



SMITH COLLEGE

— REUNION —



Reunion Planning Guide

for

2020 Reunion Chairs

TOGETHER for SMITH

September 2018

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INTRODUCTION

In May of each year, Smith College welcomes her alumnae back to campus for Reunion. In addition to reuniting with classmates and friends, alumnae have myriad opportunities for networking, learning about college programs and priorities, and a chance to once again experience some of the intellectual life of Smith College.

The class Reunion Chairs, in collaboration with college staff, lead the planning efforts for the class. Reunion Chairs, with their planning team, coordinate engagement and hospitality and plan programming and/or entertainment for the class, allowing enough time for classmates to reminisce, experience what's new at Smith, and visit old haunts.

This guide is an important resource for class Reunion volunteers. It outlines in detail the specifics that each volunteer needs to do the job, and it is just one of the tools available. You'll find the most up-to-date Reunion planning information, all the forms, and a number of great ideas and suggestions from classes that have planned especially successful Reunions on the Tools for Reunion Planners webpage at <http://alumnae.smith.edu/>. We encourage all Reunion volunteers to make full use of the online resources available.

The information contained in this Reunion Planning Guide is current as of September 2018 and is subject to change. For the latest updates, please refer to the Tools for Reunion Planners webpage at <http://alumnae.smith.edu/>.

Thank you for volunteering for Smith!

2020 REUNION DATES

Reunion I (Commencement) Weekend — May 14–17, 2020

10th, 20th, 30th, 40th, 50th classes

Reunion II Weekend — May 21–24, 2020

5th, 15th, 25th, 35th, 45th, 55th, 60th, 65th, 70th, 75th, 80th,
and Ada Comstock classes

CONTACT INFORMATION



Office of Alumnae Relations
Alumnae House
33 Elm Street
Northampton, MA 01063
Telephone: 800 526.2023
Website: <http://alumnae.smith.edu>

Reunion website: <http://alumnae.smith.edu/reunion>

Your contacts at the Office of Alumnae Relations

Annie Croteau, Assistant Director for Reunions, Classes, and Clubs 413 585.2144
(acroteau@smith.edu)

Develops and executes the annual Reunion program; supports class Reunion Chairs (those celebrating their 5th – 60th Reunions).

Rebecca Washut, Digital Coordinator 413 585.6589
(rwashut@smith.edu)

Sends broadcast emails for classes, clubs, and groups; maintains the Office of Alumnae Relations website; oversees Reunion registration and housing.

Joy Williamson, Office Coordinator and Budget Liaison 413 585.2079
(bjwillia@smith.edu)

Supports class treasurers and class presidents, coordinates Reunion programming for the earliest classes (those celebrating their 65th, 70th, 75th, and 80th Reunions); serves as the liaison to the controller's office.

Samantha Pleasant, Director for Reunions, Classes, and Clubs 413 585.2046
(spleasan@smith.edu)

Oversees the development and support of Reunion, class, and club volunteers and programming. Serves as a liaison to class Presidents.

REUNION 2020 PRELIMINARY SCHEDULE

REUNION I (Commencement) Weekend: May 14-17, 2020

REUNION II Weekend: May 21-24, 2020

Thursday

Reunion registration and college houses open at 4 p.m.

Social hour and dinner for all classes

Friday

Faculty lectures, student panel, presentation on the libraries, etc.

Luncheon for all classes

Class social hours and dinners

President Kathleen McCartney hosts the 50th Reunion class (RI) and the 25th Reunion class (RII) for social hour, and will visit all other classes during their Friday or Saturday dinners.

Class programs may be planned for late afternoon or in the evening

Saturday

Alumnae Parade

Ivy Day Ceremony (Reunion I)/AASC Meeting (Reunion II)

Service of Remembrance (Reunion I)

Picnic lunch for all classes

Family programming, faculty presentations, receptions (including academic departments, Reunion I), campus tour and open houses.

Class social hours and dinners

Illumination

Dance party for all classes

Class programs may be planned during lunch and early afternoon

Sunday

Commencement Exercises (Reunion I)

Service of Remembrance (Reunion II)

Brunch

Residence houses close at 1 p.m.

ROLE OF COLLEGE STAFF

Office of Alumnae Relations staff

Planning for Reunion is a year-round effort. The staff is specifically responsible for:

- Planning programs with intellectual content that highlights college priorities
- Designing and producing all Reunion correspondence produced by the college, including the Reunion Save-the-Date postcard, Reunion registration materials, and the Reunion website
- Coordinating all Reunion registration, both online and by mail
- Assisting and supporting Reunion Chairs in planning their class program and providing tools and resources for volunteers
- Coordinating with various college departments, including Facilities Management, Dining Services, Educational Technology Services (ETS), and student workers to prepare the campus for returning alumnae
- Recruiting and hiring Class Assistants to work with classes during Reunion
- Organizing traditional Smith events, such as the Parade, Ivy Day, and Illumination

Attendance at Reunion varies from class to class and also depends on the Reunion being celebrated. Refer to the Historic Reunion Attendance Counts at the end of this guide.

The Smith Fund staff

The Smith Fund staff works year-round on building support for the annual giving program. Each class has a designated staff person who works directly with Smith Fund volunteers in advancing their class's fundraising goals. A member of The Smith Fund office assists Fund Team Coordinators, Class Fund Agents, and Special Gift Chairs in soliciting classmates for their annual gifts, screening classmates for major gift prospects, setting class goals and providing a personal connection and outreach to classmates while promoting the college's case for support. By giving to The Smith Fund, all classmates can honor their Reunion whether or not they can return to campus for their Reunion.

Class Assistants

All classes are assigned between two and five Class Assistants who are carefully selected for these highly competitive positions. They are available to help in whatever ways are needed during Reunion, such as assisting with headquarters setup, assisting with meal check-ins, and guiding alumnae through Reunion programs. Class Assistants attend all class dinners as guests of the class.

Your Class Assistants will reach out to Reunion Chairs in April before your Reunion, and may be available to help with pre-Reunion tasks.

ROLE OF REUNION CHAIRS

The Reunion Chairs appoint classmates to committees and coordinate the work of all involved, and work closely with alumnae relations staff in planning class events and programs within the context of the larger Reunion program.

The Office of Alumnae Relations recommends that classes have two Reunion co-chairs.

Responsibilities

- Serve as primary liaison between the class and alumnae relations staff.
- Participate in training offered by the Office of Alumnae Relations as appropriate throughout her term in office and specifically eighteen months prior to Reunion
- Attend the Reunion of the class preceding hers as an observer one year before her Reunion
- Identify and recruit classmates for the Reunion Committee. Outline their duties and responsibilities, consult with them frequently, follow up on plans, and set clear deadlines
- Coordinate the development of a theme and corresponding graphics for Reunion and be responsible for specific Reunion communications to the class
- Plan Reunion schedule/programming for the class
- Select and order souvenirs/mementos for classmates
- Oversee the Reunion budget (in cooperation with the class treasurer)
- Ensure all Reunion Planning Worksheets and Forms are submitted to the Office of Alumnae Relations by the due dates
- Act as the principal source of Reunion information and submit Reunion updates to the class President/Web Chair/Digital Media Coordinator for inclusion in communications to the class
- Invite the Reunion Chair(s) of the class having its comparable Reunion the year following yours to observe Reunion
- Attend Reunion

Post-Reunion

- Maintain all planning records, including Reunion mailings, newsletters, emails, theme ideas, vendors used, lists of committee members, etc., to pass on to the succeeding Reunion Chairs
- Complete a post-Reunion Report to be shared with the succeeding Reunion Chair(s), the Reunion Chair(s) for the class following hers, and the Office of Alumnae Relations
- Ensure that all Reunion wrap-up activities are completed (refer to the post-Reunion section of this guide)
- Ensure that records and memorabilia of permanent value to the class are stored in the class locker or with an alumna until the next Reunion

Resources

- Reunion Chairs will find specific tools and resources to help them plan a successful Reunion on the Tools for Reunion Planners webpage at <http://alumnae.smith.edu/>

REUNION PLANNING COMMITTEE

Involving as many people as possible in Reunion planning helps to build enthusiasm. Reunion committee membership provides an excellent opportunity for developing interest in both the class and the overall Reunion program.

The success of the Reunion program depends in large part on the active participation and commitment of class volunteers. Despite the fact that people are increasingly busy, most people find volunteer work of some kind highly rewarding and gratifying.

The following positions help coordinate Reunion planning efforts:

- House Reps Chair and House Reps
- Headquarters Chair
- Class Program Chair
- Alumnae Parade Chair



House Representatives

One of the most engaging positions on the Reunion committee, House Reps contact their former senior housemates to encourage their attendance at Reunion. The House Rep Chair recruits a class member from each house to act as the House Rep, then coordinates the efforts of this group. House Reps begin their jobs during the fall preceding Reunion, or even before.

House reps need to be kept informed of class activities, planned Reunion programming, and overall attendance, so they are able to answer classmates' questions and provide them with the most up-to-date information. The Office of Alumnae Relations can provide a list of classmates with contact information.

Headquarters Chair

The Headquarters Chair is responsible for setting up and decorating the headquarters, providing refreshments, and creating a welcoming environment for classmates. The headquarters section of this guide contains specific details about what is provided at headquarters, and a list of suggested supplies and materials to bring.

It is strongly suggested that the Headquarters Chair be someone within driving distance of Northampton to make planning visits prior to Reunion and transportation of headquarter materials easier.

Class Program Chair

The Class Program Chair plans programming for the weekend that effectively draws on the Reunion theme, during specific time slots reserved for class programming. Programs may range from an after-dinner discussion, to a panel moderated by classmates, class survey results, or a presentation by a notable classmate.

Alumnae Parade Chair

The Alumnae Parade Chair provides the wording for the parade signs to the Office of Alumnae Relations, announces parade plans at Friday dinner, reminds classmates to dress in white attire for the parade, assists classmates in parade lineup on Saturday morning, and ensures that class officers are in the proper places.

REUNION THEME AND LOGO

Classes should develop a Reunion theme and design a logo as early as possible. A Reunion logo that incorporates your class color and the theme should be designed and carried throughout all your class correspondence, e-newsletters, website, parade signs. This will provide a consistent visual identity with which classmates will become familiar as Reunion approaches. A list of past Reunion themes is available on the Reunion webpage.



REUNION MEMENTOS OR SOUVENIRS

Many classes choose items in their class color that may be worn at the parade. For any items that require a significant amount of capital, an adequate amount should be built into the class registration fee to cover the expense in its entirety. Classes are responsible for selecting, ordering, and paying vendors.

Items that generally work well as mementos include coffee or travel mugs, sunglasses, tote bags with class logo, umbrellas, luggage tags/keychains, pashminas, and hats.

Souvenirs may be shipped directly to Northampton. Materials should be shipped to arrive between Monday and Wednesday of the week during which the class is reuniting.

Suggested Vendors:

New England Promotional Marketing
www.nepm.com

Razz-M-Tazz
Promotional Products
www.razz-m-tazz.com

Scarves.net
www.scarves.net



CLASS HEADQUARTERS & HOSPITALITY

Class headquarters are in assigned houses and serve as a gathering place for hospitality, refreshments, messages, and class displays. Information and materials provided by the individual classes, such as the schedule of class events, souvenirs, and class books are distributed to classmates at the headquarters.

The college provides the following at headquarters:

- A cooler with ice, which will be replenished each day
- A refrigerator for use by classes in house kitchenettes. Please bear in mind that students are still in residence, so refreshments should be clearly marked as belonging to your class
- Permanent bulletin boards that may be used to display materials
- Four (4) six-foot tables with white tablecloths and four (4) folding chairs
- One easel, one flipchart (class must provide markers)
- A piano (usually)
- A standard audio-visual package: MP3 dock/speakers, a laptop, and a TV monitor or screen

To support the college's sustainability efforts and eliminate waste, classes have access to filtered water in house dining rooms or kitchenettes. We encourage alumnae to bring a refillable water bottle.

The Smith Fund provides the following items:

- A large poster that lists donors in the class and markers so donors at Reunion can add their names
- An In Memoriam listing
- Gift envelopes and information regarding fundraising challenges that pertain to the class



Classes are responsible for supplying:

- All refreshments and associated supplies, including coffeemaker, dishes, coffee cups, napkins, and associated serving pieces (urns, pitchers, etc.)
- Class banner, to be hung outside the headquarters
- Decorations, which may be as elaborate as your Reunion theme allows or as simple as photos of classmates and class memorabilia
- Basic supplies: masking tape, adhesive tape, "frog" tape, push pins, tacks, paperclips, rubber bands, pens, pencils, markers, notepads, paper, message pads, stapler. Use of Scotch Tape or another adhesive product is prohibited on any surface

All other items for headquarters are the responsibility of the class. Do not plan on using any materials or decorations that are flammable.

Class Locker

Your class locker, located in the basement of the Alumnae House, likely contains class memorabilia and material from previous Reunions. It can be accessed when the Alumnae House is open.

Headquarter Set-up and Dismantling

Houses open at 10 a.m. on Thursday for headquarter set-up. Student ambassadors will box the contents of your class locker and Facilities Management will transport the items to your headquarters.

Class headquarters must be dismantled by 1 p.m. on Sunday, and any items to be returned to the class locker must be boxed and clearly marked (**no more than 1 large box**). Facilities Management will transport these materials back to the Alumnae House on Monday following Reunion weekend.

Any material to be donated by your class to the College Archives must also be clearly marked and boxed separately. Be sure to coordinate this donation directly with the College Archives.

Liquor Laws

Liquor laws in Massachusetts are stringent and the liability issues are broad; be careful in all situations where alcohol is present. If your class provides any beverage containing alcohol in your class headquarters, and someone has an accident or incident as a result of consuming beverages provided at class headquarters, the provider of the alcohol can be held liable. If you, as Reunion Chair, purchased the alcohol, you could be held liable for any damages or injury under Massachusetts State Law.

Ideas for class headquarters (*with thanks to the class of 1967*):

- A digital photo frame to display both current photos and those from your time at Smith
- A giant crossword puzzle of Smith factoids on an erasable white board
- A timeline of national/international events that occurred during your years on campus
- A class trivia contest on a white board
- A show of snapshots from prior Reunions



CLASS PROGRAMMING/ACTIVITIES

While the college has a robust program in place for the entire weekend, classes may plan activities for their classmates within the framework of the college schedule. **Specific time slots will be identified for classes to do programming.**

Space

Campus space for class programs and events will be assigned by the college based on historical registration trends for both the specific Reunion being celebrated (e.g. the 50th Reunion) and individual classes (e.g. the class of 1969), as well as programming planned by each class. In consideration of fire and occupancy codes, the college may need to relocate an event or activity based on registration numbers.

Classes must request space for their class programming in the fall preceding your Reunion. Requests submitted after the due date will likely not be fulfilled.

Audio-Visual Equipment

Smith College Educational Technology Services (ETS) can generally provide most equipment needed for class programs, such as

- Digital projectors, screens
- PC or Mac laptop
- DVD players, CD player
- Free-standing and podium microphones

All equipment requests must be sent to the Office of Alumnae Relations by the due date. ETS staff **may** be available to assist alumnae with equipment.

Dinner Programming

The college will provide a podium and microphone at each dinner location to allow for announcements and brief remarks. Class programming, including PowerPoint presentations or those needing projection, **CANNOT** be accommodated.

After-dinner programming may be planned, but your class must move to a different venue for the program. If this is the case, the Reunion Chair should work with the Office of Alumnae Relations to find a suitable program space.

A Capella Group

For the past few years, the Office of Alumnae Relations has invited a student a cappella group to be the official singing group for Reunions. The group will be available to sing at your class social hours or dinners, and will charge your class directly. The a cappella group will be selected in the fall prior to your Reunion, and Reunion Chairs will receive their contact information at that time.

Class Programming Suggestions

- Brief 10-minute TED Talk-like stories
- Morning yoga class led by a classmate
- Scavenger hunt
- Book discussion with classmate authors
- Presentation by a notable alumna from your class
- Class survey results
- Panel discussion with classmates

Class Meeting

At some point during Reunion weekend, a class meeting must be held.

Your class meeting is a time to:

- elect/ratify a new slate of officers
- recognize individuals who have volunteered for the class in the past five years
- recruit house reps for your next Reunion

The class President presides over the class meeting. Please refer to the Guide for Class Presidents on our website for more details.



ALUMNAE PARADE

For many alumnae, the most meaningful part of Reunion is the Alumnae Parade.

The first official parade was held in 1909. Although alumnae now dress uniformly in white, earlier classes had varied, colorful and sometimes quite elaborate costumes. Colored ribbons now differentiate the Reunion classes. The class of 1905 was the first to carry “placards,” and by 1915 these signs were a regular feature, “hailed with appreciative applause and laughter all along the march.”

Parade Guidelines

- All marchers should wear white. Several members of the class may choose to march at the head of the class dressed in gym uniforms or other attire worn by the class as undergraduates.
- Alumnae should wear ribbons in their class color, distributed at registration at the Alumnae House. Class ribbons should be worn from the **right shoulder to the left hip**.

Many classes choose items in their class color that may be worn at the Parade. A list of **Class Colors** is available on the Reunion website.



Parade Signs

- Parade signs must be submitted to and approved by the Office of Alumnae Relations. Signs should convey the general class Reunion theme and be brief and clever — **generally four lines of approximately four words each** is effective.
- The college will have signs made prior to Reunion and delivered to the parade lineup location. All signs are single-sided.
- The cost of the signs is included in the administrative fee charged by the college, which will be withheld from the class registration fees before they are disbursed after Reunion.
- Only signs approved by and produced through the college are permitted in the parade.
- The number of signs should be determined by the estimated number of classmates who will be marching, generally no more than **one sign to every twenty marchers**.

When considering wording, please remember that alumnae of many ages, as well as graduating seniors, their families, and guests will see them. Wording should be respectful of and non-offensive to all regardless of age, ethnicity, religion, sexual orientation, gender identity, race, and/or political affiliation.



COMMUNICATIONS

College Communications

The college oversees the design and production of all Reunion correspondence that comes from Smith, both printed and electronic.

- A Save-the-Date email and subsequent postcard is mailed to all active alumnae in reuniting classes and Reunion observers during the fall prior to Reunion.
- A Reunion Booklet is mailed to all active alumnae in Reunion classes in February, and is followed by an email announcing that registration has opened. The booklet includes Reunion highlights and instructions for registering online.
- A Reunion program is distributed to alumnae as they arrive on campus.

Website and Social Media

The Reunion Resources webpage is updated frequently and includes detailed Reunion information, schedules for both weekends, travel information, housing details, family activities, updates, and a link to online registration. This is the go-to place for Reunion details.

Class Communications

We suggest regular correspondence and updates in the Reunion year through broadcast emails and the use of class websites and social media platforms. Many classes have Facebook pages where Reunion teams share plans and classmates can connect before Reunion, thereby building even more enthusiasm. Utilize class communications to highlight Reunion plans and reminisce about your years at Smith.

In all of your correspondence, please encourage your classmates to update their email addresses and other contact information at alumnaerecords@smith.edu.

Class Newsletters

We recommend that class Presidents send at least one newsletter to their classmates each year, and three newsletters during their Reunion year. Reunion Chairs will determine format and contents of Reunion communications in consultation with the class President.

Electronic Newsletters

Electronic newsletters are free, and sent by an OAR staff member. To send an electronic/broadcast email newsletter, contact your OAR staff liaison.

Print Newsletters

Very few classes continue to produce print newsletters in favor of more economical and timely electronic communications. If you remain committed to sending a print newsletter, you may work with a designer/print shop of your choosing or contact Paradise Copies in Northampton (413-585-0414). Our liaison at Paradise Copies coordinates the design, printing, mailing, and billing of your newsletter, as your local printer should do.

A link to the formatted version of your printed newsletter can be included in a broadcast email to your classmates with email addresses. This is a cost-effective way to communicate with all of your classmates.

Newsletter guidelines and sample class newsletters may be found on the website.

Class Newsletter Schedule

Summer/Fall Newsletter

What to include:

- Report from Reunion Chairs who observed Reunion 2019
- 2020 Reunion dates, theme, and logo
- Class officers and Reunion committee names with contact information
- Call for volunteers to work on a committee
- Upcoming mini-Reunions dates and locations
- Preliminary Reunion schedule and plans
- How to update contact information with the college: forward updates (along with their full name and class year) to alumnaerecords@smith.edu.
- Links to class website and Facebook page

Suggestions:

- Include a class Reunion survey — What have classmates been doing since graduation or the last Reunion? Most classes use www.surveymonkey.com for online surveys with great success
- Consider adding a mini-questionnaire to your class website a year before Reunion, to help with overall Reunion planning

Winter Newsletter

What to include:

- Preliminary schedule of events planned by both the college and your class
- A brief update from each member of your Reunion planning team, including fundraising goals
- Registration deadlines (clearly specified)
- Requests for items to display at class headquarters (letters/photos from those who cannot attend, class memorabilia, etc.)
- Encourage classmates to register and visit the Reunion web page frequently for updates
- A piece from the class nominating chair

Suggestions:

- Include a list of lost classmates, with a request for contact information
- To get an early sense of potential attendance, ask classmates to indicate whether they plan to attend Reunion

Spring Newsletter

What to include:

- More detailed Reunion plans and last-minute details
- Encourage classmates to register before late fees apply for meals (usually around mid-April)
- Request of nomination for new class officers
- Reminder of things to pack

News from Smith

Good communication is key to creating informed and effective ambassadors for Smith, as all alumnae are. Your efforts in spreading the word about Smith and your own class are much appreciated.

There are a number of Smith sites and communications vehicles already in place and updated regularly from which you can draw news and information to cut, paste, and share with classmates.

Go to <https://www.smith.edu/about-smith/smith-glance>.



Class Book or Directory

Class books are generally published for the 50th milestone Reunion, serving as a remembrance for classmates and to generate enthusiasm, often translating into a decision to attend Reunion. The Executive Committee of the class should decide well in advance of Reunion whether or not to publish a class book. The class Reunion book is an expensive undertaking both in terms of money and time for the class.

Classes should budget carefully and plan years ahead; decide after the 40th Reunion, for example, that a class book will be produced for the 50th to allow for adequate accumulation of funds in the class treasury.

Class directories can be a cost-effective alternative to publishing a Reunion class book, but be warned: they are out-of-date almost immediately. If you decide to produce a class directory, the Office of Alumnae Relations can provide a class list.

Confidentiality of Alumnae Information

Alumnae names, contact information, and biographical information are entrusted to the college by each individual alumna. This information is confidential and protected.

Permission should be obtained by individual alumnae classes to use names and addresses from the college database for Reunion books and/or class directories (via class book questionnaires). Any part of any confidential alumnae information, as released to class officers or their designated representatives, may only be reproduced or transmitted in any form with the consent of the class officer or the Office of Alumnae Relations.

REUNION REGISTRATION

The Office of Alumnae Relations collects all registration, housing, and meal fees associated with Reunion. Alumnae register online beginning in February.

Housing

The college assigns all Reunion housing as part of the registration process. Alumnae and guests will be housed with their reuniting classmates in multiple houses assigned to the class. It is important to remind classmates that seniors and many undergraduates are still in residence in most houses through both Reunion weekends, and the number of rooms available will dictate how many houses are assigned for each class, as well as their proximity to each other. This also makes it impossible for the college to house alumnae by senior house. Housing will be located in or near class headquarters, which is the main gathering place for alumnae.

The Reunion registration form includes a field to indicate housing needs for those with mobility impairments.

Houses open at 4 p.m. on Thursday of each weekend. Housing is not available for anyone arriving before Thursday night of each weekend.

Housing Fee

On-campus housing is \$150* per bed, for three nights (Thursday, Friday, and Saturday) or any portion thereof. **This fee cannot be prorated.** Alumnae Association Life Members will receive a \$25 discount off the on-campus housing fee. Breakfast is included in the housing package for registered alumnae and guests staying in assigned college houses.

*Fees may increase slightly for Reunion 2020

Student residences HAVE:

- Single beds and single rooms (some doubles are available and used for families and/or couples). Guests are accommodated in the student residences whenever possible. No special restroom arrangements are made for male guests.
- Two to four flights of stairs
- Rooms that may be warm or cool, depending on unpredictable New England weather in May
- Community bathrooms (please remind classmates to bring flip-flops or slippers for going to and from the bathroom/shower)
- Noise (depending upon other residents in the house)
- Some have elevators (Chase, Comstock, Cutter and Ziskind, Duckett, Gillett, King, Lamont, Northrop, Wilder, and Scales Houses)
- Bedding (sheet, blanket, pillow/pillowcase)

Student residences DO NOT have:

- Air conditioning (except Cutter/Ziskind) or fans
- Bedside reading lamps
- Quilts (extra blankets may be available)
- Private bathrooms

The college does not issue keys to individual rooms. Encourage classmates to leave valuables at home. **Please remember, and remind classmates, that student residences are not equivalent to a hotel or inn.**

Meals

The Office of Alumnae Relations coordinates the details for all meals and menus in collaboration with Dining Services and a contracted caterer. Campus space for class meals will be assigned by the college based on historical registration trends for both the specific Reunion being celebrated and individual classes.

Do not contact other caterers to provide meals or receptions in any college facilities.

Meal Registration and Fees

Alumnae register for meals when they complete their online registration. Vegetarian and vegan alternatives, as well as special dietary needs, are addressed on an individual basis and can be indicated as part of the Reunion registration process.

Menus and pricing will be available on the Reunion website in fall 2019. Meal fees reflect the exact amount charged by the caterers and include no mark up. A \$10* late fee is added to each meal ordered after the registration deadline (usually in late April). *Fees may increase slightly for Reunion 2020

The college makes no profit from Reunion or meal fees; in fact, the college subsidizes the price of Reunion registration for each alumna.

The caterers cannot guarantee that they will be able to accommodate last-minute registrants. *Meals may be added during Reunion weekend **only** if enough provisions are available.*

Encourage classmates to register early to avoid paying the late fee and to ensure the most accurate number of reservations possible. This will reduce the likelihood that classmates will be turned away at the last minute.

In support of sustainability practices on campus, the college will provide centerpieces for all meals, including class dinners. The costs of the centerpieces are included in the Administrative Fee, and will be withheld from the class registration fees before they are disbursed to the class.

Dinner Presentations

The college will provide a podium and microphone at each dinner location to allow for announcements and brief remarks. Class programming, including PowerPoint presentations or anything needing projection, **CANNOT** be accommodated.

Smith College Alcohol Serving Policy

Smith College Dining Services holds the liquor license for Smith College, and caterers are licensed to serve alcohol on campus; both carry liability insurance for this service. Under Massachusetts State Liquor Laws, these two groups are the only entities authorized to serve and sell alcohol on campus.

Liquor laws in Massachusetts are stringent and the liability issues are broad; be careful in all situations where alcohol is present. If your class provides any beverage containing alcohol in your class headquarters, and someone has an accident or incident as a result of consuming beverages provided at class headquarters, the provider of the alcohol can be held liable. If you, as Reunion Chair, purchased the alcohol, you could be held liable for any damages or injury under Massachusetts State Law.

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 2018

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

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



Reunion Expenses Reimbursement

Your Reunion revenue, generated from your class registration fees (minus applicable deductions), will be deposited into your Smith-held treasury account. All of your future class expenses — your print newsletters (if you send these), Smith-related travel reimbursements, Reunion and mini-Reunion vendor payments — will be authorized by the class President or Treasurer, and handled internally at the college.

The most common Reunion-related expenses include refreshments for class headquarters, class officers travel costs to Reunion training and/or class meetings, souvenirs/giveaways purchase, and more.

The class Treasurer and/or class President must approve the reimbursement.

How to submit Volunteer Expense Reimbursement

- Submit a **Class Treasury Expense Reimbursement Form**, available on the Alumnae Relations Tools for Class Officers web page:
<http://alumnae.smith.edu/classes/classes/tools-for-classes/>
- **Send all ORIGINAL corresponding receipts and invoices** with your completed Expense Reimbursement Form to your liaison in the Office of Alumnae Relations. Smith College's controller does not accept credit card statements as proper documentation in lieu of receipts or invoices. You can either print and mail your hard copy form and receipts/invoices or send them electronically as email attachments
- A check will be mailed to you

Please note that if your classmates submit reimbursement requests during the college's busiest months, April through mid-June, there may be a delay in processing those reimbursements.

Paying Vendors

For your convenience, your vendors for giveaways/regalia/flowers can send their invoices directly to your class liaison in the Office of Alumnae Relations. If this is their first time invoicing Smith College, please ask them to include a completed W-9 tax identification form <http://www.irs.gov/pub/irs-pdf/f9.pdf> with the invoice.

OTHER REUNION INFORMATION

Observers

As is tradition, the Reunion Chair of the hosting class should invite the observer to all of your class activities and she should be a guest of the class for Friday and Saturday dinners. The observer's class is responsible for paying travel, all other meal fees, the college Reunion registration fee, and the accommodation expenses associated with returning to Northampton to observe Reunion. Observers do not pay the class registration fee for the class they are observing.

In general, classes should be prepared to host up to two observers from the class following theirs; if the observing class has more than two Reunion Chairs, the observing Reunion Chair's class treasury should cover their meal costs.

Please remember to have all class-specific information available for these observers. Space permitting, observers are housed with the class they are observing.



POST-REUNION WRAP-UP

After paying all catering, parade sign, and other fees owed, the college transfers class registration fee disbursements to your class's account at the college.

The Office of Alumnae Relations asks classes to provide samples of class souvenirs and any other class materials, such as class books or directories, songbooks, or other print materials as examples for classes who follow yours. Please send samples to Annie Croteau, assistant director for reunions, classes, and clubs.

Following Reunion, the Reunion Chair should complete the following tasks by the dates indicated below:

- **Submit class slate.** Be sure the class slate has been submitted to the Office of Alumnae Relations, preferably prior to or during Reunion, but no later than June 15, so that new officers who must receive information about their new job can be coded in the college database.
- **Submit a Reunion Report.** This should be sent to the Office of Alumnae Relations, your successor, and the Reunion Chair of the class following yours. Please see the suggested guidelines below for writing the report. Your report should be submitted by July 15. This report should be a synopsis of your Reunion planning experience, from the time you were elected to Reunion. You will find a Reunion Report Form in the appendix.
- **Submit Reunion Financial Report** (sample in the appendix of this guide). Work with your class treasurer to close the books on Reunion and be sure the Treasurer submits the **Reunion Financial Report** to the Office of Alumnae Relations by July 15.
- **Organize files.** Prepare and turn records over to the incoming Reunion Chair by July 15.
- **Send memorabilia to archives.** Smith College Archives is eager to receive copies of class Reunion photos, print materials, and other memorabilia. Please note that once catalogued in the archives, the materials cannot be retrieved for use during a future Reunion, though copies can be requested. Visit the College Archives page for more details.

REUNION 2020 PLANNING TIMELINE

DATE	TASK
After Election	Obtain post-Reunion reports and Reunion files from your predecessor
18 MONTHS PRIOR TO REUNION	
September 2018	Reunion Chairs Training: Attend training for Reunion Chairs. Save the date to observe Reunion 2019 Fall Newsletter or Email: Share excitement and takeaway from the training in a class newsletter. Include a save the date for Reunion Reunion planning process kick off: Organize a conference call with class officers to start reunion planning discussion Communications: Determine format and contents of Reunion communications, in consultation with class President, Smith Fund volunteers, Web Chair
Winter/Spring 2019	Theme: Brainstorm ideas for Reunion theme and logo Timeline: Create a reunion planning timeline Volunteers: Start recruiting reunion committee members Budget: Start budgeting for reunion, in collaboration with your class treasurer Communications: Refresh class website and social networks, and post Reunion dates
12 MONTHS PRIOR TO REUNION	
May 2019	Observe Reunion: Reunion Chairs attend the Reunion of the class immediately preceding theirs to observe and get ideas
Summer 2019	Volunteers: Appoint/recruit Reunion committee members Obtain post-Reunion report from the class you observe
September 2019	Budget: Start working on your Reunion budget using the Class Reunion Budget Worksheet Class Program: Use the Class Programming Worksheet to create your class schedule Schedule: Create a preliminary class schedule Communications: Post Reunion information on class website and social networks DEADLINE: Complete the Class Website & Social Media Form by Sept. 15
	<i>Reunion Chairs begin to receive regular correspondence via email from the Office of Alumnae Relations</i> <i>College sends save-the-date email and subsequent postcard to alumnae in Reunion classes</i>
October 2019	DEADLINE: Complete the Class Officers & Reunion Committee List by Oct.15
October – November 2019	Communications: Send Reunion e-newsletter to class, and post Reunion information on class website and class social networks

October – March 2020	Volunteers: Contact housemates to encourage them to attend Reunion (House Reps)
November 2019	DEADLINE: Complete the Class theme, logo, attendance, and Class Registration Fee Worksheet by Nov. 15
December 2019	DEADLINE: Complete the Class Programming Worksheet and Space Request by Dec.15
January 2020	Class programs: Finalize class programs and activities, including headquarters set up/decorations. Post your class schedule on your website and share on social media <i>The college makes space assignments for each Reunion class (housing, meals, programming)</i>
February 2020	Online registration goes live in early February Class schedule: Send copy of final class schedule to the OAR Invitation: Send class dinner invite to observers Souvenirs: Order class souvenirs DEADLINE: Complete the Parade Signs Form by Feb.15 <i>College sends Reunion registration booklets to alumnae in Reunion classes</i>
March 2020	Class schedule: Forward a complete class schedule to the Office of Alumnae Relations Communications: Send Reunion e-newsletter
April 2020	<i>College sends weekly registration counts to Reunion Chairs for planning purposes</i> Student ambassadors contact the class they've been assigned to
Early May 2020	Communications: Send a last communication to classmates <i>College sends a last email to Reunion attendees</i>
May 2020	Reunion!
Post-Reunion	DEADLINE: Submit class slate at Reunion or by June 15 Submit post-Reunion report by June 15 Remind treasurer to submit Reunion financial report by July 15

REUNION ATTENDANCE COUNTS AND 10-YEAR AVERAGES

Class	5 th	10 th	15 th	20 th	25 th	30 th	35 th	40 th	45 th	50 th	55 th	60 th	65 th	70 th	75 th
1938															8
1939															4
1940															2
1941															1
1942														14	3
1943														16	4
1944	78	119	87	111	143	76	113		113	146	80	68	29	8	
1945				107	107	114	129	130	141	190	102	81	26	12	
1946		153	104	80	136	81	130	158	109	166	85	61	35	21	
1947	78	79	91	109	163	107	134	165	117	206	68	74	29	24	
1948	47	140	89	89	171	127	139	150	136	189	68	67	25	16	
1949	77	93	70	74	150	121	140	159	129	180	91	79	29		
1950		115	116	190	119	112	173	153	253	254	108	74	26		
1951	93	151	103	81	183	123	165	161	150	238	121	94	57		
1952	79	165	122	82	216	131	149	132	141	225	104	77	57		
1953	109	140	78	86	215	101	120	141	147	182	99	74	33		
1954	118	138	80	111	218	100	150	147	156	205	99	73			
1955		133	46	114	186	106	173	147	102	195	84	63			
1956	112	155	52	103	221	144	124	148	117	233	74	68			
1957	80	158	51	89	224	93	121	161	124	228	100	57			
1958	80	80	70	109	202	108	108	133	125	215	70	52			
1959	105	108	97	121	214	124	121	170	128	222	97				
1960	73	42	77	85	209	130	119	163	115	246	71				
1961	61	96	65	109	212	86	123	162	102	180	62				
1962	84	61	81	125	246	121	106	153	130	222	57				
1963	28	63	68	91	217	125	103	112	115	225	53				
1964	29	68	90	178	286	141	140	194	162	262					
1965	31	105	109	178	246	128	132	173	168	246					
1966	33	98	74	134	225	94	76	162	119	203					
1967	48	92	108	153	216	105	105	140	78	221					
1968	31	86	78	154	216	159	114	142	130	225					
1969	23	110	71	124	200	112	120	129	139						
1970	72	127	104	148	203	93	115	114	106						
1971	81	172	109	143	216	90	123	114	92						
1972	98	144	121	118	196	91	91	123	118						
1973	187	261	183	192	302	150	150	175	161						
1974	137	150	128	108	186	100	97	125							
1975	115	142	107	121	209	107	127	132							
1976		113	108	131	178	111	81	143							
1977	137	191	113	186	223	131	101	153							
1978	178	237	104	158	231	128	124	162							
1979	119	188	95	120	165	96	104								
1980	217	249	144	207	253	136	129								
1981	115	192	100	150	244	111	92								
1982	159	184	105	176	220	143	130								
1983	190	174	127	190	214	138	121								
1984	192	194	126	213	222	142									
1985	231	193	111	145	181	130									

	5 th	10 th	15 th	20 th	25 th	30 th	35 th	40 th	45 th	50 th	55 th	60 th	65 th	70 th	75 th
1986	163	198	100	132	177	123									
1987	184	158	79	153	149	139									
1988	144	209	89	159	188	145									
1989	154	170	92	145	190										
1990	96	193	78	130	156										
1991	129	224	86	141	143										
1992	125	242	97	147	159										
1993	110	160	83	156	133										
1994	123	191	86	150											
1995	112	128	73	129											
1996	82	146	88	160											
1997	121	232	135	212											
1998	65	183	83	185											
1999	79	186	67												
2000	71	149	50												
2001	118	219	96												
2002	100	183	116												
2003	102	212	73												
2004	122	186													
2005	130	201													
2006	198	283													
2007	212	208													
2008	214	212													
2009	151														
2010	189														
2011	168														
2012	150														
2013	138														

Average for most recent ten years													
Reunion	5 th	10 th	15 th	20 th	25 th	30 th	35 th	40 th	45 th	50 th	55 th	60 th	65 th
Average	167	204	79	156	170	116	99	121	127	225	71	71	31

Ada Comstock Alumnae Class Reunion 2015: 148

☐ Direct Deposit

Name (print)	Smith ID Number	Class Year
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Home Address

Business Purpose

Payment Stub Description (optional; limited to 50 character

[illegible]

<i>BALANCE</i>	\$0.00
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Signed: _____ Date: _____

Signed: _____ Extension: _____ Date: _____

Print Authorized Name: _____

INDEX	FUND	ORG.	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	REGION	AMOUNT
								\$0.00
								\$0.00
								\$0.00
			s stated above (must match Total Amount to be Paid)					\$0.00
TOTAL AMOUNT TO BE PAID								\$0.00

29

SAMPLE REUNION BUDGET

Class year:		Class Budget Worksheet
		Worksheet updated:
	Anticipated number of classmates who will attend Reunion	100
INCOME		
Class Registration Fee	<i>charged to classmates only.</i>	\$95.00
TOTAL EXPECTED INCOME	(class registration fee x anticipated number of classmates)	\$9,500.00
EXPENSES		
Pre-Reunion	Travel and/or meal expenses for Reunion chair and co-chair to observe the Reunion prior to yours.	\$2,500.00
	Class officers/Reunion team meetings	\$0.00
Communications	Two or three print newsletters during the 12 months prior to Reunion (<i>less if your class opts to send free newsletters electronically</i>)	\$1,750.00
	Reimbursements to officers for class business expenses (<i>conference calls, postage</i>)	\$750.00
Headquarters	Miscellaneous headquarters expenses such as decorations, supplies, refreshments, rental equipment, class banner	\$250.00
Memorabilia	Novelty items/souvenirs (<i>price each x anticipated attendees</i>)	\$1,200.00
Program/Entertainment	Dinner entertainment, Speaker honorarium, meals for guests of the class, singing group, etc...	\$300.00
	Friday and Saturday dinners for two (2) observers (estimate: \$225)	\$225.00
Administrative Fee	Number of classmates @\$7: Includes nametags, parade signs, table centerpieces, dinners for class ambassadors.	\$700.00
Other/Miscellaneous	Class Book (<i>if applicable</i>)	\$0.00
	Gifts to recognize classmates who help with Reunion (<i>optional</i>)	\$350.00
	Travel grants	\$200.00
	Other: Printed class schedule, etc...	\$150.00
TOTAL PROJECTED REUNION EXPENSES		\$8,375.00
Contingency fund (<i>10% of total Reunion expenses – suggested for unanticipated costs</i>)		\$837.50
TOTAL EXPECTED EXPENSES		\$9,212.50

SAMPLE CLASS DISBURSEMENT LETTER

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.

To: Smith College Class of _____

Re: Reunion Class Disbursement

Dear Class Officers,

Your Smith-held class treasury has received a deposit in the amount of \$4,120.00, representing the revenue received from your class reunion registration fees, less adjustments.

Reunion Revenue Itemization

Reunion Registration Fees received: 100 alums @ \$50.00	\$ 5,000.00
Administrative Fee: 100 alumnae @ \$7 <i>(Includes nametags for alumnae, parade signs, table centerpieces, dinner for class ambassadors)</i>	-\$ 700.00
Friday dinner for two class observers (\$45.00 x 2)	-\$ 90.00
Saturday dinner for two class observers (\$45.00 x 2)	-\$ 90.00

Total Class Revenue:	\$4,120.00
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CLASS COLORS

The official color of Smith College is white, hence the white dresses worn on Ivy Day and in the Alumnae Parade. Traditionally, white is trimmed with gold.

In addition, each class has its own color, and the colors repeat every four years. This system began in the 1880s when all sports competitions were class oriented and each class had team uniforms in its own color. White, with its poetic overtones of purity, is linked to the official seal of the college, which features the motto "To Virtue, Knowledge."

1930 red	1960 blue	1990 red
1931 green	1961 yellow	1991 green
1932 purple	1962 red	1992 blue
1933 yellow	1963 green	1993 yellow
1934 red	1964 blue	1994 red
1935 green	1965 yellow	1995 green
1936 purple	1966 red	1996 blue
1937 yellow	1967 green	1997 yellow
1938 red	1968 blue	1998 red
1939 green	1969 yellow	1999 green
1940 purple	1970 red	2000 blue
1941 yellow	1971 green	2001 yellow
1942 red	1972 blue	2002 red
1943 green	1973 yellow	2003 green
1944 blue	1974 red	2004 blue
1945 yellow	1975 green	2005 yellow
1946 red	1976 blue	2006 red
1947 green	1977 yellow	2007 green
1948 blue	1978 red	2008 blue
1949 yellow	1979 green	2009 yellow
1950 red	1980 blue	2010 red
1951 green	1981 yellow	2011 green
1952 blue	1982 red	2012 blue
1953 yellow	1983 green	2013 yellow
1954 red	1984 blue	2014 red
1955 green	1985 yellow	2015 green
1956 blue	1986 red	2016 blue
1957 yellow	1987 green	2017 yellow
1958 red	1988 blue	2018 red
1959 green	1989 yellow	2019 green
		2020 blue

Ada Comstock: rainbow

PMS colors:

Yellow: 102

Red: 186

Green: 355

Blue: 295

Purple: 2685 0