



**DALHOUSIE
UNIVERSITY**

FACULTY OF AGRICULTURE



ALUMNI REUNION

PLANNING GUIDE FOR CLASS ORGANIZERS

Thank you for volunteering as a Reunion Class Organizer!

A class reunion just wouldn't happen without the work of the class volunteers! This year we hope to have as many classmates as possible gather for a reunion. Reunions are planned by the class representatives working closely with the Alumni Office. We have no set "reunion weekend," we are pleased to assist with planning any time of the year. However, reunions aligning with the Agricultural Campus' Open House (July) or Homecoming (October) activities are popular. The following is a guide to help walk you through the planning of your weekend.

8 Easy Steps:

- 1. Request a class list.** Once the class volunteers are in place it's time to get started. A confidentiality agreement will have to be signed (to protect the privacy of alumni information we are sharing) and returned to the Alumni Office, then we will send you a class list. **TARGET DATE: 12-6 months in advance**
- 2. Fill in the blanks.** You'll find the class list will need to be updated as there will be missing or old contact information for some class members. This is a good time to ask classmates to help out. We ask that you share the address and e-mail updates so that a master list can be stored in our office for future reunions and events. **TARGET DATE: 11-5 months in advance**
- 3. Write a letter and survey your class,** similar to Letter Sample #1. Ask for expressions of interests and help with finding lost classmates. The Alumni Office will mail a letter and prepare a survey on your behalf. **TARGET DATE: 10-4 months in advance**
- 4. Review your classmates' responses** and consider options for the format of your reunion. Your class has its own personality and will remember the Agricultural Campus in a unique way. **TARGET DATE: 5 months in advance**
- 5. Build an itinerary** based on feedback from classmate's events. Consider venues on campus and around Truro/Bible Hill. **TARGET DATE: 3-4 months in advance**
- 6. Ask people to register.** Determine the approximate cost per classmate (if any) and build a registration form that they will submit with their payment. Letter Sample #2 and a Registration Form are at the end of this document. **TARGET DATE: 2 months in advance**
- 7. Prepare a final e-mail or letter** to include with your registration form and send it out. **TARGET DATE: 1.5 months in advance**
- 8. Collect registrations, take care of final details** and then get ready to have a great time! **TARGET DATE: 2 weeks in advance**

Tips

- Set up a Facebook group and invite your classmates to join.
- Take advantage of the Agricultural Campus' events to build your reunion. Plan your itinerary to include them.
- Keep us in the loop so we can help promote your events.
- Book accommodations in Truro in advance.
- Check out things to do while in Truro/Bible Hill.

Let us help:

We will work with you until your weekend is complete.

Alisha Johnson

Alumni Relations

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902-890-2199 (cell)

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Web: dal.ca/agalumni

LETTER SAMPLE #1

First letter to classmates with reference to a survey to measure their level of interest.

Dear [Classmate]:

Can you believe it's been XX years since we left NSAC? We think that this calls for a celebration! Let's get together for a reunion!

We'd like to get an idea of what you would like to do for the rest of the reunion. We are considering:

- Golf
- Tour of local area
- Antique Farm Museum visit

We have lost track of the following classmates. If you know of their whereabouts please send us along their contact information so that they aren't left out.

- Jane Doe
- Fred Nitney

We have set up a Facebook group page, xxxxxxxxx, and invite you to join us.

Please respond with your feedback and interest (yes or no) in attending a class reunion.

It'll be great to hear from everyone again!

Warm regards,

[Organizer(s) name and contact info]

LETTER SAMPLE #2

Second letter to classmates to accompany registration form.

Dear [Classmate]:

It is hard to believe that it has been XX years since we graduated from the NSAC. Do you ever wonder what happened to your classmates? Are you ready to reconnect with old friends to relive the joys and sorrows of our time together? We are planning a reunion!

The reunion will provide us with a wonderful opportunity for great fun and to reminisce with classmates. There are a few preliminary details to pass along to you:

[Add any details. Below are examples of items you might mention.]

- An informal gathering will take place...
- The Dean will be hosting...
- Saturday afternoon is open so you can explore the changes to the local area...
- Our own Class of 'XX dinner will be held the evening of Saturday...
- Brunch on Sunday morning will be held...

Attached is a registration form for our class events and the Agricultural Campus' activities. Please fill out and return the registration form to [the Alumni Office.]

I [We] look forward to hearing from you.

Sincerely,

[Organizers(s) name and contact info.]

SAMPLE #3

Registration form.

Class of 'XX
Alumni Reunion Weekend- [DATE]

REGISTRATION FORM

Name 

Address

City Province Postal Code

Telephone Fax

E-mail

Guest(s) Name

[List of events]	I will attend	# Guests
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[Date]	<input type="checkbox"/>	_____
[Time] [Details]		

[Date]	<input type="checkbox"/>	_____
[Time] [Details]		

For the Class of 'XX events, please make cheques payable to [name of treasurer]:

.....

Amount enclosed: \$