

# Class Reunion Volunteer Guideline



## Your Role

A Class Reunion volunteers' role is to plan a reunion event to celebrate graduation anniversaries, with the assistance of the Edwards School of Business Advancement Engagement Officer.

Enlisting the support of classmates in the form of a Class Reunion Committee is a great way to engage classmates and helps disburse the workload among several people.

## How We Can Help

The Edwards School of Business Advancement Engagement Officer will assist on coordinating the reunion event by sending out an email on your behalf to your former classmates inviting them to get in touch with you. This process follows University of Saskatchewan privacy guidelines. Assistance will be given for promotion of the event through our social media pages. You can also be connected to the Development Officer to assist you in planning a class giving initiative.

We are there every step of the way providing you with ideas, advice and encouragement!

## Step 1 – Plan Your Reunion Event

Details that should be decided during the planning stage include:

- Deciding on the setting for the class reunion event.
- Decide what type of class reunion event to have. Some ideas include a class dinner, a cocktail reception, a wine and cheese, a pub night, BUT you can do whatever you would like for your reunion event! Costs of the reunion are the responsibility of the class.
- Assemble a reunion committee (this is optional but will help spread out the work and helps build ownership/enthusiasm).
- Book any space, or food needed for the reunion event.
- Consider a class giving initiative.
- See Appendix A – Reunion Resource Guide for a list of venues, eateries, activities, and more.

We encourage you to plan your class reunion during University of Saskatchewan Alumni Weekend. This weekend invites all alumni back to campus for the Homecoming football game, events in The Bowl, and more! The Advancement Engagement Officer will be able to better support your reunion planning when you plan during Alumni Weekend.

## **Step 2 - Promote Your Reunion Event**

To effectively promote your reunion event, you need to:

- Draft a reunion invite (an email or letter templates can be provided). Do not forget to include information on the date, location, cost if applicable, event details and RSVP information. Eventbrite is a free, on-line ticketing tool to use as a payment option for your classmates. Please ask for more information.
- Send the invite to the Edwards Advancement Engagement Officer; she will mail or email the invite to your classmates on your behalf.
- Encourage your classmates to attend through social media, start a Facebook page. If possible, follow-up with those who do not RSVP via phone or email.

Do not Forget: Prior to the reunion event you will need to confirm the number of classmates/spouses that will be attending. Connect with the Advancement Engagement Officer to coordinate any on-campus bookings.

## **Step 3 – At the Reunion Event**

Enjoy the Reunion!

- Be present, manage the logistics of the event and mingle with classmates
- Include time at the reunion event for some brief comments from the Dean of Edwards School of Business (if applicable)

## **Step 4 – Post Event Follow-up**

Following your reunion, we ask you to send us any photos you wish to share on our social media accounts and alumni webpage. We can also send out a post-event recap with photos and highlights to include those who were not able to come. Also, please submit any contact information updates you may have received from your classmates and a list of attendees. This will ensure that your classmates hear of future reunion plans.

## **Important Contact Information**

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