

## WORKSHEET A: ESTIMATED EXPENSES

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