

Reunion

Volunteer

Handbook

Tufts Alumni

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September, 2008

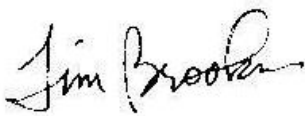
Dear Reunion Leader:

Thank you for accepting a leadership role in planning your class reunion. This is an important endeavor for your classmates and a fundamental program of the Tufts University Alumni Association. We are excited about the year ahead and we look forward to reconnecting with many of our Tufts friends from past reunions and getting to know other alumni new to the reunion planning experience. Your contribution of time and talent is essential to the reunion effort and will evoke the positive feelings and memories about your Alma Mater that will make your reunion a success.

We have prepared this handbook of suggestions and instructions to guide you in organizing and planning your reunion. A staff member from the Office of Alumni Relations will be assigned to assist you and your classmates throughout the reunion planning period. Please feel free to contact them with any questions, concerns or suggestions along the way.

Once again, we thank you for joining your reunion class committee and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Tim Brooks". The signature is written in a cursive, slightly slanted style.

Timothy D. Brooks
Director, Alumni Relations

REUNION PLANNING SCHEDULE

Early September	<p>“Save the Date” post card and reunion committee flash email sent to all reunion classes. Organize reunion committee, schedule first meeting.</p> <p><i>Who’s Responsible: Office of Alumni Relations (OAR)</i></p>
September / October	<p>First Committee Meeting</p> <p>Review all Alumni Weekend events and the communications schedule (letters, blast emails, etc.) for reunions. Committee members assist in writing the first reunion letter or, at the very least, the opening paragraph.</p> <p><i>Who’s Responsible: OAR Liaison & Reunion Committee</i></p> <p><i>Time Commitment: Two hours</i></p>
Mid October	<p>Deadline for submitting content to Alumni Relations Office for initial mailing. Initial correspondence should include: reunion dates, schedule of Alumni Weekend events, local hotel info., as well as an appeal for committee members, request for program suggestions/ideas. May also include an appeal and pledge card for an Annual Fund gift.</p>
Late October- Early November	<p>First Reunion Mailing Sent Out</p> <p><i>Who’s Responsible: OAR Liaison</i></p>
Early December	<p>Second Committee Meeting</p> <p>Committee members should be choosing on or off campus location, DJ or CDs/iPod, setting reunion event price and, if applicable, determining other class-specific events (class meeting, class outing, etc.) and determining whether or not the class will do a reunion yearbook and/or a class souvenir.</p> <p><i>Who’s Responsible: OAR Liaison & Reunion Committee</i></p> <p><i>Time Commitment: Two hours</i></p>
February	<p>Third Committee Meeting</p> <p>Confirm and finalize all items from second meeting mentioned above. Committee members assist in writing the first reunion letter or, at the very least, the opening paragraph. Ask committee members to call/email at least (10) classmates to encourage attendance at reunion.</p> <p><i>Who’s Responsible: OAR Liaison & Reunion Committee</i></p> <p><i>Time Commitment: Two hours – Meeting</i></p> <p><i>One to two hours – Calls to Classmates</i></p>

REUNION PLANNING SCHEDULE – continued

February	First Reunion Appeal, consisting of self-mailer and email, goes out to all classes. <i>Who's Responsible: Tufts Fund liaison</i>
Early – mid March	Deadline for submitting content to Alumni Relations Office For second and final mailing. Include specific details on all Alumni Weekend and reunion events, a reunion registration form (if applicable), promote activities, suggest contacting friends to encourage attendance, etc. May also include an appeal and pledge card for an Annual Fund gift.
Mid – Late March	Online Registration for Alumni Weekend goes live and the general Alumni Weekend brochure is mailed to all reunion classes. Ticket sales for all Alumni Weekend events begin. <i>Who's Responsible: OAR Liaison</i>
Late March-Early April	Second and Final Mailing Sent Out <i>Who's Responsible: OAR Liaison</i>
April	Second reunion appeal consisting of a preliminary donor list to date goes out to all reunion classes. <i>Who's Responsible: Tufts Fund liaison</i>
Early April	First blast email goes out to all reunion classes. <i>Who's Responsible: OAR Liaison</i>
Early – mid April	Fourth committee meeting. Ask committee members to continue to make calls/emails to classmates and to contact those who have already registered to welcome them and make sure that they are aware of all other AW events taking place (i.e. cross sell). <i>Who's Responsible: OAR Liaison & Reunion Committee</i> <i>Time Commitment: Two hours – Meeting</i> <i>One to two hours – Calls to Classmates</i>
Early May	Second and final blast email goes out to all reunion classes. Last committee meeting (optional – at discretion of each committee). <i>Who's Responsible: OAR Liaison</i>

REUNION PLANNING SCHEUDLE – continued

Third weekend in May	ALUMNI WEEKEND Thursday: Tufts Night at Pops Friday: Super Seminars and All-Class Gala Event Saturday: Super Seminars, Alumni Family Picnic, Shared Interest Group Receptions, Reunion Class Celebrations and Illumination Ceremony. Sunday: Commencement
June	Final solicitation letter goes out to those reunion attendees who haven't made a gift as yet. <i>Who's Responsible: Tufts Fund liaison</i>
Early/Mid June	Schedule a committee wrap-up meeting. Committee members to submit receipts for reimbursement by the University or invoices that the University needs to pay. Committee members write a brief paragraph regarding their reunion for the Fall issue of Tufts Magazine. <i>Who's Responsible: OAR Liaison & Reunion Committee</i> <i>Time Commitment: One hour – Meeting</i> <i>One hour – Drafting paragraph for Tufts Magazine</i>

EXPECTATIONS FOR REUNION COMMITTEE MEMBERS

- 1) Make every effort to attend your class reunion.
- 2) Participate in all committee meetings, whether in person or via phone.
- 3) Review meeting agendas and minutes and provide feedback when requested, particularly if you miss any meetings.
- 4) Call 10 – 20 classmates to encourage attendance at your reunion.
- 5) Recruit additional committee members, if asked to do so by your Alumni Relations liaison.
- 6) Participate in as many Alumni Weekend events as possible.
- 7) Serve as a host/hostess at your reunion event.
- 8) Notify your Alumni Relations liaison immediately if you are no longer willing or able to serve on your reunion committee.
- 9) It is strongly suggested that committee members make a reunion gift to the University.

REUNION COMMITTEE ORGANIZATION

Having excellent reunion leaders and a hard-working committee who organize and begin their work early in the planning process will ensure a successful reunion.

- Time Commitment
 - The bulk of the committee work is done between September and May. During the months when committees meet, members spend approx. 90 minutes - 2 hours participating in the meeting/conference call and might spend an additional 30 – 60 minutes outside of the meeting/call working on reunion related activities. Committee members who contact classmates to encourage attendance at their reunion typically spend 1 – 2 hours per month in addition to the time commitments outlined above.

- Reunion Leaders/Co-chairs
 - Most reunion committees have a chair or co-chairs who oversee all aspects of planning the reunion event. The chair or co-chairs may also serve as the Reunion Class Gift Officer(s) who oversees the fundraising efforts for their class.

- Reunion Committee Assignments
 - Committee members may choose to fundraise for their class and/or plan their reunion event. If they choose to only do the latter, they will be involved in choosing the reunion location, determining the style and per person price of event, assist with writing text for the reunion mailings and blast emails, and other assignments/activities as agreed upon by the full committee (i.e. reunion book, class meeting with a faculty member or a distinguished classmate or other class activities such as a private campus tour, pre-Pops class reception, class breakfast/brunch, etc.). Committee members are also asked to contact classmates to encourage attendance at your reunion.
 - For more information on fundraising for your reunion, please contact Gina DeSalvo, Associate Director, Tufts Fund at 617-627-0644 or email her at gina.desalvo@tufts.edu. You can also find more information at: http://giving.tufts.edu/ways_to_give/ase_volunteers.html.

- Committee Meetings
 - The Office of Alumni Relations has a conference room available for committee meetings in our suite at 80 George Street. For those committee members who do not live locally or who are unable to attend the committee meeting in person, we now offer a toll-free conference call line for committee members' use. Your Alumni Relations liaison can reserve the conference room for your meetings, as well as provide the committee with the call-instructions for the conference line.

Committee Meetings - continued

- Schedule: Committees generally meet in September/October, early December, February, April and May (optional-at discretion of each committee).
- Organization: The committee chair or co-chairs will lead the committee meetings. If there is no chair designated for your class or the chair is unable to participate in the meeting, then your Alumni Relations liaison will facilitate the meeting. An agenda should be sent out 3-5 business days prior to each meeting. Meeting minutes should follow 5-7 business days after each meeting. The minutes should include all discussions held, decisions made, names of committee members responsible for specific tasks and the date/time/location of the next meeting. Your Alumni Relations liaison will send the agenda and minutes out, via email, on behalf of the committee.

COMMUNICATIONS

Mailings

Two mailings from the reunion planning committee are sent to each reunion class. Generally, a reunion fundraising appeal is included in both mailings.

The first mailing may include some or all of the following: invitation to classmates to join the reunion planning committee, a schedule of events for Alumni Weekend, local hotel info., a Lost Classmates list and a return form to gauge classmates' intent to attend their reunion and ideas/suggestions from classmates for their reunion event and other class-specific activities. The first mailing typically goes out in mid – late October.

The second mailing contains the specific details for the class reunion event (and other class activities, if applicable), a schedule for all other Alumni Weekend events and instructions on how to register for both (for convenience and security, we **STRONGLY** encourage all reunion classes to use our online registration system, not a paper reservation form). The second mailing typically goes out in early to mid March.

Committee members are asked to write both reunion letters or, at the very least, the opening paragraph(s). The best opening paragraph(s) usually evoke fond memories of events, locations or situations on the Hill that occurred during their years at Tufts (i.e. remember when....?) or talk about all that has changed on campus since graduation.

The first mailing is sent out via third class mail; the second goes out via first class mail. Please allow three to four weeks for a mailing to be printed at the on-campus copy center and then dropped in the mail. Your Alumni Relations liaison will coordinate all of the mailing arrangements.

Mailings- continued

Committees have the option of sending one or both mailings electronically, however, it is advisable that they check with their Alumni Relations liaison first to see how many email addresses we have for their class.

Electronic / Web

All reunion classes have a webpage on our Alumni Weekend website. The contents of all mailings are posted here. The page can also be used to display a gallery of photos from classmates and also has links to several pertinent sites, such as online registration for Alumni Weekend and class gift goals & information. A reunion class can also set up a discussion group on the Tufts Online Community to generate interest and excitement about returning to campus for reunion.

Blast Emails

We also send out two blast emails (in early April and early May) to those reuniting alumni for whom we have accurate email addresses. The content in the blast emails tends to be very brief and direct with numerous links to other Alumni Weekend related sites. If registrations are particularly low for any reunion class, we can also send out a third blast email usually within a week after the second blast.

Electronic Networking / New Media Sites

With the recent explosion of social networking sites, reunion committees have found them to be valuable communication tools, particularly Facebook and Linked In. Facebook is a social networking site, in contrast to LinkedIn, which is a professional networking site,. The younger reunion classes tend to prefer Facebook (those celebrating their 5th , 10th or 15th reunion) and Linked In tends to be more popular with those classes celebrating their 20th , 25th or 30th reunions. In fact, the most recent classes to celebrate their 5th & 10th reunions used Facebook and emails exclusively to market/promote their reunions.

On Facebook, for example, a reunion committee member can create a personal account and then create a group for their class (example: Tufts Class of 1999). They can then use the search tool to identify fellow Tufts alums from their class year who also have accounts, and invite them to join their “reunion class” group. When creating the group, it is suggested that the OAR liaison also be listed as an administrator for the group. The group can be set up as a ‘global’ group, so that anyone who has an existing account on Facebook can see the reunion class group, or it can be set up as a ‘network’ group so that only existing account members who have an @alumni.tufts.edu address can see the reunion class group. If the reunion class group is set up as a global group, then the option can be applied for the administrator to approve all requests to join the group/account (thereby allowing only members of the class to join the group).

Electronic Networking / New Media Sites - continued

Once a group is established on Facebook or LinkedIn, we can promote this networking opportunity in class' reunion letters and on their class webpage.

Networking with Classmates

Throughout the reunion planning cycle, committee members are encouraged to contact classmates and encourage their attendance at Alumni Weekend and their reunion. Classmate to classmate communication is the most effective way to generate enthusiasm and interest in attending your reunion. In the Fall, each reunion committee member will receive a confidential list of all classmates with their hometown and state, preferred telephone number and email address. Additionally, your Alumni Relations liaison can provide you with lists of the student groups and their members that were popular during your time at Tufts. It's also helpful to pull out your yearbooks and flip through them to jog your memory about various events that happened during your years on campus.

Personal telephone calls and emails are effective methods of communication for this purpose. If a committee member would like to send a personal note to a classmate, your Alumni Relations liaison can provide you with their preferred mailing address. Regardless of the method of communication that is chosen, the Office of Alumni Relations asks that committee members always be respectful of a classmate's privacy and not share their personal information with others without their consent.

ALUMNI WEEKEND COMMITTEE

The Alumni Weekend Committee is a standing committee of the Tufts Alumni Council. This committee's function is to work in cooperation with the Office of Alumni Relations to plan and coordinate the events of Alumni Weekend. The committee can also address issues that affect individual classes as it relates to their reunion planning.

The Alumni Weekend Committee monitors the details and provides a core of volunteers for the many weekend events scheduled for all reunioneing classes. Your participation is encouraged at all reunion events as areas are set aside for your own class tables, yet opportunity is also provided for mingling with those who entered Tufts in years before or after your class.

The committee meets throughout the year and welcomes suggestions from within your class for speakers or supplemental events. They stand ready to support your class efforts in achieving a successful and memorable reunion.

ALUMNI WEEKEND EVENTS

The Alumni Weekend program has evolved and grown over the years to include many new and innovative events. In addition to our long-standing traditional events, such as Tufts Night at Pops, Super Seminars, the “55 and Over” Luncheon, the Cavalcade of Classes, the Alumni Family Picnic and the Candlelight Procession to the Top o’ Hill Tribute, we now offer a Jumbo Love Breakfast for Tufts couples, an alumni service project and numerous receptions for a variety of shared interest groups, all held throughout the day on the Saturday of Alumni Weekend. On Friday evening, an all class gala event is designed to give reunioners and their guests an evening of upscale dining, dancing and entertainment. In our current five year cycle (2006-2010), we’ve designed this event to be an upscale “olde time circus meets Cirque du Soleil” themed event called, Cirque d’Elephant. Super Seminars continue to be a very popular classroom experience that showcases the exciting work of faculty and alumni. This past year’s roster of speakers covered everything from education, politics, sports, child rearing and more, as well as a career-focused seminar offered by the Office of Alumni Career Services. With the addition of Sophia Gordon Hall, the newly constructed “green” dormitory and the Granoff Music Center, campus tours are still a popular option for seeing all of our new facilities during Alumni Weekend.

REUNION EVENTS

Reunion Celebration

Most reunion classes have held their Saturday evening reunion events on campus, however, in recent years, the younger classes (5th, 10th, etc.) have been using restaurants or bars in Davis Square and Boston for less formal reunion events. Some reunion committees opt to have additional class-specific activities such as a class meeting/discussion, private campus tour, pre-Pops class reception/dinner or even a breakfast before a class photo. Friday evening class events are discouraged as the Cirque d’Elephant event in the Gantcher Center is open to all reunion classes.

Trophy Presentations

During Reunion Weekend, we acknowledge and celebrate the outstanding giving by reunion classes at Tufts Night at Pops. Trophies are presented to representatives (often Reunion Class Gift Officers) from the winning classes, followed by a grand presentation of the cumulative reunion giving check to President Bacow by the president of the Tufts Alumni Council.

Trophy Presentations – continued:

The three trophies presented are:

Tufts Fund Trophy: highest annual contribution to the Tufts Fund for Arts, Sciences & Engineering during the fiscal year (July 1- June 30) a class is reuniting.

Participation Trophy: highest total giving participation during the fiscal year (June 1- July 30) a class is reuniting.

Class Gift Trophy: highest total dollars raised by a class since their last reunion.

Facilities

All requests to use any on-campus facility or athletic field must be routed through your Alumni Relations liaison. The 25th and 50th reunions have first choice of reunion venues. Every effort will be made to accommodate a reunion committee's first choice for a reunion venue, however, since there are a limited number of on-campus facilities available for reunion events, it's best if a reunion committee picks two – three locations. Preferences for a reunion location should be relayed to your Alumni Relations liaison no later than February.

Catering

Menus for reunion events vary from the more formal, sit-down plated dinner to dinner buffet stations to the more casual option of passed and stationery hors d'oeuvres and appetizers. If a reunion committee chooses one of the Dining Service facilities or one of the dining halls as their reunion venue, then Tufts Catering must be used. There are a few facilities for which you do not need to use Tufts Catering and can bring in an outside caterer. They are: Alumnae Lounge, Remis Sculpture Court, Jackson Gym and the Sophia Gordon Hall Function Room.

Gift Items / Souvenirs

Some reunion committees give out a small gift to classmates at reunion such as t-shirts, baseball caps, travel mugs, fleece blankets, tote bags, etc. These items can be purchased in the Campus Bookstore or ordered from a vendor. The cost for these items varies and should be included in the reunion registration fee. Your Alumni Relations liaison can provide you with a list of preferred vendors. Advance planning is required when ordering and purchasing such items, so please consult with your Alumni Relations liaison early on in the reunion planning cycle.

Class Reunion Book

Class reunion books are usually prepared by the 25th and 50th reunion classes, however, any class may decide to publish a book. The Office of Alumni Relations has several templates of questionnaires or a class may create one of their own, with the approval of their Alumni Relations liaison. Reunion committees are strongly encouraged to use an electronic version of the questionnaire, post it on their class webpage with a link to the form contained in a blast email. The blast email should go out to classmates in January (this would be a separate blast email from the two that were mentioned earlier) with a return deadline of late April to allow time for printing. The same deadlines apply if your committee chooses to mail a paper version of the class reunion book form.

The Office of Alumni Relations pays for the printing costs for the 50th class reunion book. The book typically consists of black and white copies of a two-sided form for each classmate with a plastic spiral binding. Any deviations from this basic template require the approval of your Alumni Relations liaison.

For the 25th reunion or any other classes wishing to publish a book, a small fee (\$5 - \$10 per person) should be included in the reunion registration fee to cover the printing costs. Your Alumni Relations liaison will make all of the necessary arrangements for the class reunion book to be printed, bound and distributed at the reunion event.

Finances

It is important that reunion events be priced to cover all costs (see exception below) based on a minimum number of anticipated guests. Therefore, it's recommended that a slight cushion be built into your per person charge to cover any costs that might be slightly higher than expected.

If a reunion class chooses to hold their event on-campus, the Office of Alumni Relations will cover the costs incurred from the Tufts Facilities Dept. for equipment rental, set-up and break-down.

Other Class Activities

Class Meetings

Reunion committees may choose to hold a class meeting for any number of reasons: lecture/group discussion from a current or former professor, presentation by a distinguished classmate(s) or to elect class officers, particularly reunion chairs, for the next reunion.

Class meetings are typically held in Eaton Hall, next to Goddard Chapel. The optimal time to hold the meeting is usually on Saturday morning of Alumni Weekend, just before or after your class picture. Your Alumni Relations liaison can reserve a classroom on the committee's behalf.

Class Photos

Class photos are taken on the steps of Goddard Chapel on the Saturday morning of Alumni Weekend. In the event of inclement weather, an indoor venue near the chapel will be available for photos.

Committees have the option of scheduling their class photo in the evening at their reunion event if they feel that they could gather more classmates at that time rather than Saturday morning.

The time and location for class meetings and class photos should be included in the final reunion mailing and posted on the respective class page of the Alumni Weekend website. Copies of the full schedule of meetings and photos will be available in the Alumni Weekend registration area in the Mayer Campus Center.

Cavalcade of Classes

On Saturday morning of Alumni Weekend, just after the class photos have been taken, reunioners gather in front of Goddard Chapel behind their class banners to line up for the parade. For a more festive look, wearing brown and blue and/or Tufts apparel is highly recommended. Children of reunioning alumni are invited and encouraged to participate, as well. The parade will be led by a small brass & drum ensemble from one of the local high school bands. The parade route will take the reunioners across the upper campus to the Carmichael Quad, the site of the Alumni Family Picnic.

Optional Class Activities

Many reunion committees include an intent form with their first mailing to gauge what activities their classmates might be interested in, in addition to their Saturday evening reunion. Recently, classes have held private tours of the Medford or Grafton campuses, DUCK tours of Boston, class meetings with professors and/or distinguished classmates, pre-event receptions, breakfast or brunch, or informal games of softball, volleyball or tennis.

The Office of Alumni Relations is not in a position to provide funding for any additional class activities beyond the class reunion. Therefore, the cost for any additional class activities needs to be included in the reunion registration fee or collected from classmates separately from the reunion fee.

ACCOMMODATIONS

On Campus Housing

Although the number of alumni returning to campus increases each year, every attempt is made to house all members of each reunion class in one location. On campus housing is available on a first come, first served basis and it often sells out in the few weeks before Alumni Weekend. Therefore, it is essential that reunion class members be advised with every communication “touch” (reunion mailings, email blasts, etc.) to reserve their on-campus housing early.

Check-in for on campus housing is located in the registration area on the lower level of Mayer Campus Center in Hotung Café and is staffed by Conference Bureau personnel during regular registration hours. Outside of registration hours, dorm check-in is set up in South Hall.

Off Campus Housing

There are a number of hotels in the Boston and Cambridge area. Hotel rooms are at a premium during this time of year, so those returning for their class reunion are urged to make their hotel reservations early. Please refer to the “Staying Around Tufts” section of this handbook for an extensive list of hotel options.

As an alternative to on-campus housing, some reunion committees reserve a block of guest rooms for their class at one of the local hotels, however, reservations for these usually need to be made at least 30 days prior to Alumni Weekend. Advance planning is required, therefore information on a block of guest rooms for a reunion class would need to be communicated as early as possible.

REGISTRATION

Registration for all alumni attending Alumni Weekend is held on the lower level of the Mayer Campus Center in Hotung Café. Reunioning alumni are asked to sign in at their respective reunion table, pick up their name tag and keys for their dorm room assignment, as well as any other reunion-related and Alumni Weekend related information. Light refreshments are also available in the registration area.

The hours for the registration area are as follows:

Thursday	12:00pm – 5:00pm
Friday	10:00am – 5:00pm
Saturday	9:00am – 3:00pm

REGISTRATION – continued

Some reunion committees choose to reserve a hospitality suite/function room in the Mayer Campus Center just for their class. If you wish to do so, your Alumni Relations liaison can make that reservation for your class. Please note that a class hospitality suite/room should be staffed by a reunion committee member(s) during the time(s) that it is open to the class. The Office of Alumni Relations is not able to staff such a room for your class.

PARKING

Returning alumni may use any of the University parking areas, including those designated for faculty, staff, commuters and residents. The parking garage is located in Dowling Hall on Boston Avenue and the parking lots are located behind Packard and Bendetson Halls (formerly the University bookstore), adjacent to the Cohen Auditorium, behind Jackson Gym and across from Cousens Gym.

TRANSPORTATION

Shuttle bus service during Alumni Weekend. There are several drop-off/pick-up locations throughout campus marked with signs/sandwich boards. Shuttle schedules are available in the registration area in the Campus Center.

SPECIAL REUNION GROUPS

50th Reunion Class

Members of the 50th reunion class receive some special treatment and perks during Alumni Weekend. At Tufts Night at Pops, the class is assigned to the very best seats in the house and Maestro Keith Lockhart makes special mention of the class from the stage.

On Saturday morning, the class dons their 50 year sashes for their photo, then leads the Cavalcade of Classes as they parade from Goddard Chapel to the Carmichael Quad for the Alumni Family Picnic, passing by the Board of Trustees on the porch of the Olin Center who offer a congratulatory wave. Inside the picnic tent, the 50th reunion class is acknowledged by President Larry Bacow.

50th Reunion Class – continued

On Saturday evening, the 50th reunion class gathers again on campus for the reunion celebration, typically held in the Dewick-MacPhie Dining Hall. Typically, the President makes an appearance during the cocktail hour and welcomes the class personally. Arrangements for this event are made by the Office of Alumni Relations and, as such, members of the 50th reunion class are honored guests of the University for the evening.

Commencement Sunday begins with a continental breakfast in Goddard Chapel where the class gathers prior to assuming their prominent place in the Commencement procession. Spouses are welcome and the special 50 year sashes are worn by members of the reunion class.

25th Reunion Class

The President makes an appearance during the cocktail hour to welcome the class back to campus.

A member of the 25th reunion class is chosen to serve as the grand marshal for the academic procession at Commencement. This position, though honorary, is important. The individual chosen is someone who is representative of the class and has demonstrated loyalty to the University and has a strong track record of involvement at Tufts over the years.

55 and Over Reunion Classes

We're pleased to report that this segment of our alumni body is growing in numbers every year! This very special group of alumni are invited to a luncheon on Friday in the Dewick-MacPhie Dining Hall. Invitations are mailed out in mid to late April. It is hosted by the Tufts University Alumni Association (TUAA). Each class has reserved seating. All arrangements for the luncheon are handled by the Office of Alumni Relations and, as such, reunioneing alumni from these classes are guests of the University.

POST REUNION ACTIVITY

Committee Wrap-Up Meeting

It is strongly recommended that each reunion committee hold a wrap-up meeting after Alumni Weekend, preferably before the end of June. This provides the committee with an opportunity to discuss what worked well or what could be improved for their next reunion. Your Alumni Relations liaison will document all of the suggestions or recommendations for the next reunion and place a copy in the class folder.

Outstanding Invoices / Reimbursements

Tufts' fiscal year ends on June 30, so it is extremely important that committee members submit to their Alumni Relations liaison any outstanding invoices that the University needs to pay or any reimbursements that are due to committee members well in advance of our fiscal year end, preferably before June 10.

Report for *Tufts Magazine*

Reunion committee members are asked to write a brief, one paragraph re-cap of their reunion activities for inclusion in the Fall issue of Tufts Magazine. This report should be sent to your Alumni Relations liaison no later than mid June. Please refer to the samples of re-caps in this handbook.

SAMPLES & TEMPLATES

We have provided, as reference material, several samples and templates of reunion letters, class reunion book forms, screen shots of reunion Facebook accounts and post reunion re-caps.

Reunion Yearbook Form Sample
First Letter to Class Sample
First Letter to Class Sample 2
First Letter re: First Reunion
Spring Letter to Class Sample
Spring Letter to Class Sample 2
Post Reunion Writeup Sample
Post Reunion Writeup Sample 2
Facebook Page Sample

USEFUL RESOURCES

Bulletin of Tufts University:

<http://ase.tufts.edu/bulletin/>

Tufts University Fact Book:

<http://institutionalresearch.tufts.edu/?pid=8&c=3>

University Relations: Directory of Print and Electronic Publications:

<http://universityrelations.tufts.edu/?pid=185&c=134>

Academic Calendar:

<http://ase.tufts.edu/bulletin/calendar.htm>

Tufts Daily Online:

<http://www.tuftsdaily.com/>

tuftslife.com:

<http://www.tuftslife.com/>

STAFF CONTACTS WITHIN UNIVERSITY ADVANCEMENT:

<p><u>Alumni Weekend / Reunions / Homecoming:</u> Thomas Williams, A92 Thomas.williams@tufts.edu</p>	<p><u>Tufts Fund</u> Gina DeSalvo Gina.desalvo@tufts.edu</p>
<p><u>Regional Chapters & Programs:</u> Gretchen Dobson Gretchen.dobson@tufts.edu</p>	<p><u>Parents Program:</u> Nancy Morrison Nancy.morrison@tufts.edu</p>
<p><u>Shared Interest Groups:</u> Ryan Earley, A99 Ryan.earley@tufts.edu</p>	<p><u>Office of Gift Planning:</u> Rebecca Scott Rebecca.scott@tufts.edu</p>

All volunteers should complete the following online form:

[Volunteer Documentation](#)