

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