

REUNION FINANCES

Role of the Class Treasurer

The class Treasurer, in consultation with the class Reunion Chair, should ensure that the class treasury is adequate to meet the financial obligations of Reunion. She must ensure that the class does not incur a loss with Reunion and that the class will have the financial resources to support Reunion items such as a class book (if applicable), print newsletters (if desired), and giveaways/novelty items. The class Treasurer will authorize payment of all class bills and volunteer reimbursements. A sample Expense Report form is available at the end of this guide.

Class Registration Fee

This mandatory fee, set by your class Reunion committee, helps the class fund the cost of its Reunion program. Reunion registration fees range from \$15 to \$100 depending on the size of the class, what Reunion is being celebrated, and the state of the treasury. Guests are generally not charged the class registration fee.

No portion of the class registration fees can be used for the class Reunion gift to The Smith Fund.

The following Reunion expenses are the responsibility of the class and should be covered in the class registration fee:

- Costs associated with Reunion Chairs observing the Reunion prior to yours
- Meals for guests of the class (e.g. faculty invited to class dinner, observers, etc.)
- Reimbursements to officers for class business expenses (conference calls, postage)
- Headquarters expenses such as decorations, supplies, refreshments, rental equipment
- Class book (if applicable)
- Mementos/souvenirs/giveaways
- Print newsletter fees
- Administrative Fee: \$7/alumna (Reunion 2019). This fee covers the cost of nametags and lanyards for alumnae and guests, parade signs, table centerpieces, and Friday and Saturday dinners for student ambassadors.

Historic Class Registration Fee

Class registration fees for Reunion 2010 to 2019

Reunion	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
60 th	\$25	\$40	\$60	\$45	\$35	\$25	\$50	\$57	\$95	\$20
55 th	\$55	\$60	\$50	\$95	\$45	\$50	\$55	\$55	\$75	\$55
50 th	\$70	\$95	\$95	\$100	\$100	\$90	\$100	\$110	\$100	\$100
45 th	\$75	\$85	\$60	\$60	\$55	\$60	\$71	\$72	\$73	\$74
40 th	\$60	\$55	\$45	\$60	\$50	\$50	\$50	\$55	\$60	\$60
35 th	\$50	\$50	\$50	\$35	\$50	\$60	\$45	\$60	\$60	\$35
30 th	\$50	\$50	\$65	\$50	\$60	\$85	\$55	\$60	\$88	\$65
25 th	\$45	\$65	\$75	\$88	\$50	\$40	\$60	\$50	\$50	\$50
20 th	\$45	\$50	\$50	\$50	\$45	\$50	\$55	\$35	\$50	\$50
15 th	\$40	\$50	\$45	\$40	\$50	\$50	\$35	\$40	\$45	\$40
10 th	\$40	\$30	\$30	\$40	\$40	\$40	\$40	\$50	\$40	\$50
5 th	\$40	\$40	\$50	\$45	\$40	\$40	\$35	\$40	\$30	\$35

College Fees

The college charges:

- A Reunion registration fee of \$30* (charged to all alumnae). This mandatory fee helps the college defray the costs associated with Reunion. This fee is waived for guests and children

*Fee may increase slightly for Reunion 2020

The Office of Alumnae Relations collects all registration, housing, and meal fees associated with Reunion. After paying all catering bills and other fees owed, class registration fees are transferred to the class's Smith-held treasury account, minus expenses owed, by the end of June following Reunion. A sample Class Disbursement letter is available at the end of this guide.

Resources

- Refer to the Sample Class Reunion Budget Worksheet at the end of this guide to help you set your budget
- Request a copy of Reunion budget from the class preceding yours
- Download Expense Report Forms from our website

