly recommended that classes only create a website if they have a dedicated communications coordinator who can keep the site up to date. Many classes have Facebook pages or groups instead of a website, which are easier to update and can engage alumnae in conversation.

### General Reunion Evaluation

The Alumnae Association emails an evaluation survey after Reunion to all attendees. Alumnae with no email address on file with the Association are mailed a paper copy by request only. The class president and reunion chair should mention the survey to their classmates during their class meeting to encourage them to fill it out. Feedback from alumnae about their reunion experiences is extremely helpful in planning future reunions.

### Reunion Chair and President's Evaluation

The reunion chair and class president will also receive an evaluation form from the Alumnae Association that is specific to the planning of Reunion. This form helps us review our reunion planning, training, and other online resources sent to you during the reunion planning stages.

## REUNION ROLES AND POSITION DESCRIPTIONS

### Required Positions:

#### CLASS PRESIDENT

In addition to the responsibilities listed in the Class Officer Handbook (available at [alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities](http://alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities)):

- Planning Responsibilities
  - Makes sure a reunion chair is in place at least two years prior to the reunion (if the class did not vote in a reunion chair at its last reunion). The class president can search for potential candidates by requesting a class volunteer list ([alumnae.mtholyoke.edu/info-request](http://alumnae.mtholyoke.edu/info-request)).
  - Attends the Reunion Planning Workshop that takes place in the fall eight months prior to the reunion.
  - Works with the reunion chair and co-authors the reunion letters if needed.
  - Supports the reunion chair, head class agent, and reunion team as needed.
  - Keeps track of addresses for class honoraries and invites honoraries to the class social hour and dinner.
  - Informs the class treasurer of reunion-related duties; makes sure that the treasurer provides the president with the checkbook for reunion if the treasurer is not attending. The class president should have check-signing authority.
  - Completes an evaluation form following Reunion for the Alumnae Association.
- Responsibilities at Reunion
  - Attends the meeting of class presidents and reunion chairs during the reunion weekend (date and time will be announced in a reunion planning memo).
  - Acts as marshal for the class in the alumnae parade and informs the class of the parade route and alternate plans in case of rain. Assists with lining up class members for the parade and carries the class banner. In the ten-year reunion class, is head marshal for the entire parade (a substitute marshal is needed to lead the class).
  - Presides over the class meeting at Reunion. Be sure to include discussions about any changes to the class bylaws that need to be voted on. At your forty-fifth reunion include on your agenda a discussion about the connection class chair position.
  - Prior to Reunion, discusses with the reunion chairs if the meeting will include a memorial service. If so, assigns a classmate to coordinate it.
  - Ensures that a final class officer slate is brought to the Alumnae Association before leaving campus on reunion weekend.
- Post-Reunion Responsibilities
  - As outgoing president, sends out a post-reunion letter. This letter is optional, though recommended. The outgoing president may wish to collaborate with the newly elected president on the letter.

### CLASS TREASURER

In addition to the responsibilities listed in the Class Officer Handbook (available at [alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities](http://alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities)):

- Helps the reunion chair(s) develop the reunion budget.
- Arranges (in consultation with the president and reunion chair[s]) to have sufficient reserve funds on hand preceding Reunion so that bills may be paid promptly for expenses incurred before reunion fees are collected from classmates attending.
- Deposits all checks and pays all reunion bills.
- Brings the class checkbook to Reunion. If unable to attend the reunion, sends the class checkbook to the president so that the president may write any necessary checks. (The class president should be a co-signer on the account.)
- Settles the balance due to the Alumnae Association and College immediately after receipt of bills.
- Renders an accounting of reunion finances to the Alumnae Association, class president, and the incoming class treasurer by August following Reunion.

### COMMUNICATIONS/WEB COORDINATOR

In addition to the responsibilities listed in the Class Officer Handbook (available at [alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities](http://alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities)):

- Works closely with the reunion chair to effectively communicate upcoming reunion information to the class.
- Ensures the class website is updated regularly with the latest reunion information.
- Attends Reunion to take photographs and experience it first-hand in order to update the website to reflect the success of the weekend.

### REUNION CHAIR

- Organizes all aspects of the class's reunion, with input from the class president and the assistance of her reunion committee.
- Attends the Reunion Planning Workshop eight months prior to Reunion.
- Appoints the various committee chairs, outlines their duties and responsibilities, consults with them frequently, follows up on plans, and makes deadlines clear.
- Is encouraged to observe the prior year's reunion.
- Serves as the primary contact with the Alumnae Association. (If there are co-chairs, one person is selected as a designated "primary" contact.) Both co-chairs will receive all communications.
- Keeps in touch with the Alumnae Association staff member who works directly with reunions. Forwards questions and communications from the committee to the Association.
- Writes or co-writes two reunion class letters—due in October and January—and sends all pieces of the mailing in one batch to the Alumnae Association.
- Keeps class president informed of progress, problems, and mailings.
- Develops the reunion budget by collecting estimates of reunion expenses from various reunion committee chairs and working with the class treasurer.

- Authorizes expenditures related to Reunion and gives bills to class treasurer for payment.
- Completes and returns all forms provided by the Alumnae Association.
- Attends the meeting of class presidents and reunion chairs during the reunion weekend (date and time will be announced in a reunion planning memo).
- Following Reunion, completes an evaluation for the Alumnae Association and organizes the files, turning them over to the next elected or appointed reunion chair.

#### BOOKLET CHAIR

- Determines (in consultation with reunion chair and class president) which kind of booklet to produce.
- Sets the publication date and works on a timeline.
- Sends out an optional questionnaire or autobiographical form to gather information and statistics the summer before Reunion or in the fall letter.
- Researches the cost of producing the booklet.
- Determines cost of booklet per individual and reports amount to reunion chair by October before Reunion (so it can be included in the class charges).
- Provides information from the questionnaire to the sign chair for parade signs.
- Oversees the timely production and delivery of the booklets.

#### COSTUME CHAIR

- Selects desired parade costume in class color.
- Determines approximate cost and gives this figure to the reunion chair(s) by October in order to factor it into the reunion budget.
- Works with the vendor to determine date by which it is necessary to produce and ship the costumes
- Requests the approximate number of attendees from reunion chair on or shortly after the April 15 deadline.

#### HOSPITALITY CHAIR

- Arranges a reception committee and suitable welcoming area in the main foyer of the class headquarters to distribute parade costumes, any class materials, and an (optional) exhibit of class memorabilia. (Some classes choose a classmate to work exclusively with class memorabilia.)
- Secures class memorabilia from the College Archives or classmates, sets up exhibits, and arranges for return of articles after Reunion.
- Arranges to be on duty or have other committee members on duty in the class headquarters to greet arriving classmates (3:00–8:00 p.m. Thursday if you have classmates coming in on Thursday; 9:00 a.m.–11:00 p.m. Friday; and before the parade on Saturday morning).
- Notifies reunion chair if other special items are needed.

### PROGRAM CHAIR

- Arranges the after-dinner program for Saturday night. Duties include selecting an “emcee” and planning entertainment, which may consist of speakers, discussion, skits, songs, and other activities.
- Plans and coordinates any other class-specific programming for the weekend.
- Notifies the reunion chair of any special equipment needs (e.g., microphones or projectors).

### REUNION SCRIBE

- Reports on the reunion weekend and arranges to have that narrative posted on the class website and/or included with the post-reunion letter.
- Uses social media (e.g., Facebook, Twitter, Instagram) to provide live updates and pictures for classmates who are unable to attend Reunion.

### SIGN CHAIR

- Obtains information about the class from booklet chair/questionnaire chair to place on parade signs.
- Decides on content, prepares copy, and orders the desired number of signs from the Alumnae Association by sending in the Parade Sign Order Form by the March deadline. (Check with the reunion chair for pricing information.) If the class decides to make its own signs, the sign chair should still return the Parade Sign Order Form to reserve the appropriate number of stakes needed to hold the signs.
- Sign guidelines:
  - Printing should not exceed four lines per sign (to ensure legibility).
  - Signs may contain slogans, brief statements of class achievements, statistics, etc.
  - Sign wording should be entertaining, informative, and tasteful (avoid anything that may be offensive).
  - Classes usually have one sign per 20 classmates marching.
  - Signs ordered through the Alumnae Association will have stakes attached and will be delivered to the storage room in your class headquarters prior to the reunion.
- If the class makes the signs and reserves the stakes, the stakes will be delivered to the storage room in your class headquarters prior to Reunion. The class is responsible for bringing a heavy-duty staple gun to Reunion to attach the signs to the stakes.

### SOCIAL CHAIR

- Works directly with Catering Services to make meal (any food and beverage) arrangements for Saturday class dinner and Friday and Saturday social hours.
- Consults with reunion chair and class president in choosing a menu for Saturday dinner. (Catering Services provides menu options in a fall reunion planning memo.)
- Works with reunion chair on budget for social hours and Saturday dinner. (This should be done in the early fall preceding Reunion for use in budgeting and setting the class fees.) Determines per-person charges after evaluating the cost of food. Friday social hour, flowers, favors, and expenses for honoraries and other guests, etc., should be factored into the charge determined for the class fee.
- Before the end of April, checks with class president regarding invitations to honoraries; may provide flowers and/or transportation, if appropriate.



- Plans decorations.
- Arranges the after-dinner program for Saturday night unless a program chair is appointed. Duties include selecting an “emcee” and planning entertainment, which may consist of speakers, discussion, skits, songs, and other activities.
- Notifies the reunion chair of any special media equipment needs (e.g., microphones or projectors). Some requests may involve extra expense to the class.

## BUDGETING AND SETTING CLASS CHARGES

Budgeting for a reunion and determining what to charge classmates can be a daunting task, so the Alumnae Association has developed tools to help. The simplest option is to accept the standardized fees; classes that want to go more in-depth in the process can use the budgeting worksheets.

### Standardized Fees

The Alumnae Association recently reviewed reunion class charges over several years and determined that, across the board, classes have set costs for traditional reunion components such as costumes and meals within only a few dollars of each other. To simplify your decision-making process, the Association recommends the following charges for all classes except for the younger and milestone reunion classes (2nd, 5th, and 25th) which may prefer higher or lower costs:

Class Fee: \$45.00\*

Saturday Dinner: Will be available at the Reunion Planning Workshop

Saturday Social Hour: Will be available at the Reunion Planning Workshop

Friday Dinner Will be available at the Reunion Planning Workshop

\*The breakdown of the \$45 class fee is as follows: a \$10 booklet fee, a \$10 parade costume fee, and a \$25 fee for refreshments, decorations, etc. If you choose to set your class fee at a different level, we recommend that the reunion chair come up with an estimate for the items listed above and add an extra \$5 per person to cover unanticipated costs.

The class fee is charged to alumnae only; a standard \$35 guest registration fee will be charged to all adult guests, and this \$35 will be credited to your class to cover their expenses.

### Budgeting Worksheets

The worksheets below can help classes estimate total reunion expenses and, from there, what to charge classmates. Use Worksheet A to determine the total cost of your reunion and Worksheet B to decide how much of your class treasury to apply to certain expenses if you would like to lower per-person charges for your classmates. Use Worksheet C to determine those charges. Please note that use of the class treasury funds is required for the fall and winter letters but optional for the class fee, Friday dinner fee, and Saturday social hour and dinner fee.

For statistics to help you estimate the number of alumnae and guests to expect, please see the Five-year Reunion Statistics on the Alumnae Association's volunteer website. ([alumnae.mtholyoke.edu/volunteers/reunion-planning](http://alumnae.mtholyoke.edu/volunteers/reunion-planning))

For approximate dinner costs, please see Sample Meal and Social Hour Costs on the Alumnae Association's volunteer website: [alumnae.mtholyoke.edu/volunteers/reunion-planning](http://alumnae.mtholyoke.edu/volunteers/reunion-planning). Please note that these are available as a sample only; menus and pricing are subject to change. To learn how to obtain information, please contact [reunion@mtholyoke.edu](mailto:reunion@mtholyoke.edu) or the director of classes and reunions at 413-538-2652.

## WORKSHEET A: ESTIMATED EXPENSES

### Reunion Mailing Expenses

	Total
Fall Letter	\$
Winter Letter (Must be mailed to all classmates and free mailing can be used)	\$
<b>Total Reunion Mailings</b>	<b>\$</b>

### Attendance Expenses

	Estimated # of alumnae attendees	Cost per person	Total (Multiply the two columns at left to obtain this total.)
<b>Class Fee</b> The class fee includes the items listed below; it is separate from the Friday dinner fee and the Saturday social hour and dinner fee.			
Parade Costume		\$	\$
Booklet (optional)		\$	\$
Decorations		\$	\$
Refreshments		\$	\$
Signs		\$	\$
Memorial Flowers (optional)		\$	\$
Class Programming		\$	\$
Alumnae Scholar Fund Contribution (optional)		\$	\$
Friday Social Hour		\$	\$
Saturday Social Hour		\$	\$
Misc/Reunion Committee Administrative Expenses		\$	\$
Misc/Class Projects		\$	\$
Misc/Reunion Scholarships (optional)		\$	\$
Misc/Snacks/Water		\$	\$
Other:		\$	\$
Other:		\$	\$
<b>Class Fee Expenses</b>		<b>\$</b>	<b>\$</b>
	Estimated # of attendees (alumnae and adult guests)	Cost per person	Total (Multiply the two columns at left to obtain this total.)
<b>Friday Dinner Fee (Optional)</b>		\$	\$
<b>Total Friday Dinner</b>		<b>\$</b>	<b>\$</b>
<b>Saturday Social Hour &amp; Dinner Fee</b>			
Saturday Social Hour		\$	\$
Saturday Dinner		\$	\$
<b>Total Saturday Dinner</b>		<b>\$</b>	<b>\$</b>
<b>TOTAL REUNION EXPENSES (CLASS)</b>			<b>\$</b>

### How to Formulate Class Charges

The class fee (including the booklet and the parade costume charges), Friday dinner fee (optional), and Saturday social hour and dinner fee constitute the class's reunion income. It is important to set these charges high enough to cover your expenses but not so high as to discourage attendance.

The class treasury can help defray costs and lower per-person charges by applying existing funds in your class treasury toward certain items such as the parade accessory, Saturday dinner, etc. If your class board approves the use of treasury funds for this purpose, classmates can be charged a below-actual-cost amount, and the class treasury will make up the difference. Use the worksheet below to decide how much money from your class treasury your class board would like to apply toward reunion expenses.

### WORKSHEET B: USE OF CLASS TREASURY FUNDS

<b>BEGINNING TREASURY BALANCE:</b>	\$
<b>Use of treasury for mailings (required):</b>	
Reunion Fall Letter*	\$
Reunion Winter Letter	\$
<b>Use of treasury for Class Fee (optional):</b>	\$
<b>Use of treasury for dinner fees (optional):</b>	
Friday Dinner (optional)	\$
Saturday Social Hour and Dinner	\$
<b>TOTAL USE OF CLASS TREASURY FUNDS:</b>	\$
<b>CURRENT TREASURY BALANCE:</b>	\$

\*Please note that these mailing costs can be dramatically reduced by following the Alumnae Association policy of sending letters via broadcast email; in this case, charges will only be assessed for the number of alumnae in the class who do not have valid email addresses on file at the Alumnae Association.

## WORKSHEET C: SETTING CHARGES

\$

### Total Cost

Item 1	Total Reunion Expenses (Enter from Worksheet A)	
Item 2	Total Use of Class Treasury Funds (Enter from Worksheet B)	
Item 3	Total Actual Cost of Reunion = Item 1 minus Item 2	

### Total Attendance

Item 4	Estimated Number of Alumnae Attendees	
Item 5	Estimated Number of Adult Guests	
Item 6	Expected Attendance	

### Estimated Charges

Item 7	Class Fee (charged to alumnae only) (class fee expense total minus use of treasury for class fee) divided by estimated # of alumnae attendees	
Item 8	Friday Menu Cost Per Person (optional)	
Item 9	Friday Dinner Fee (optional) = (Menu cost per person times Expected attendance minus Total use of class treasury for Friday dinner charge) divided by Expected attendance	
Item 10	Saturday Menu Cost Per Person	
Item 11	Saturday Dinner Fee = (Menu cost per person times Expected attendance minus Total use of class treasury for Saturday dinner charge) divided by Expected attendance	

## USING THE MOUNT HOLYOKE ARCHIVES

The Mount Holyoke College Archives supports reunion activities of classes in a variety of ways. Listed below are some frequently asked questions about what the Archives can do for classes—and what classes can do for the Archives!

### ARE THE ARCHIVES OPEN DURING REUNION WEEKENDS?

Yes, the Archives are open from 9:00 to 5:00 on Friday and Saturday. We also offer Back-to-Class events on the Friday of both reunion weekends.

### DO THE ARCHIVES EXHIBIT CLASS MATERIAL DURING REUNIONS?

Yes, the Archives displays documents and photographs relating to Mount Holyoke history during reunions. The subjects of these exhibits change each year; previous exhibits have included the history of the Laurel Parade, historic costumes, and a history of the College in 20 objects. The time, date, and location of exhibits are listed in the programs for reunion weekends.

### WHAT DO THE ARCHIVES HAVE RELATING TO MY CLASS?

The Archives has a wide range of materials documenting classes. The collection includes:

- Copies of College publications such as the *Mount Holyoke News* and *Llamarada*, course catalogues, and student handbooks
- Class profiles, Junior Show scripts, programs for plays and dances, and newspaper articles and press releases concerning class members as undergraduates
- Class newsletters and reunion booklets
- Photographs and slides dating from undergraduate years and later
- Some films and video recordings showing reunion activities

### HOW CAN I USE THESE MATERIALS FROM THE ARCHIVES FOR MY REUNION?

Anyone can use the Archives during the hours that the collection is open. Staff members can often answer quick questions relating to the history of a class—e.g., the number of entering students in a class or the date when a particular academic year began. In most instances, however, one or more members of a class planning a reunion will need to visit the Archives to review collection sources.

### CAN I BORROW ANYTHING FROM THE ARCHIVES TO USE BEFORE OR DURING MY REUNION?

The Archives often has extra copies of *Llamaradas*, campus address directories, freshman and student handbooks, and course catalogues that may be borrowed by any researcher. Unique or scarce items such as Junior Show programs or photographs cannot be borrowed, but class members may ask to have photocopies or digital copies made of many of these items.

### THE ARCHIVES DOESN'T HAVE VERY MUCH MATERIAL RELATING TO MY CLASS. WHAT CAN I DO TO HELP?

The Archives relies on donations from students and alumnae to build the collections. If you or your classmates have materials relating to your undergraduate years, please consider donating them to the Archives. For more information about making a donation to the collection, please contact Archives and Special Collections by email ([archives@mtholyoke.edu](mailto:archives@mtholyoke.edu)) or telephone (413-538-3079). Information for donors is also available on the Archives' website: [mtholyoke.edu/archives](http://mtholyoke.edu/archives).

**I DO HAVE SOME LETTERS, DIARIES, COURSE RECORDS, SCRAPBOOKS, AND PHOTOGRAPHS FROM MY TIME AS A MOUNT HOLYOKE STUDENT. DO THE ARCHIVES REALLY WANT MY PERSONAL PAPERS?**

Yes! Without donations from alumnae of the College, the Archives would not be able to help others understand the history of Mount Holyoke. Your personal papers offer an unparalleled glimpse into a different time and age. Consider, for example, the value of class notes written by a student at Mount Holyoke in 1846 and how much those materials will vary from documents written in 1946 or 2016. The more documentation the Archives collects, the broader the picture that will exist to tell the story of the College's unique history.

**WHAT KIND OF RESEARCH IS DONE IN THE ARCHIVES USING PERSONAL PAPERS OF MOUNT HOLYOKE ALUMNAE?**

These collections support research by everyone from elementary school students to scholars writing monographs on a wide variety of topics. Mount Holyoke students regularly use these sources to prepare papers and projects for classes. Recent research topics have included:

- Early history of sports and physical education at Mount Holyoke
- History of MHC cultural organizations and houses
- Attitudes toward marriage on the part of women college students during the 1950s

We hope that you will contact Archives and Special Collections if you have any questions about using the collections or donating material!

Email: [archives@mtholyoke.edu](mailto:archives@mtholyoke.edu)

Telephone: 413-538-3079

Web Address: <http://www.mtholyoke.edu/archives>

## SHIPPING CLASS MATERIALS

After May 1, you may ship class materials such as costumes, reunion booklets, etc., directly to the Alumnae Association if you prefer not to travel with those items. Please send them to:

Alumnae Association  
Attn: Classes and Reunion (Re: [your class year])  
Mary Woolley Hall  
Mount Holyoke College  
50 College Street  
South Hadley, MA 01075-1486

### Remember:

- Boxes may be shipped prior to Reunion, but **NOT before May 1**.
- Boxes **must be clearly labeled** with the contents and class year.
- Your boxes will be delivered directly to the storage room in your class headquarters.
- The Alumnae Association will not be able to review or inventory the contents of any shipped items.
- The Alumnae Association is not responsible for any damage incurred during the shipping process.