

## **CHARLOTTE CATHOLIC HIGH SCHOOL ALUMNI ASSOCIATION GUIDE TO PLANNING A CLASS REUNION**

As a class representative, you play an important role in communicating information about classmates to CCHS. News about your class, including individual accomplishments and honors, are essential in developing pride in our school, both in terms of promoting spirit among your classmates as well as creating a sense of pride in alumni accomplishments, which are shared by members of the school community.

To communicate with your class, enclosed is a list of your classmates with current addresses and telephone numbers. Names of classmates who have been "lost" from our records are also included. Your class list will be updated upon request to the Alumni Office. The Alumni Office needs your help in locating lost classmates, updating addresses and phone numbers. If you know a classmate whose name does not appear on your class list, or identify a person whom we should list in a different class, please notify the Alumni Office.

As a class representative, you are the chairperson of the reunion committee for your class. Reunions are traditionally scheduled after ten, twenty-five and fifty years, although more frequent reunions may be planned. Other members of your class may assist you in planning or may be asked to take full responsibility for reunion planning. We encourage participation from several class members in planning a reunion. It is recommended that class reunions be scheduled for homecoming weekend, which is typically in October.

Organization for the class reunion should begin at least six months before the planned reunion date. The Alumni Office works closely with the class representative to make the planning process as smooth as possible, with support including printing mailing labels. Class lists with addresses and member information will also be provided.

### **REUNION PROCEDURES**

- I. Contact the CCHS Alumni Office at (704) 543-9118. The following services can be provided:
  - A. *Class list with current addresses and telephone numbers*
  - B. *Meeting place suggestions*
  - C. *One set of mailing labels*
  - D. *Publish your reunion information on the CCHS Alumni website and Crossroads, the Alumni publication*
  
- II. Organize a Reunion Committee
  
- III. Develop a Plan
  - A. *Contact members of your class.*
  - B. *Attend the alumni phone-athon in the spring (solicit donations for the Alumni Fund and notify classmates of reunion plans).*
  - C. *Circulate a questionnaire and/or personal data sheet.*
  - D. *Select location and date of reunion.*
  - E. *Publicity (submit announcements to Alumni Office, newspapers, radio stations)*

- and local television stations).*
- F. *Bookkeeping (collecting funds)*

## **FINANCES**

The cost of reunion tickets are determined by the following:

1. The price you are charged by the establishment (hotel, restaurant or hall). Cost could include room rental or booking fees.
2. Food and beverages (a cash bar will lower the cost). Be sure to inquire about service charge (typically 20%), state sales tax and food and beverage tax.
3. Decorations (flowers, table arrangements, balloons, banners, etc.)
4. Music or entertainment
5. Insurance

**Deposits:** The Alumni Association will assist with one deposit up to \$500. This deposit must be returned to the Alumni Association within one week of your reunion. Contact the Alumni Director for further information.

**Record Keeping:** You are responsible for keeping an accurate list of payments. List the person's name, date and amount of check received and check number. Provide the Alumni Office with copies of all contracts.

**Non-Profit:** CCHS is a non-profit organization, which can often be used to acquire a *non-profit discount* at the establishment where the reunion is being held.

**Payment:** Do not accept cash. Do not hold onto checks. Deposit them in a timely manner so they can clear the bank.

## **HELPFUL TIPS**

- Form a reunion committee to help with planning your event. Recruit classmates to assist with all aspects of the reunion.
- Create a website and send the web address to all classmates. Ask them to visit the website often for updates. Contact the Alumni Director about posting a link to your website on the Alumni website and vice versa. The Alumni website address is [www.charlottecatholicalumni.org](http://www.charlottecatholicalumni.org).
- Find lost alumni through free online search engines such as [www.anywho.com](http://www.anywho.com), [www.whitepages.com](http://www.whitepages.com), and [www.switchboard.com](http://www.switchboard.com). Keep in mind that there are charges for 411/director assistance calls.
- The CCHS and/or CCHS Alumni Association logo can be used on your reunion invitations, but must be approved by the Alumni Office prior to printing.
- Keep costs down by offering a cocktail reception, instead of dinner. There will be so much conversation that classmates often prefer not to spend the evening at one table.
- Nametags are extremely helpful. Be sure to include maiden names. Some classes photocopy or scan yearbook pictures and put them on the nametags.
- Do not accept payment at the door; classmates should pay in advance to avoid confusion and

bookkeeping errors. Set prices and early deadlines so classmates can plan for the expense.

- Elaborate decorations are not necessary. Simple decorations of balloons & streamers in Cougar colors are inexpensive & fun, but not necessary.
- Provide the Alumni Office with **copies of all contracts** and contact information. Please notify the Alumni Office of changes to your class list (address/phone/email/married name). The Alumni Office receives updates frequently; monthly updates are preferred. When sending your updated class list to the Alumni Office, please mark your changes in **RED**.

### **SUGGESTED ACTIVITIES**

- Invite someone to give a blessing before the event.
- Display old pictures, yearbooks, sports programs and other memorabilia.
- Have a slide presentation or video with old and new photos of classmates.
- Have a fashion show including uniforms, prom dresses, etc.
- Include door prizes or have contests.
- Present awards to people who traveled the longest distance, the person with the most children, the person with the most address changes, etc. Make it fun!
- Consider making a donation from your class to the CCHS Alumni Association. Classes often use surplus funds from the reunion account to honor a deceased classmate or loved one or donate to the Alumni Fund on behalf of the class.

### **IMPORTANT CONTACT INFORMATION**

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