



Fiftieth Reunion Planning Handbook

MOUNT HOLYOKE

MHC
ALUMNAE ASSOCIATION
MOUNT HOLYOKE COLLEGE

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INTRODUCTION

The fiftieth reunion is a very special milestone for a class. It 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 the fiftieth class in planning their reunion weekend. The fiftieth reunion is not substantially different from the other reunion years however; there are a few additional events and considerations unique to the fiftieth reunion. 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, the class 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, the Alumnae Association, and Mount Holyoke College. Below are key resources at your disposal to assist with your reunion planning.

RESOURCES FOR INFORMATION AND SUPPORT

The Alumnae Association has a number of resources at your disposal to assist you with your reunion planning:

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.

The committee member assigned to the fiftieth reunion class will contact the class president regularly. She is well informed of the reunion planning processes and is available to the class to offer suggestions and answer questions. The chair of the Classes and Reunion Committee is also available to the class as an additional resource. A current list of committee members and their assigned classes can be found online at alumnae.mtholyoke.edu/committee.

- As a class officer, your **primary contact at the Alumnae Association** is the director of classes and reunion, who can be reached at reunion@mtholyoke.edu or by calling 413-538-2652.
- The Alumnae Association's **website** alumnae.mtholyoke.edu contains 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 which could be of interest as you begin planning.
- The **Alumnae Directory** is a searchable database containing alumnae contact information. To access the Association's site, 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 to request their IDs.
- Contained within the Association's website is a **volunteer resource** section which can be found at: alumnae.mtholyoke.edu/volunteers and includes handbooks and training materials, communications and data request forms, and financial reporting information.

- Information about **upcoming reunions**, including registration, schedules, and attendee lists are also available on the website and are updated as Reunion gets closer. This information can be found at alumnae.mtholyoke.edu/reunion.
- For **general questions** about the Alumnae Association and its programs and services, call 413-538-2300 or email alumnaeassociation@mtholyoke.edu.

GETTING STARTED WITH REUNION PLANNING

REUNION COMMITTEE

At your forty-fifth reunion a full slate of officers who will work together to execute the fiftieth reunion should include the following:

- **Class President**
- **Communications/Web Coordinator**
- **Reunion Chair(s)**
- **Treasurer**
- **Head Class Agent**

Position descriptions for each role are available in “Reunion Roles and Position Descriptions” in [Appendix A](#).

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. Position descriptions are located in the Appendix.

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

When designing the Reunion Committee, keep in mind that each member should be enthusiastic, organized, and detail-oriented. To stimulate Mount Holyoke class spirit and broaden interest, we recommend selecting a cross-section of volunteers (i.e. different friendship groups, affinity groups, geographic areas). Except for certain positions (e.g., class president, reunion chair, and class treasurer), roles and responsibilities of the reunion planning committee are flexible. Responsibilities can be shared, increasing the number of alumnae involved and decreasing individual workloads. For some of the larger roles, you may wish to consider appointing cochairs. Depending upon the complexity of the activities the class wants to plan for their fiftieth reunion, some may need to be started well in advance of Reunion. This will require that some committee members need to be appointed eighteen to twenty-four months in advance of Reunion. At a minimum, all members of the reunion committee should be appointed twelve months prior to Reunion.

Now that your reunion committee is in place your next step is to write a mission statement for Reunion, including all the elements you hope to achieve such as class involvement, themes, classes, gifts to the College and proceed from there. Once you have a mission statement in place, you can begin to systematically address each portion of it.

LESSONS LEARNED FROM THE 50TH CLASS

Putting Together the Committee

- Be prepared that not everyone you ask to work on Reunion may see this as a high priority for their time or may have a life event preclude their participation. Have a plan for how to handle those situations if they arise.
- Build team spirit on the Planning Committee.
- Carefully plan the size and roles of your Planning Committee. This will ensure the class president and reunion chairs are free from dealing with immediate concerns (like reunion booklet distribution) so they can stay focused on the big picture. A lot will be going on that need your above-the-fray perspective.

VOLUNTEER CONFERENCE

Approximately eight months before your reunion, in mid-September, the Alumnae Association will invite the class president and reunion chair (or reunion cochairs) to continue the planning process at the Volunteer Conference held on campus. The Advancement Office has additional meetings for fiftieth reunion planning that they coordinate through your head class agent.

The Volunteer Conference outlines the procedures, budgets, policies, 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. At that time, a special meeting will be held with the fiftieth reunion class to answer questions and assist with planning.

WHO DOES WHAT

If you have one reunion chair, she is in charge of everything. If you have cochairs a good way to divide the duties up is to have one chair do the social aspects and the other do the administrative aspects. Going back to your mission statement, it should be easy to see who should do what. List them out and then assign them.

After establishing the reunion chair(s), classes should assign sub-chairs and have them start to find their committee members. Ideally, they should find as many people as possible and divide the jobs into as many as possible to boost the involvement. Remember this is a class endeavor.

Going back once again to your mission statement, plan your committee members, and make them very aware of their responsibilities. For instance, if you are having two dinners on Friday and Saturday night, make two different chairs. Have them ask different classmates to handle the set up and clean up. Try to involve as many classmates as possible. While it may not be the most efficient way, the additional participation can make the difference of classmates feeling wanted and involved which is so important.

PLANNING TIMELINE

The Alumnae Association has a master timeline used for all classes coming to Reunion, including the fiftieth. 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 of reminders and deadlines to help your class plan for Reunion in the final year. These email reminders will direct reunion planners to certain sections of this handbook and include important links and forms.

The reunion planning timeline is found in [Appendix D](#).

LESSONS LEARNED FROM THE 50TH CLASS

Thank you

Remember to thank the Planning Committee along the way and at the end. Consider planning a thank you dinner off-campus on Wednesday evening before the weekend kicks off.

BUDGETING AND FINANCIALS

Reunion chairs and treasurers should prepare a reunion budget no later than twelve months before Reunion. The budget must be shared and vetted with the class president and treasurer 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 student workers wages, Back-to-Class offerings, entertainment, various receptions, shuttle buses, printed materials, and other programs and expenses.
- **College charges.** These charges include overnight housing and meals.
- **Class charges.** Classes may determine what to charge their classmates for the following:
 - Class fee—intended to cover parade costumes, class booklets (optional), decorations, refreshments, signs, balloons, flowers, gifts, special class programs, 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 38](#) of this planning guide. If planners do not meet the deadline to submit charges, the standardized class fee will be applied.
 - Thursday dinner fee (optional)
 - Saturday social hour and dinner fee
 - Friday's dinner is hosted by the Alumnae Association and the Office of Advancement. There is no cost.

PREPARING YOUR REUNION BUDGET

We suggest that the reunion planning committee meet (in person or by conference call) eighteen months 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 [Appendix A: Budget Worksheets](#) near the end of this handbook

Begin your budget by estimating your expenses and use this to determine charges for the class fee, Thursday 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.

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 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.

ESTIMATING USE OF TREASURY FUNDS

Most fiftieth 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, refreshments in the dorm, administrative expenses, the class booklet, honorary guests, and scholarships. Use [Worksheet B](#) (see Appendix B) to help you track the money you plan to use from your class treasury for reunion expenses.

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 that 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.

Reminders for Treasurers:

- Bring your class checkbook to campus during 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.
- Bring duplicate receipts for both reimbursements made and monies received.
- **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 for the fiftieth reunion class. The times for these events are subject to change. Please confirm the times with the Alumnae Association prior to scheduling other activities. **Please keep in mind that during Reunion I, graduating seniors and their families are on campus. The College controls all the space on campus and gives seniors priority for space that weekend.** The Alumnae Association does its best to accommodate class requests for specific spaces but must work with the College to balance space requests and priorities.

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 campus-wide and class-specific programming. Your class will be provided with student workers over the weekend as well as students to assist with luggage. On campus transportation will also be provided for your class based on your final agenda.

BLOCK SCHEDULE: REUNION

THURSDAY

Noon–6:00 p.m.	Check in for the fiftieth reunion class
3:30–5:00 p.m.	Welcome Ceremony and reception with graduating seniors <i>The fiftieth Reunion class makes the official presentation of scarves to seniors during the ceremony</i>
Evening	OPEN FOR CLASS EVENTS OR MEALS Class Presidents/Reunion Chairs Meeting

FRIDAY

8:30–9:30 a.m.	Breakfast with the President of the College
2:30–3:30 p.m.	State of the College remarks by College President
1:30–2:15 p.m. 4:00–4:45 p.m.	Back to Class <i>Alumnae on campus are invited to go Back-to-Class to hear from Mount Holyoke faculty..</i>
5:00–6:15 p.m.	President's reception for the fiftieth class
6:30–8:00 p.m.	Fiftieth reunion class dinner hosted by the Alumnae Association and Advancement (Willits-Hallowell Center)

SATURDAY

8:30–1:45 p.m. (approx.)	Laurel Parade, Annual Meeting, Class Photos, Lunch
2:00–4:30 p.m.	Department-at-Homes <i>Alumnae are invited to visit departments and meet with students and faculty.</i> OPEN FOR CLASS EVENTS
Evening	OPEN FOR CLASS EVENTS OR MEALS

SUNDAY

Noon	Checkout
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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, campus tours)
- Class photographs

CLASS PROGRAMS

The fiftieth class typically organizes after-dinner programs on Thursday and Saturday evening. 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.

When working on ideas for class programs, consider if you would like to have speakers, do a special project or something else. Consider the following questions to guide your planning: Do you want to plan a special project? What kind of a project is it and what is the purpose of the project? Is it to raise more money, to increase classmates’ participation, to add an additional element of lifetime learning or whatever you have designed it to be?

When identifying speakers it is a good idea to decide as early as possible who you would like to invite. Are you interested in inviting well-known speakers, speakers from your own class, or perhaps professors from the College? Invite them four to six months in advance so you have the option to find another speaker if they are unable to make it.

TRADITIONS

Memorial Service

In addition to the Laurel Parade, which is a highlight of every reunion, traditionally the fiftieth class has a memorial service for the members of the class who have died. This is usually extremely well attended and it is important to reserve a large enough space for this service. The small chapel is usually not big enough.

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.
- 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 midnight. However, if there are any complaints about noise, the class will be asked to turn down the volume or end the event.

The Connection Class Relationship

In recent years fiftieth reunion classes have worked to forge connections with current Mount Holyoke students who will graduate as the class celebrates its milestone reunion. There are several opportunities for engagement between the two cohorts before the fiftieth class scarves graduating seniors at the Welcome New Alumnae Ceremony during reunion weekend. From letter writing to participation in campus events, the fiftieth class has begun to build and maintain relationships with current students from the start of their Mount Holyoke journey through and beyond commencement. We encourage alumnae classes to consider involvement at their forty-fifth reunion so that leadership and budget may be discussed. For more information, please be in touch with the Alumnae Association.

MEDIA SERVICES EQUIPMENT

Media Services will deliver one portable microphone, audio cable, and amplifier to your headquarters' dorm for use throughout the weekend. This setup may be used 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

Your class must hold a class meeting at some point during reunion weekend. These meetings typically take place on Saturday, are usually thirty to sixty 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. If the class is presenting any awards, it should do so during the class meeting. 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.

Sample Class Meeting Agenda

- Budget/treasurer's report
- Encourage reunion attendees to fill out reunion evaluation forms
- Elect and announce new class officers
- Alumnae Association update upon request
- OPTION: Memorial to deceased classmates (if not held at a separate time)

***The class president is responsible for getting the new class slate to the director of classes and reunion, located in the Mary Woolley building's second floor.**

PARADE

SIGNS

The Alumnae Association stores the signs your 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. Estimate one sign for every twenty alumnae marching.

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 \$30 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, glue and tape should not be used.**

PARADE ACCESSORIES

The parade costume should be reasonably priced, 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 early 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 30](#) for more details.

CLASS BANNERS

All class banners are stored at the Alumnae Association. The Association will bring your banner to the parade lineup.

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 your class decides to split the work and assign different classmates to organize the Thursday 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.

Kitchens and Dining Rooms

The fiftieth reunion class is typically housed in the Abby and Buckland dorms. The dorms on campus no longer have functioning kitchens or dining halls. Your class 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 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@mtholyoke.edu or call the director of classes and reunion 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 Cafe
 - 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: two certified crowd managers; two campus police
- Chapin Auditorium: four certified crowd managers; two 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.
- Estimated costs:
 - \$240 covers the cost of two certified crowd managers for the length of the event
 - \$350 covers the cost of two campus police officers for five hours. Additional time is charged 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 billing purposes 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 the fiftieth reunion weekend. Unless otherwise stated, all meals have per-person charges associated with them and are scheduled at Reunion I.

- **Friday Continental Breakfast:** Members of the fiftieth class have breakfast with the College president.
- **Friday Lunch:** Members of the fiftieth class may choose to have a group lunch in the Community Dining Center.
- **Friday Social/Dinner:** Members of the fiftieth class are guests of the Alumnae Association and the Office of Advancement at dinner which is held at Willits-Hallowell Center
- **Saturday Breakfast:** Breakfast is served in the Community Dining Center. Breakfast at that location will include the fiftieth class as well as other alums from other classes. Please do not plan a speaker for Saturday breakfast.
- **Saturday Lunch:** A community picnic is served on Skinner Green.
- **Saturday Social/Dinner:** The social chair plans the Saturday class dinner which is often preceded by a social hour held either in class headquarters or at another location on campus (i.e. Rooke Theater patio).
- **Sunday Breakfast:** Breakfast is served in the Community Dining Center. Breakfast at that location will include the fiftieth class as well as other alums from other classes. Please do not plan a speaker at Sunday breakfast.

LESSONS LEARNED FROM THE 50TH CLASS

Thursday Dinner

If you are having a Friday morning program, encourage classmates to arrive Thursday. Under those circumstances, the class should either arrange a Thursday night dinner, or tell its classmates they will be on their own for this meal.

If you choose to not have an official Thursday dinner, post local restaurant lists on your website. Remember that the 50th reunion is held during Reunion I, and Mount Holyoke's graduation also takes place during this time. The campus will be full and so will the restaurants. Plan early!

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. The fiftieth reunion class is typically housed in Abby-Buckland as well as nearby dorms.

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 your reunion, as they will need to stay on campus through Commencement.

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, 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. Rooms are assigned on a first-come, first-served basis.

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.

In each headquarters dorm, the Alumnae Association provides:

- Three six-foot tables;
- Three tablecloths (located in the class storage room in the headquarters dorm);
- Ten folding chairs;
- One trash receptacle and one recycle bin in the class headquarters lobby;
- Microphone and amplifier with input plug for MP3 players and other devices.

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:

- Up to 3 tables in Abbey Living Room and 20 chairs;
- Up to 6 tables in Buckland Loiving Room and 25 chairs

Please Note: Fire code regulations limit the amount of furniture allowed in common spaces, including tables and folding chairs, and at no time can access 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 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 reunion at the Alumnae Association at 413-538-2652.*

Storage Room for Class Materials

Your 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, 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 30](#).) This storage room 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.

Bathrooms

Most residential bathrooms are marked as either single-sex or co-ed during the year. Alumnae should comply with the designations made by students, as they will still be occupying the residence halls.

REGISTRATION AND CHECK IN

Registration Process

Registration will open in late winter.

Registration Reports

Starting approximately a week after the registration deadline, registration reports will be generated and made available to reunion chairs. These reports will provide reunion volunteers with a listing of current registrants and money collected to date.

Cancellation/Refund Policy

A full refund, less a 3% processing fee, will be issued provided notification is made by email to reunion_registration-g@mtholyoke.edu or by phone to 413-538-2201 by April 29, 2020, at 11:59 p.m. EST; this applies to entire reunion packages and on-campus housing. Cancellations or changes to your registration and/or on-campus housing are non-refundable after April 29, 2020, at 11:59 p.m. EST. By this date we have given firm commitments and guarantees to off-campus vendors and other partners in your name that generate non-refundable expenses to the Alumnae Association.

Check In at Reunion

Check in hours for the fiftieth class are as follows:

Thursday Noon–6:00 p.m.

Friday 9:00 a.m.–9:00 p.m.

Saturday 8:00 a.m.–4:00 p.m.

Check In Location

Check in is held 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 a free beds for Thursday night for the class president and two reunion chairs. Reimbursement for Thursday night can be made after Reunion but before June 15. Only these planners are allowed to arrive at noon on Thursday to prepare the welcome areas in the class headquarters and attend a meeting with the Alumnae Association about what to expect over Reunion weekend.

Breakfast will be available on Friday of both reunion weekends in the Dining Commons.

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 or fancy, hardcover books published by photo services on the web. 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 use at the Volunteer 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 storage).

CLASS HISTORIES

Class presidents are charged with writing a 400-word class history to share during the Annual Meeting alongside the graduating senior class.

You are invited to the podium to read your histories together, either as a back-and-forth or one after the other. The presidents/co-presenters:

- 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.
- We recommend meeting in advance 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 reunion of the Alumnae Association by **April 1** to ensure that final scripts are ready for the class presidents and reunion chairs meeting on the Thursday of reunion weekend. Please email scripts to 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 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 immediately after the Annual Meeting on Saturday at approximately noon.
- 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 after Reunion. 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 three 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).

LESSONS LEARNED FROM THE 50TH CLASS

Honoraries

If you have class honoraries, identify a classmate to act as a host so the honorary is greeted when they arrive and introduced to members of the class at the social hour. Honoraries are usually given a small gift to thank them for coming.

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

Name tags 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 name tags for spouses/partners, guests, teens, and children.

- The Alumnae Association will provide each class free name tags. These generic name tags are offered as is, with the Association logo on them and Garamond as the standard font. Sleeves are also included.
- The name tags 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 postcard 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 postcard from the Alumnae Association
- October: Save-the-date ad in the fall *Alumnae Quarterly*
- November: Fall reunion letter from the class (due to the Association on October 10)
- February: Reunion registration announcement in the winter *Alumnae Quarterly*
- February: Winter reunion letter sent; includes registration information, preliminary schedule, proposed slate, and last-minute information from the class (due to the Association on January 10)
- All information will be available at alumnae.mtholyoke.edu/reunion.

GENERAL LETTER INFORMATION

- Reunion letters must be sent to all classmates. For the fall and winter letters, 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.
- Sample letters can be found on the Alumnae Association's reunion planning webpage (alumnae.mtholyoke.edu/volunteers/reunion-planning).
- Please submit a Communication Request Form when your letter is complete for sending (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/directory to search the Alumnae Directory.
 - Order a class list by filling out the Information Request Form at alumnae.mtholyoke.edu/info-request. In order to ensure that you have the most up-to-date alumnae contact information, please always request a new list each year instead of referring to previous lists that you may have obtained.
- Letters should not contain heavy formatting (multiple fonts, columns, icons, etc.).

LESSONS LEARNED FROM THE 50TH CLASS

Save the Date Postcard

Consider sending out a two-part postcard asking classmates if they plan to attend Reunion. This information not only helps in planning but also gives you a base from which to recruit reunion callers who can follow up to ensure strong attendance and participation.

(The Alumnae Association cannot create two-part postcards; any mailings different from the standard letter size or broadcast emails must be handled by the class.)

- Any specific directions should be noted in the “Special Instructions” field (paper type, color printing, pictures, etc.).
- It is preferable that the Alumnae Association staff work with one contact person while processing the letter.
- Reunion mailings take eight business days to process and are sent bulk mail, so it may take up to three weeks for delivery. The class may want to order a set of class address labels to have on hand in case they need to do an additional mailing on short notice.
- If the Alumnae Association does not receive letters by the deadline, generic communications will be sent.

REUNION LETTERS

FALL LETTER

DUE OCTOBER 10 and sent by 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 Reunion (presidents may wish to include a link to the Alumnae Association’s ecards, which can be accessed at alumnae.mtholyoke.edu/fun).
- An estimate of the cost of 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.

WINTER LETTER

DUE JANUARY 10 and sent by email blast with hard copy mailed to those without email addresses.

The winter letter is 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 registration deadline: April 15 (a \$25 late fee applies for those who register after April 15).
- An encouragement to view 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, contact 413-538-2201 or alumnaeregistration@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 Communication Request Form to send an email: alumnae.mtholyoke.edu/comm-request. Best practices are listed above the form.

LESSONS LEARNED FROM THE 50TH CLASS

Communications

Chairs should have a clear communication plan and establish clear communication rubrics. Previous 50th reunion chairs have reported sensing "Reunion Fatigue" when people were careless about how they handled email communications. Endless copying and "reply to all" communications will eventually result in frustration.

The reunion chair(s) and class president should be in frequent communication with each other and with other class officers.

The class president should be the main point of contact for reunion chair(s) and funnel information through them rather than going directly to committee chairs.

The head class agents and the reunion chairs should stay in touch frequently. The class agent and her staff often get information on classmates that can be helpful to the reunion chairs.

Consider monthly conference calls to monitor progress and the status of action items.

CLASS WEBSITES

The Alumnae Association offers free hosting for class websites using WordPress. For additional details, please visit alumnae.mtholyoke.edu/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 experience 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.

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.

Helpful Hints for Planning

- Hospitality chairs should have a roster of helpers lined up. They should also have Post-its, pads of paper, extra nametags, scissors, tape, Kleenex, marking pens and you name it on hand. Be prepared!
- The reception desk chair from the hospitality committee is a key person to having Reunion run smoothly. She will get all the questions from classmates and, capable as student workers are, they cannot handle all of them.
- Water bottles and snacks are a nice touch.
- If your class is going to have a “creative display” room to showcase classmates’ work, make sure the Alumnae Office assigns you a room that can be locked. There should be a classmate in charge at all times when the room is open
- Work with the staff on campus. They are very helpful and accommodating.
- Have a message box at your dorm set up alphabetically so people can leave messages etc. This is not as important since the advent of cellphones, but not all of your classmates may have a cellphone.
- Before Reunion it is a good idea to send a blast email and ask what people would like to drink. This makes it much easier to plan for the hard and soft drinks. Local liquor stores will usually be agreeable to returns of unopened liquor.
- Plants for table displays can be arranged through Mount Holyoke’s greenhouse, but this should be worked on a year in advance so they can be sure to have just what you want.
- Alternatively, one 50th reunion class made beautiful flower arrangements for their dinner and then auctioned them off afterwards.
- Make sure your committee has a cellphone number list of key contacts with them at all times. It is a vital part of communication.
- Have a strong local (i.e. western Massachusetts) contingent on the reunion committee and involve the spouses and partners. They are anxious to be useful and can be an important part of the success of your 50th Reunion.
- Establish a close working relationship with your head class agents and their team. For one thing, their donors are likely to say “Yes” when you ask them to be involved in Reunion.
- Consider reserving rooms at a local hotel (Hampton Inn, Clarion, etc.) a year in advance for those not willing to stay in a dorm.

APPENDIX A: 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):

- Planning Responsibilities
 - Makes sure a reunion chair is in place at your forty-fifth reunion.
 - Attends the Volunteer Conference that takes place in the fall twenty months prior to 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.
 - Presides over the class meeting at Reunion.
 - 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 given 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):

- 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 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 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):

- 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.

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 Volunteer Conference 8 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.
- Serves as the primary contact with the Alumnae Association. (If there are cochairs, one person is selected as a designated "primary" contact.) Both cochairs 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 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.

ADDITIONAL ROLES

Below is a list of typical roles that the fiftieth class usually fills for reunion planning. The list is not meant to be exhaustive and the class should create any additional roles that fit their needs.

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 name tags, 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, discussions, 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 the narrative posted on the class website and/or included with the post-reunion letter.
- Uses social media (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 twenty 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. No glue or tape is to be used.

SOCIAL CHAIR

- Works directly with Catering Services to make meal (any food and beverage) arrangements for Saturday class dinner and Saturday social hour.
- Consults with reunion chair and class president in choosing a menu for Saturday dinner. (Catering Services or outside caterer should provide menu options.)
- 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. 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.

APPENDIX B: 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 for fiftieth reunion classes 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 your class:

Class Fee: \$57.00*

Saturday Social Hour and Dinner: \$55.00

*The breakdown of the \$57 class fee includes: a booklet fee, a parade costume fee, and a 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 can be charged to all adult guests, and this \$35 will be credited to your class to cover their expenses (any refreshments they consume that you've provided, etc.).

BUDGETING WORKSHEETS

The worksheets below can help your class 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, and Saturday social hour and dinner fee.

For statistics to help you estimate the number of alumnae and guests to expect, please see 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. 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 or the director of classes and reunion at 413-538-2652.

WORKSHEET A: ESTIMATED EXPENSES

REUNION MAILING EXPENSES

	Total
Fall Letter	\$
Winter Letter	\$
Total Reunion Mailings	\$

ATTENDANCE EXPENSES

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

HOW TO FORMULATE CLASS CHARGES

The class fee (including the booklet and the parade costume charges), Thursday 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 accessories, 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

BEGINNING TREASURY BALANCE:	\$
USE OF TREASURY FOR MAILINGS* (required):	
Reunion Fall Letter	\$
Reunion Winter Letter	\$
USE OF TREASURY FOR CLASS FEE (optional):	\$
<i>Total use of class treasury funds for entire class</i>	\$
USE OF TREASURY FOR DINNER FEES (optional):	
Thursday Dinner (optional)	\$
<i>Total use of class treasury funds for Thursday Dinner fee</i>	\$
Saturday Social Hour and Dinner	\$
<i>Total use of class treasury funds for Saturday Social Hour and Dinner fee</i>	\$
TOTAL USE OF CLASS TREASURY FUNDS:	\$
CURRENT TREASURY BALANCE:	\$

**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 (see Worksheet A)	
Item 2	Total Use of Class Treasury Funds (see Worksheet B)	
Item 3	Total Actual Cost of Reunion = Item 1 minus Item 2 minus (\$35 times Item 5)	
TOTAL ATTENDANCE		
Item 4	Estimated Number of Alumnae Attendees	
Item 5	Estimated Number of Adult Guests	
ESTIMATED PER-ALUMNA CHARGE		
Item 6	Class Fee = Item 3 divided by Item 4	
ESTIMATED PER-ADULT CHARGES		
Item 7	Thursday Dinner Fee (optional) = Menu cost per person times expected attendance minus total use of class treasury for Thursday dinner charge divided by expected attendance	
Item 8	Saturday Dinner Fee = Menu cost per person times expected attendance minus Total use of class treasury for Saturday dinner charge divided by expected attendance	

THE CLASS TREASURY AFTER THE FIFTIETH REUNION

Many classes choose to spend the bulk of their treasury at the fiftieth reunion, defraying costs for classmates. The Association does not have a specific recommendation for how much money should be left in the class treasury after the fiftieth reunion however, the class will have two more reunions (fifty-fifth and sixtieth) to plan before the class becomes a loyalty class at their sixty-fifth reunion. The class may wish to hold funds aside in the treasury for use at those reunions, for 'scholarships' to defray travel expenses for classmates, mini-reunions, or a variety of other uses.

As mentioned above, a class becomes a **loyalty class** when celebrating their sixty-fifth reunion and beyond. When a class becomes a loyalty class, the Alumnae Association manages the planning of future class reunions and coordinates with the class president to ensure that their programming interests are reflected in the reunion weekend's schedule. Expenses, including parade costumes, meals, and lodging, are also covered by the Association. The Willits-Hallowell Center is used as the class headquarters.

At the sixtieth reunion during the class meeting, the class typically has a discussion about the class treasury and whether they want to continue to control it or, since reunion planning, class mailings, and other costs are borne by the Association going forward, if they will turn the treasury over to the Alumnae Association's Founder's Fund.

APPENDIX C: 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 a.m. to 5:00 p.m. on Friday and Saturday. We also offer Back-to-Class events on the Friday of both reunion weekends.

DOES ARCHIVES EXHIBIT MATERIAL DURING REUNIONS?

Yes, the Archives displays documents and photographs relating to Mount Holyoke's 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 twenty objects. The time, date, and location of exhibits are listed in the programs for reunion weekends.

WHAT DOES 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 ARCHIVES FOR MY REUNION?

Anyone can use 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 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 DON'T HAVE VERY MUCH MATERIAL RELATING TO MY CLASS. WHAT CAN I DO TO HELP?

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) or telephone (413-538-3079). Information for donors is also available on the Archives' website: mtholyoke.edu/archives.

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

Yes! Without donations from alumnae of the College, 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 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 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

Telephone: 413-538-3079

Web Address: mtholyoke.edu/archives

APPENDIX D: REUNION PLANNING TIMELINE

☐ REUNION COMMITTEE
 ☒ ALUMNAE ASSOCIATION
 ☐ OFFICE OF ADVANCEMENT

FIVE YEARS PRIOR TO FIFTIETH REUNION (JUNE–MAY)					
Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
May/June	Class President	Appoint Reunion Chair			Immediately after forty-fifth reunion be sure this position is in place.
May	Alumnae Association	Email post-reunion survey	Email		
June	Alumnae Association	Provide survey results to class from 45th reunion	Email		Determine what worked well/what didn't, gauge interest in fiftieth reunion planning, etc.
Summer	Class President/ Reunion Chair	Reach out to past fiftieth reunion chairs	Email/Phone		The input from these women can be invaluable. Ask them to share their notes, their ideas, what worked/what did not work
Summer	Class President/ Reunion Chair	Write a mission statement	Letter		Include all the elements you hope to achieve such as class involvement, themes, classes, gifts to the college and proceed from there.
Summer & Spring	Reunion Chair/ Class President	Organize a conference call with class board to begin discussion of reunion goals and objectives	Phone		Be sure everyone is on track
Summer/Fall	Class President/ Reunion Chair/ Treasurer	Determine Reunion Budget			Based on conversations with past reunion chairs and your current treasury balance determine your budget for Reunion. You may need to assign additional volunteers to help collect dues during this reunion cycle to increase your treasury balance
Summer/Fall	Reunion Chair	Request a list of all active classmates from the Alumnae Association	Email	Allow one week to receive document	Use this list to assist in recruiting volunteers
Summer/Fall	Reunion Chair/ Co-Chair	Assign volunteer to oversee Reunion Book			The class officers and Reunion Chair(s) should meet with the Book Chair(s) to agree on the general make-up and look of the book. From then on, it is up to the Book Chair(s).
	Alumnae Association	Connection Class letter	Letter		Contact Admissions/Association regarding letter in broadcast email for incoming connection class
	Advancement/ Head Class Agents	Letter to Leadership Gifts Committee candidates	Letter		HCAs recruit fiftieth Leadership Gifts Committee (eight to ten members, not including HCAs)
	Advancement/ Head Class Agents	Follow up Phone Call in regards to the Letter to Leadership Gifts Committee candidates	Phone Call		HCAs recruit fiftieth LGC (eight to ten members)
Sept/Nov/ Feb/June	Advancement/ MHF	Regular MHF Appeals	Letters		(Fall Appeal, Tax year-end, Spring Appeal, FY end)

FOUR YEARS PRIOR TO FIFTIETH REUNION (JUNE–MAY)

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
Fall	Alumnae Association	Connection Class communications	N/A		Reach out to class board of connections class to explore possibilities for connection
Quarterly	Reunion Chair/ Scribe	Incorporate reunion updates and information in the class notes	Magazine		Due Dates: July 15, October 15, January 25, April 15
Annually	Class President/ Reunion Chair	Presidents Letter to include basic reunion information	Letter	Submit two weeks prior to mail date	The Alumnae Association provides one free mailing per year. Additional communication can be sent out via email blast. Include recruitment of volunteers for reunion
4 times Annually	Reunion Chair/ Class President	Update classmates on Mount Holyoke related new and activities-4 annual emails (Summer, Fall, Winter, Spring)	Emails	Submit two weeks prior to mail date	Update classmates on activities, increase class engagement, provide fun and interesting topics for conversation, Mount Holyoke related news, Reunion Updates, etc.
	Reunion Chair/ Web Coordinator	Update classmates on Mt Holyoke related new and activities—regular updates via Facebook or class website	Website/ Facebook		Update classmates on activities, increase class engagement, provide fun and interesting topics for conversation, Mount Holyoke related news, reunion updates, etc.
	Reunion Chair (s)	Recruit volunteers for committee positions			There are many committees for a fiftieth reunion. Be sure to get a volunteer for each committee, the reunion chair cannot plan this alone.
Summer & Spring	Reunion Chair/ Class President	Organize a conference call with class board to continue discussion of reunion goals and objectives	Phone		Be sure everyone is on track
Summer	Reunion Chair	Begin to create a plan/timeline for your reunion weekend			Schedule committee call once all volunteers are in place to discuss reunion weekend schedule
2-4 Annually	Class President/ Reunion Chairs	Plan mini-reunions	Email/Website		Market your reunion by planning a mini-reunion on or off campus.
Summer/Fall	Web Coordinator/ Reunion Chair	Update website with information about the fiftieth reunion			There is no better way to create enthusiasm than a well maintained website. As new ideas and plans are locked in, the website can announce them to the class. Who is doing what, an appeal for helping with reunion, soliciting suggestions, the latest information, see who's attending, coordination of travel plans, it could become the center of your reunion's life.
Sept/Nov/ Feb/June	Advancement/ MHF	Regular MHF Appeals	Letters		(Fall Appeal, Tax year-end, Spring Appeal, FY end)

THREE YEARS PRIOR TO FIFTIETH REUNION (JUNE–MAY)

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
Quarterly	Reunion Chair/ Scribe	Incorporate reunion updates and information in the class notes	Magazine		Due Dates: July 15, October 15, January 25, April 15
2-4 Annually	Class President/ Reunion Chairs/ Board Members	Plan mini-reunions	Email/Website		Market your reunion by planning a mini-reunion on or off campus.
	Reunion Chair	Continue to fine tune the reunion weekend schedule with the help of committee members			What does your schedule look like for the weekend. Use the Alumnae Association website to see what times you have available to plan class events
	Reunion Chair	Continue to monitor committees to be sure they are progressing toward their goals			Each committee is now focusing on developing a plan and setting a timetable for goals
	Advancement/ Head Class Agents	Letter to potential leadership donors	Letter		Announcing the fiftieth reunion fundraising effort
	Advancement/ Leadership Gifts Committee	Phone call follow up to letter to potential leadership donors	Phone Call		Announcing the fiftieth reunion fundraising effort. LGC members open discussion w/assigned classmates re: fiftieth philanthropy
	Advancement/ Head Class Agents	Special Appeal to rest of class	Letter		Announcing the fiftieth reunion fundraising effort.
Sept/Nov/ Feb/June	Advancement/ MHF	Regular MHF Appeals - optional	Letters		(Fall Appeal, Tax year-end, Spring Appeal, FY end)

TWO TO FOUR YEARS PRIOR TO FIFTIETH REUNION (JUNE–MAY)

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
Quarterly	Reunion Chair/ Scribe	Incorporate reunion updates and information in the class notes	Magazine		Due Dates: July 15, October 15, January 25, April 15
	Reunion Chair	Continue to monitor committees to be sure they are progressing toward their goals			Each committee continues to focus on their plan and timetable for goals
	Reunion Chair	Continue to fine tune the reunion weekend schedule with the help of committee members			What does your schedule look like for the weekend. Use the Alumnae Association website to see what times you have available to plan class events
2-4 Annually	Class President/ Reunion Chairs	Plan mini-reunions	Email/Website		Market your reunion by planning a mini- reunion on or off campus.
1-2 Annually	Class President/ Reunion Chair	Presidents letter to include basic reunion information	Letter	Two weeks prior to mail date	The Alumnae Association provides one free mailing per year. Additional communication can be sent out via email blast
4 times Annually	Reunion Chair/ Class President	Update classmates on Mount Holyoke related new and activities-4 annual emails (Summer, Fall, Winter, Spring)	Emails	Two weeks prior to mail date	Update classmates on activities, increase class engagement, provide fun and interesting topics for conversation, Mount Holyoke related news, Reunion Updates, etc.
	Reunion Chair/ Web Coordinator	Update classmates on Mount Holyoke related new and activities-regular updates via Facebook or class website	Website/ Facebook		Update classmates on activities, increase class engagement, provide fun and interesting topics for conversation, Mount Holyoke related news, Reunion Updates, etc.
Summer	Alumnae Association	Inform fiftieth Class President & Reunion Chair about September Reunion Volunteers Training	Email		

TWENTY MONTHS PRIOR TO FIFTIETH REUNION (SEPT–MAY)

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
September	Advancement/ Head Class Agents	Fall letter to everyone in the class, [re]announcing fiftieth effort and reporting total raised so far.	Letter		HCA sends fall letter to everyone in the class announcing fiftieth effort and reporting total raised so far. Also encourages Reunion attendance.
Summer/Fall	Reunion Chair/ Class President	Continue reunion planning discussions with class board and volunteers			
September	Class President/ Reunion Chair(s)	Attend Classes & Reunion Volunteer Training			Weekend training twenty months prior to Reunion
Spring	Reunion Chair	Continue to fine tune the reunion weekend schedule with the help of committee members			What does your schedule look like for the weekend. Use the Alumnae Association website to see what times you have available to plan class events.

ONE YEAR PRIOR TO FIFTIETH REUNION (JUNE–MAY)

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
Quarterly	Reunion Chair/ Scribe	Incorporate reunion updates and information in the class notes	Magazine		Due Dates: July 15, October 15, January 25, April 15
June/July	Reunion Chair	Continue to hold conference calls with class board and committee members to continue the planning process	Phone		
July	Class President	Recommendations for Alumnae Association awards	Email	July 1	Deadline for recommendations is July 1— one year prior to Reunion
September– November	Alumnae Association	SAVE THE DATE	Print postcard		Save-the-Date
September– November	Alumnae Association	SAVE THE DATE	<i>Alumnae Quarterly</i> magazine		Save-the-Date
September– November	Alumnae Association	<i>Laurel Chain</i> enewsletter- SAVE THE DATE	Email		Save-the-Date
September– November	Alumnae Association	SAVE THE DATE	Website/ Facebook		Save-the-Date
September	Advancement/ Head Class Agents	Class appeal is mailed in September over HCA's signature to everyone in the class, emphasizing impact of fiftieth gift.	Letter		Class appeal is mailed in September over HCA's signature to everyone in the class, building excitement for fiftieth effort.
September	Advancement/ Head Class Agents	Follow up to Class appeal is mailed in September over HCA's signature to everyone in the class, emphasizing impact of fiftieth gift.	Email		Class appeal is mailed in September over HCA's signature to everyone in the class, building excitement for fiftieth effort.
September	Class President/ Reunion Chair(s)	Attend Classes & Reunion Volunteer Training			Weekend training eight months prior to Reunion
September	Reunion Chair	Reunion Committee Response Form Due	Email	October 1	Complete online form
September	Reunion Chair	Fall reunion letter (sent via email w/ print version to those without email addresses)	Email	October 10	Complete online communication request form—Include reunion plans and class gift information, link to any relevant survey
October	Reunion Chair/ Social Chair/ President/ Treasurer	Begin setting class charges and planning meals			Due by November 15
October	Reunion Chair/ Web Coordinator	Facebook posts on class feed, updates to class website: post pictures, fun class-specific items to motivate classmates	Website/ Facebook		Generate enthusiasm for reunion, highlight events and key deadlines

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
October	Advancement/ Leadership Gift Committee/ Head Class Agents	Follow-up to encourage reunion giving and attendance	Phone Call		LGC members and class agents make follow-up phone calls to their assigned classmates, encouraging giving and Reunion attendance.
November	Reunion Chair	Class Charges Form Due	Email	November 15	Complete online form
November	Social Chair	Catering Services Order Form Due	Email	December 1	Complete Online form
November–April	Advancement/ Gift Planning	4 Gift Planning Tri-folds to highlight different income vehicles	Tri-folds		Four different gift-planning tri-folds are mailed to class between Nov.–April, highlighting different life income vehicles and documenting bequest intentions.
November	Advancement/ Head Class Agents	Tax Year End Appeal	Letter		Class tax year-end appeal is mailed over HCA's signature, highlighting potential tax benefits of giving at year-end.
December	Reunion Chair	Continue Class Events and Activity Planning			Form due January 15
December	Reunion Chair	Write Winter Letter		January 10	Include: a glimpse of the reunion schedule, a thank you to volunteers, fundraising goals, proposed slate of new officers, reminder to wear white in parade, etc.
December	Nominating Committee	Class Officer nominations and election information		January 10	Due to class president by January 10 for inclusion in winter letter due January 15
January	Alumnae Association	<i>Laurel Chain</i> enewsletter, social media	Email		Save-the-Date
January	Alumnae Association	<i>Laurel Chain</i> enewsletter, social media	Website/ Facebook		Save-the-Date
January	Reunion Chair	Winter reunion letter and Communication Request Form due (letter sent via print mailing; includes print registration form and link to online registration)	Letter	January 15	Complete online communication request form
January	Reunion Chair	Class Events and Activities Form Due		January 15	Complete online form
January	Nominating Committee	Proposed Slate of officers due if it is to be included in winter letter...cc. Reunion Chair & President		January 10	Due to Class President
January	Advancement/ Gift Planning/ class Mary Lyon Society Chair	Letter is sent to encouraging classmates to consider making a provision for MHC in estate plans	Letter		Working with class Mary Lyon society chair, gift planning sends letter encouraging classmates to consider making a provision for MHC in estate plans (over MLS Chair or Anne Vittoria's signature).

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
February	Reunion Chair	Parade Sign and Stake Form Due		March 1	Complete online form
February	Reunion Chair	Email, fun class-specific items to motivate classmates	Email	Allow up to one week	Generate enthusiasm for Reunion, highlight events and key deadlines
February	Reunion Chair/ Web Coordinator	Facebook posts on class feed, updates to class website: post pictures, fun class-specific items to motivate classmates	Website/ Facebook		Generate enthusiasm for reunion, highlight events and key deadlines
February/ March	Advancement/ Head Class Agents	Challenge Announced	Letter		Class challenge is announced via a flyer/ letter from HCA. Deadline for giving is mid-April.
March	Class President	Revise Class History for the Annual Meeting			Due to Alumnae Association April 1
March	Reunion Committee	Archives and Special Collections request due (to College Archives)		April 1	Submit request directly to Archives and Special Collections
March	Alumnae Association	Reunion registration opens		March 1	
March	Advancement	E-blasts are sent to class every two weeks until challenge concludes	Email		E-blasts are sent to class every two weeks until challenge concludes, reporting challenge and total fund-raising results to date, and encouraging giving.
March	Alumnae Association	<i>Laurel Chain</i> newsletter, social media, email to all alumnae in reunion years	Email		Registration Open
March	Alumnae Association	<i>Laurel Chain</i> newsletter, social media, email to all alumnae in reunion years	Website/ Facebook		Registration Open
March– Weekly	Alumnae Association to Web Coordinator	Reunion Content for posting	Email		Emails from the Association to class communications officer, with reunion content posts that are easily shared on class Facebook pages and Twitter feeds
March– Weekly	Alumnae Association to Web Coordinator	Reunion Content for posting	Website/ Facebook		Emails from the Association to class communications officer, with reunion content posts that are easily shared on class Facebook pages and Twitter feeds
April	Advancement	Final Appeal to non donors	Letter/Email		Final appeal is sent via email to non-donors (snail mail to those w/o email addresses).

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
April	Reunion Committee	Review reunion finances and class treasurer duty information; Check reunion registration reports. If numbers are low, reach out to classmates to encourage attendance.			
April	Class President	Revised Class History Due		April 1	Complete online form
April	Reunion Chair	Email, fun class-specific items to motivate classmates	Email		Generate enthusiasm for Reunion, highlight events and key deadlines
April	Reunion Chair	Facebook posts on class feed, updates to class website: post pictures, fun class-specific items to motivate classmates	Website/Facebook		Generate enthusiasm for Reunion, highlight events and key deadlines
April	Reunion Chair	Email urging alumnae to register by the deadline	Email	Allow up to one week	Encourage registration, provide updates
Mid April	Alumnae Association	Reunion registration deadline; late fee charged after the deadline		April 15	Late fees apply after April 15
April	Alumnae Association	<i>Laurel Chain</i> newsletter, social media, email to all alumnae in reunion years	Email		Register Now
April	Alumnae Association	<i>Laurel Chain</i> newsletter, social media, email to all alumnae in reunion years	Website/Facebook		Register Now
April	Alumnae Association	Email invitation to graduating seniors, faculty, and fiftieth class	Email		Invitation to attend Strawberries and Champagne
April	Advancement	Report near-final results	Email		Near-final results are emailed to class
Late April	Alumnae Association	First reunion revenue check sent to class treasurer	Mail		Mailing Deadline April 30 and submitted to class treasurer
April/early May	Alumnae Association	Print invitation to fiftieth class and graduating seniors (early April); email invitation to fiftieth class and graduating seniors (early May)	Print Invitation		Save-the-Date and Invitation to attend Welcome Ceremony for New Alumnae
April/early May	Alumnae Association	Email invitation to fiftieth class and graduating seniors (early May)	Email		Save-the-Date and Invitation to attend Welcome Ceremony for New Alumnae
May	Alumnae Association	Reunion I weekend			
May	Alumnae Association	Reunion evaluation sent to all attendees	Email		Sent the week after Reunion

Work on [This Month]	Content Creator Responsible for	Task or Topic	Communication Type	DUE DATE to Alumnae Association	Purpose/Content
June	Reunion Chair/ Class President	Fill out reunion planner evaluation	Letter		Send to Alumnae Association in envelope provided
Mid June	Alumnae Association	Final accounting report sent to treasurer with final check or bill			Submit to treasurer
June	Outgoing Class President	THANK YOU!	Email		Thank classmates for coming to Reunion, thank volunteers, highlight memorable activities, post photos, etc.
August	Outgoing Treasurer	Complete and submit final reunion accounting		August 31	