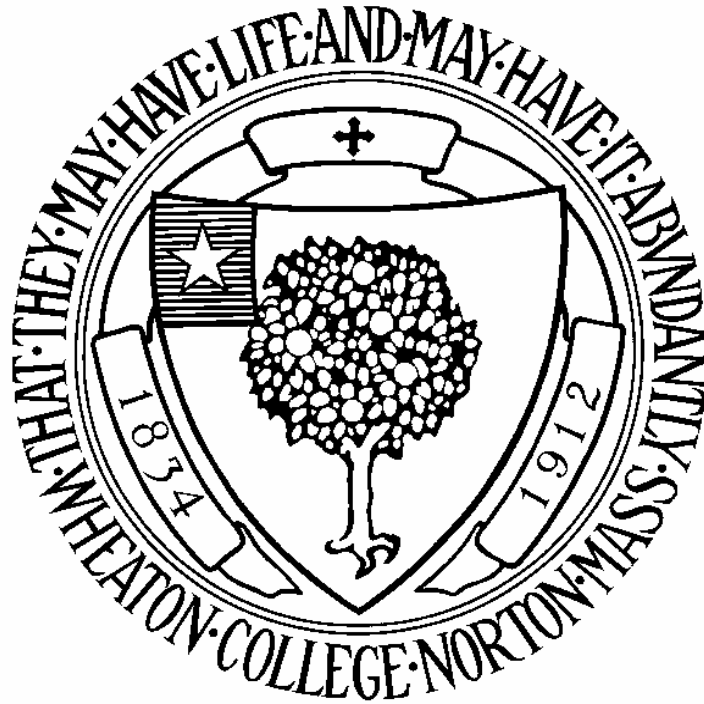


WHEATON COLLEGE



2-YEAR REUNION PLANNING OVERVIEW

PROGRAM AND GIFT

CLASSES OF '56 AND '81

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WHAT TO EXPECT FROM THE OFFICE OF ALUMNAE/I RELATIONS & ANNUAL GIVING AND THE ALUMNAE/I ASSOCIATION

PRIOR TO REUNION

- Information, resources, support, and reminders from:
Sharon Howard
Director, Alumnae/i Relations & Annual Giving
(508) 286-8207
showard@wheatonma.edu
- Mailing of Save-the-Date postcard to all Reunion classes
- Computer printouts and labels of classmates
- Processing and postage costs of mailings
- Mailing of Reunion invitation to all alumnae/i in Reunion classes in March 2006
- Processing of all Reunion registrations
- Coordinating all residence hall and other facility logistics for your class
- Assistance with new class officer recruitment and transitions

AT REUNION

- Commencement Reunion Volunteers (CRVs): student volunteers who provide assistance throughout the weekend (i.e., drive golf carts, answer questions, run on-campus errands, etc.)
- Advance requests for equipment and facilities met
- Reunion packets furnished at Registration in Mary Lyon Hall
- Campus-wide programs during the weekend
- Reunion Class Officers' meeting to review final and important weekend details
- Guaranteed cheerleading section for your successful Reunion!

GLOSSARY FOR A SUCCESSFUL REUNION

ALUMNAE/I RELATIONS AND ANNUAL GIVING (ARAG)

The staff in this office answers questions and support the work of Reunion classes.

ATTENDANCE

Remember, the more classmates, the merrier! Reflection letters, telephone calling trees, e-mail trees and especially personal outreach efforts by classmates are important tools to increase attendance and participation. Two attendance awards (class with largest percentage in attendance and class with the most improved attendance since last Reunion) are presented on Saturday of Reunion Weekend.

AWARDS

Reunion attendance and gift awards are presented annually at the Alumnae/i Association Celebration (Saturday afternoon). The awards can be promoted in class letters and telephone calls.

BAR SET-UPS

For a fee of \$45 each day (\$80 for both Friday and Saturday), Wheaton College Dining Services will provide the following bar set-ups in each class parlor:

2 disposable ice buckets	2 whole lemons	plastic stirrs
paper cocktail napkins	2 whole limes	knife
linen tablecloth	100-10oz. plastic tumblers	

1-litre bottles of: soda water (3), diet coke (3), tonic water (3), coke (3), ginger ale (3), diet ginger ale (3). Set-ups are delivered mid-afternoon on Friday and Saturday. Bagged ice is available at both dining halls throughout the weekend.

BULLETIN BOARDS

These are ideal to post photos, announcements and other class paraphernalia in the dorm parlor. Bulletin boards are considered **SPECIAL EQUIPMENT** (see definition) and may be requested by using the **REUNION CLASS NEEDS SURVEY** (see definition).

CLASS DINNERS

Reunion class dinners are scheduled Saturday evening in campus dining rooms, including but not limited to Emerson, Chase Square, Chase Round and Chase Small.

CLASS GIFT

This is the total of all Annual Fund contributions made by classmates during the Reunion year. Dollar and donor participation goals are set for the Class Gift effort, and awards are presented on Saturday of Reunion Weekend.

CLASS SOUVENIRS

Souvenirs provide lasting memories of your Wheaton Reunion. Examples from past Reunion classes include: scarves printed with a Pan or Pegasus, a bottle of wine imprinted with a class banner and nametags printed with yearbook pictures.

COMMENCEMENT AND REUNION

These are combined events and provide an opportunity for alumnae/i to welcome more than 400 graduating seniors to the Alumnae/i Association and to celebrate the years and experiences shared as a class.

COMMENCEMENT REUNION VOLUNTEERS (CRVs)

CRVs are current students who provide assistance throughout the weekend: drive golf carts, run on-campus errands, share stories about the College today, and generally are on hand to ensure a trouble-free, enjoyable weekend. Classes are assigned CRVs based on program and logistical needs made known prior to the weekend.

FACULTY AND SPECIAL GUESTS

Faculty, staff, and special guests can be a special part of any Reunion dinner or party. Many faculty members are invited each year by class officers to attend several class cocktail parties and dinners. Be sure to invite faculty and other guest(s) early.

HOUSING

Housing for alumnae/i and guests is in the dorms. Sheets, one blanket, one towel and one pillow are provided; alumnae/i are encouraged to bring any "extra comforts" from home, including reading lamps, fans and alarm clocks. **Residence halls are assigned to classes based on the number of classmates and guests registered by the deadline to stay overnight**; housing assignments will be available to class officers no earlier than Monday, May 15th. While the residence halls are by no means luxurious, they ARE more conducive to class get-togethers and remembering your own life in the dorms. A list of area hotels is available for those classes or individuals who would prefer accommodations with more amenities.

HOSPITALITY

Hospitality begins the moment the first guest arrives and should continue throughout the weekend until the last guest leaves. At Reunion, hospitality can take many forms. A hospitality room is provided in Mary Lyon for all alumnae/i and guests. Each class is encouraged to have several enthusiastic "meeters-and-greeters" visible at the dorm and in the class parlor as classmates arrive. Classes may also wish to provide refreshments in the parlors. These refreshments are the responsibility of the class.

ICE

Ice is available almost around the clock outside Chase Dining Hall.

MEMORIAL TREES AND PLAQUES

These can be donated in the name of a class or in the memory of a deceased classmate. To ensure delivery and placement in time for Reunion, they must be ordered no later than mid-January 2006.

MINI-REUNIONS

Mini-Reunions serve to build support for Reunion. See information on page 6.

PHOTOGRAPHS

A photographer will be on campus on Saturday, May 20th to take class photos. The schedule for class photos is created around Commencement Reunion activities, including class programs. Photos are taken on the library steps or, in the event of inclement weather, in the Balfour-Hood Center Atrium or library stair tower.

PRIVATE COCKTAIL PARTIES

Cocktail parties for the 25th and 50th Reunion Classes are held on Saturday evening prior to class dinners, in the Presidents' House and in the Faculty Lounge respectively. An open bar and hors d'oeuvres are provided by the College. All other cocktail parties are organized by each class and are held in the dorm parlor where the class is housed. Light hors d'oeuvres and **BAR SET-UPS** (see definition provided) can be provided by the College at cost and with advance notice.

REFLECTION LETTERS

Reflection letters generate memories of shared class experiences (the first night on campus, life in the dorms, favorite professors, Peacock Pond, etc.). Reflection letters are ideally written by non-class officers from different social and academic groups.

REUNION CLASS NEEDS SURVEY

This important tool is mailed in March (just prior to Reunion) to all Vice Presidents/Reunion Program Chairs and must be returned in early April. When completed and returned in a timely manner, this tool helps the Reunion Program Chair determine specific needs and enables the Office of Alumnae/i Relations & Annual Giving to meet those needs and requests.

REUNION CLASS OFFICERS' LETTERS

These letters should encourage attendance, provide weekend program updates, and remind classes of the importance of giving to the Annual Fund.

REUNION INVITATION AND RESERVATION FORM

These are mailed to Reunion classes in late March. Web registration is available in early April.

SPECIAL EQUIPMENT

Equipment such as CD/cassette players, bulletin boards, slide projectors, TV/VCRs and microphones can be arranged by completing and returning the **REUNION CLASS NEEDS SURVEY** (see definition above) by **April 1** (this important tool is included in a March mailing to Reunion Program Chairs).

SPORTS AND RECREATION FACILITIES

Recreation facilities are open to alumnae/i and their guests throughout the weekend. The weekend program will provide specific hours.

SPOUSES, FAMILIES AND GUESTS

Families and guests, including children, are an integral part of Wheaton Reunions. Special programs and services are made available to these important members of the Wheaton family.

ABOUT MINI-REUNIONS

Mini-Reunions contribute to the success of any Reunion. They build interest and enthusiasm for Reunion and keep class spirit alive between Reunions. The Office of Alumnae/i Relations and Annual Giving and the Alumnae/i Association are ready and willing to support class efforts to organize and implement successful mini-Reunions by:

- discussing program ideas with you
- supplying lists and labels
- printing and mailing invitations
- helping to coordinate faculty and staff participants at the request of the class

REGIONAL MINI-REUNIONS are organized by geographic area and can be held at a class member's home or at a place of general interest in the area. Examples of successful regional mini-Reunions:

- New England members of the Class of 1986 gathered for a class 30th birthday celebration
- Class of 1970 hosted a picnic for classmates and their families on Long Island
- Class of 1968 gathered at a classmate's hotel in New York City for a 50th birthday celebration
- 70s and 80s alumnae were invited to attend a cluster mini-Reunion in New York City and Natick, MA
- Class of 1979 hosted mini-Reunions in New York, Washington, DC and Boston

SPECIAL EVENT MINI-REUNIONS are another option, and some recent examples are:

- meeting at Tanglewood in Lenox, MA, summer home of the Boston Symphony
- one-day cruise from Warren, RI to Newport, RI with brunch, sightseeing and shopping included
- weekend trip to Martha's Vineyard
- happy hours in three different cities at the same time

CAMPUS MINI-REUNIONS can also be a nice alternative. For example, the Class of 1939 gathered classmates on campus for a luncheon prior to Reunion. **Homecoming Weekend (formerly known as AutumnFest)** provides an excellent opportunity for a mini-Reunion.

No matter the ideas, be sure to enlist the assistance of the Office of Alumnae/i Relations & Annual Giving and remember that mini-Reunions make your class stronger—and your next Reunion better than ever.

CREATING REUNION CLASS WEB PAGES

The World Wide Web is a great tool for communicating with your classmates and getting the word out about your Reunion. Wheaton is proud to offer each Reunion Class its own Web pages to help you:

- share details about pre-Reunion programs or events (e.g., mini-Reunions or regional gatherings)
- recruit volunteers
- find “lost” classmates before the big weekend arrives
- share class photos
- provide information about online Reunion registration
- communicate contact information for class officers
- survey classmates about their interests and needs
- advertise Reunion plans and activities

WHAT YOU NEED TO KNOW ABOUT CREATING YOUR CLASS WEB PAGES:

1. Each class should identify a volunteer to serve as Class Webmaster and assume responsibility for the class Web pages. This volunteer does not need to be especially computer-savvy, as the creation and editing of the Web pages is as easy as typing in a basic word processor. The Class Webmaster should have regular access to a computer and a basic familiarity with the Internet.
2. Each Webmaster will be issued a password and the URL to access the Frontier Web Editor Guide which provides in-depth instructions on how to update and enhance your class pages. Michele L’Heureux in the Office of Alumnae/i Relations & Annual Giving can provide training for new volunteers and provides ongoing support to all Class Webmasters. She can be reached at lheureux_michele@wheatoncollege.edu or at (508) 286-3420.
3. The Webmaster should update and maintain class pages regularly so that the content stays fresh and there is frequently something new to keep classmates coming back. In the weeks just before Reunion, an updated “Who’s Coming” registration list will be provided through the Office of Alumnae/i Relations & Annual Giving, so that your classmates can keep track of who is attending.
4. Your Web pages can include any or all of the following:
 - updates on Reunion plans and activities
 - photographs of classmates and their families
 - letters from classmates who are unable to attend Reunion
 - schedule of pre-Reunion events
 - call for volunteers
 - reminder about class dues and donations to the Annual Fund
 - contact information for officers and others, including e-mail address links
 - and much more!
5. All Reunion Class Officers are asked to provide e-mail addresses to be included on the class home page so that friends and classmates can contact you directly with Reunion-related questions.
6. Take a look at the Alumnae/i Relations & Annual Giving Web pages at www.wheatonma.edu/Alum/. Check out the Commencement Reunion 2004 class Web pages for ideas at www.wheatoncollege.edu/alum/class/.

RESPONSIBILITIES OF REUNION PROGRAM CHAIR (RPC) CLASS VICE PRESIDENT IN A REUNION YEAR

- 1. RECRUIT A REUNION PROGRAM COMMITTEE** before ALC 2005 (begin after ALC 2004 and complete by Summer 2005)
 - Encourage ongoing communication with class officers. For most classes, the Reunion Planning Committee is led by the Vice President who, in a Reunion year, serves as the Reunion Program Chair (RPC). Ideally, the RPC and Reunion Gift Chair (RGC) will communicate a joint message to classmates about the importance of both attendance at Reunion and support of the Annual Fund.
 - The Office of Alumnae/i Relations & Annual Giving can provide a computer printout of classmates in alphabetical or geographical order.
 - Recruit at least some Boston/Providence area classmates.
 - Make certain that all committee members understand their duties before they accept.
 - Inquire about vacation plans and business travel schedules in advance. It is important for key committee members to attend Reunion.

- 2. ATTEND ALC (OCTOBER 22-23, 2004 AND OCTOBER 21-22, 2005) WITH CLASS OFFICERS AND COMMITTEE MEMBERS**
 - Begin planning. Decide on committee assignments. Review deadlines determined by the College.
 - Map out tentative Reunion program ideas. Bring ideas, suggestions and questions to the ALC Reunion Workshop. Be creative! Think about what made Wheaton special for your class and include similar thoughts and ideas in your Reunion planning.
 - Develop a budget, based on class dues, for items including but not limited to: dorm parlor decorations, class souvenirs, class cocktail parties, etc. Decide whether or not to collect class dues, keeping in mind that this is separate from, and in addition to, contributions to the Annual Fund's Reunion Class Gift.

- 3. MAINTAIN FREQUENT CONTACT** with Sharon Howard in the Office of Alumnae/i Relations & Annual Giving. Early and ongoing communication effectively clarifies expectations and addresses questions and concerns throughout the planning process.

- 4. FOLLOW TIMETABLE FOR CLASS MAILINGS DURING REUNION YEAR**, specifically recruiting two classmates to write and submit a Reflection Letter in February and a second letter in April, and coordinate draft of March letter from either the RPC or the class officer team.

5. COMPLETE AND RETURN REUNION CLASS NEEDS SURVEY

The Reunion Class Needs Survey will be mailed to each RPC in March of their Reunion year.

6. MAINTAIN ONGOING CONTACT WITH REUNION PROGRAM COMMITTEE

Follow up with fellow class officers and committee members on individual assignments between meetings. Use e-mail and phone trees to keep everyone "in the loop."

RESPONSIBILITIES OF REUNION PROGRAM COMMITTEE

The committee assignments listed below are recommendations from past Reunion Program Chairs (RPCs) and Committees. Each class is responsible for creating a committee structure that will work for its members. The larger the committee with clearly defined roles and responsibilities (tasks), the less overwhelming and labor-intensive the planning process is for everyone involved.

RESPONSIBILITIES OF OTHER CLASS OFFICERS IN A REUNION YEAR:

President

- Appoints a Nominating Chair and committee to select nominees for new class officers prior to Reunion.
- Supports all class officers and committee members (program and gift) as they assume their responsibilities

Secretary/Class Notes Correspondent

- Provides Reunion updates in the Class Notes section of the *Wheaton Quarterly* to build awareness and momentum prior to Reunion.

Treasurer

- Manages Class bank account.
- Establishes class budget for Reunion with RPC and class officer team
- Makes recommendation to class officer team regarding assessment for souvenir and other class expenses
- Records dues as received
- Pays class Reunion bills (souvenirs, class bar set-ups, etc.)
- Prepares financial report after Reunion

RECOMMENDED PROGRAM COMMITTEE ROLES AND RESPONSIBILITIES:

Hospitality Chair(s)

- Responsible for dorm parlor decorations, dorm room nametags, refreshments, bar set-ups, cocktail parties, etc. Suggest one Co-Chair for Friday and one Co-Chair for Saturday to share responsibilities. Each Co-Chair is encouraged to create a subcommittee. Remember, "more hands, less work," and "the more the merrier."
- Greets classmates as they arrive at the dorm, serving as "host" in the parlor and reminding them to register for Class Awards.

Nominating Chair

- Appointed by the Class President
- Designs a ballot to recruit new class officers for 2006-2011 term.
- Collects nominations for all officer positions. Works directly with the Annual Fund staff to fill the role of Class Fund Agent.
- Contacts nominated classmates to confirm interest and willingness to serve as a candidate
- Completes ballot to be voted on during Reunion (or a slate of officers to be approved)
- Provides a complete list of new officers before the conclusion of Reunion

Promotional/Attendance Chair

- Establishes a phone or e-mail network to build enthusiasm for the event
- Remembers to include classmates all over the U.S. and abroad when recruiting for attendance

Transportation Chair (often an interest for more senior Reunion classes)

- Arranges for car pools regionally and works out train and plane classmate pickup schedule for long-distance classmates. (Bonanza Bus is available from Logan International Airport in Boston and T. F. Green Airport in Providence to Foxfield Plaza in Foxboro; commuter rail service is available from Boston and Providence to Mansfield)

Class Historian or Class Letter Chair

- Designs and mails a Reunion questionnaire/survey that will gather information for a Class Letter

Family Program Chair

- Organizes optional programs for spouses, children and guests of Reunion alumnae/i

Class Webmaster

- Maintains and updates class pages in a timely manner with the assistance and support of the Office of Alumnae/i Relations & Annual Giving.

**TWO-YEAR PLANNING CALENDAR FOR REUNION PROGRAM AND GIFT
FOR 1956 & 1981**

YEAR ONE

- Summer** Save-the-Date postcard mailed to alumnae/i in classes celebrating a Reunion in 2006
- Letter sent to class officers about 2-year planning process and inviting them to ALC '04
- Alumnae/i Relations & Annual Giving (ARAG) staff member(s) contact the Reunion Program and Reunion Gift Chairs by phone. As appropriate, meetings are scheduled.
-
- Fall** Two-year Reunion Planning Overview provided to class officers.
- Alumnae/i Leadership Conference (ALC) – October 22-23, 2004**
- Reunion Workshops to focus on both Reunion Program and Gift: expectations; planning timelines; recruiting and managing committees; providing schedule of college-sponsored regional events (as opportunities for mini-Reunions). Reunion Volunteer Handbook given to class officers
- Class Notes deadline for winter issue of the *Wheaton Quarterly* – October 1, 2004
- Begin recruiting program and gift committees. Compile list of addresses, phone and fax numbers, and e-mail addresses to share with the committee and the Office of ARAG
- First letter from class officers written at, or immediately following, ALC and mailed to the class in November (letters should be received by the Office of ARAG by November 1st)
- Reunion Web pages template created for each Reunion class by the Office of ARAG. Reunion Web pages are then maintained and updated by each Class Webmaster.
-
- Winter** Class Notes deadline for the spring issue of the *Wheaton Quarterly* – Jan. 1, 2005
- Alumnae/i from Reunion classes invited to all-constituency activities promoted as opportunity for mini-Reunion
- Class Webmaster begins updating Web pages with information gathered at ALC and information gathered throughout the year about classmates,

including who is planning to attend, where mini-Reunions are being held, etc.

- Spring** Class Notes deadline for the summer issue of the *Wheaton Quarterly* – March 15, 2005
- Class officer representation at Commencement Reunion Weekend, May 20-22, 2005
- Class letter written by class officers who attended Commencement Reunion Weekend and due to the Office of ARAG by June 30th. Letter should include Homecoming '05 dates and encourage attendance as a mini-Reunion for the class.

YEAR TWO

- Summer** Class officers' post-Commencement Reunion letter mailed
- Class officers organize pre-Reunion cocktail parties or mini-Reunions throughout the upcoming year to encourage attendance in May
- Early solicitations
- Reunion Gift Chairs review/edit/approve first appeal letter (to include specific asks). Class gift goals and strategies set.
- Fall** Reunion lead letter mailed (late September/early October)
- ALC: Reunion program and gift workshops to focus on planning and implementation of class program and class gift efforts
- Volunteer and student calling occurs
- Class Notes deadline for winter issue of *Wheaton Quarterly* – October 1, 2005
- Class letter mailed immediately following ALC giving update on planning and to include an *expected attendance postcard*. The postcard asks each alumna/us to indicate whether he/she definitely plans to attend Reunion, cannot attend Reunion or hopes to attend Reunion (letter written by all class officers or class president).
- Calendar year-end appeal from the College (November)
- Reunion classes extend invitations to classmates, faculty, special guests, etc. for class programs
- Gift chair regularly checks in with committee members

Winter

Class Notes deadline for March issue of the *Wheaton Quarterly* – January 1, 2006

First class reflection letter (February)

Gift Update Memo mailed beginning of February

Attendance/Promotional Chair initiates telephone or e-mail campaign

Final class program details communicated to Office of Alumnae/i Relations & Annual Giving in preparation for February copy deadline for Reunion invitation

Deadline to order memorial trees and plaques

Extend invitations to faculty guests for class cocktail and dinner parties

Spring

Solicitations continue. Gift chair regularly checks in with committee members.

March

- Class Notes deadline for May issue of the *Wheaton Quarterly* – March 15, 2006
- Final letter from Reunion Class Officers mailed (written by Reunion Program Chair)
- Reunion invitation and reservation form mailed to all Reunion class alumnae/i (end March)
- Reunion Class Needs Survey mailed to Reunion Program Chairs

April

- Second class reflection letter (April)
- Completed Reunion Class Needs Survey returned by Program Chair to ARAG Office
- Reunion Honor Roll mailed (includes cover letter from Reunion Gift Chair)

May

- Housing assignments made (no earlier than the Saturday before Reunion and determined by the number of registered alumnae/i and guests by posted deadline, the number of available spaces in each residence hall, and special needs requests such as first-floor accommodations)
- **Commencement Reunion Weekend, May 19-21, 2006**
Reunion Gift Update included in Reunion registration packets. Gift Chairs provided with list of registrants in their class who have not made a gift. One-on-one solicitations occur as appropriate. Participation and gift awards presented at the Celebration meeting

Summer

June

- Reunion Gift Chair follows up with outstanding pledges and lybunts

July

- Reunion Program Chair sends thank you letter to committee members and participants
- Reunion Gift Chair sends thank you letter to the class with final gift results

Revised 7/04

RESPONSIBILITIES OF REUNION GIFT CHAIRS

In a Reunion year, the Class Fund Agent typically serves as the Reunion Gift Chair (RGC). While the RGC is the primary contact for all class fundraising purposes, the success of the Reunion Class Gift requires communication, cooperation and collaboration from each member of the class officer team, as well as a strong Gift Committee. Primary responsibilities of the Reunion Gift Chair are:

RECRUIT YOUR GIFT COMMITTEE.

(Begin after ALC 2004 and complete by April 2005. These people will be invited to attend ALC 2005.) We will organize a phone tree with the gift committee members as callers.

- Choose leadership donors who will be comfortable soliciting leadership gifts.
- Choose loyal, consistent donors from various groups of the class to focus on participation.

SCREEN YOUR CLASS AND ASSIGN CONTACTS.

This involves a review of the entire class (gift history reports will be provided by your Staff Contact) with any eye to setting individual Ask Amounts and pairing classmates with the appropriate solicitor. This process will be done by your Staff Contact and, ideally, should involve a few other classmates who have a good knowledge of classmates' histories and current situations.

SET CLASS GIFT GOALS.

This is done in conjunction with your Staff Contact who will provide you with information regarding Reunion giving records and prior classes' performances. Dollar goals should be, at minimum, double the previous year's results, while participation should reflect a sizable increase.

REVIEW APPEAL LETTERS DRAFTED BY STAFF.

These letters will talk about the importance of Reunion giving and initially will include a suggested ask amount specific to each individual. Participation in the class gift and attendance at Reunion will be constant messages.

MANAGE YOUR GIFT COMMITTEE.

Schedule regular calls to review assignments and motivate and update committee members. Complete solicitations.

STAY IN FREQUENT COMMUNICATION WITH YOUR STAFF CONTACT.

This person will be an important and helpful resource for you.

RESPONSIBILITIES OF REUNION GIFT COMMITTEE MEMBERS

- Solicit classmates for a Reunion Gift to the Annual Fund. Call and/or visit assigned contacts.
- Help the class meet its dollar and donor goals.
- Stay in frequent contact with Gift Chair, updating her/him of your progress.