REUNION PLANNING GUIDE

Reunion 2010: June 3-6, 2010
Reunion 2011: June 2-5, 2011
Reunion 2012: May 31-June 3, 2012
Reunion 2013: May 30-June 2, 2013
Reunion 2014: May 29-June 1, 2014
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Role of the Class Reunion Committee

The Reunion Committee is comprised of class officers and volunteers who assist in the planning of reunion and support the class’ reunion fundraising efforts. Their involvement is key to the overall success of reunion weekend. The Committee serves as leaders of their class by generating a level of enthusiasm and excitement that will galvanize their peers to both come back and give back in celebration of their reunion.

Role of the Office of Development and Alumnae Affairs

Alumnae Affairs Staff

Alumnae Affairs staff are responsible for the planning and management of all the arrangements involved in the production of the Reunion events and activities, campus overnight accommodations, design and mailing of the Reunion invitation brochure and related materials. Alumnae Affairs staff work closely with the Alumnae Association Reunion Committee to create the overall program for the weekend.

Additionally, members of the staff work with specific classes to support planning efforts for any class-specific activities the Class Reunion Committee would like to host, and offer support in managing class mailings, electronic communications and election of new officers.

The Barnard Fund Staff

The Barnard Fund staff, in conjunction with the Director of Reunion Giving, work closely with the members of the Reunion Gift Committee to maximize both participation and individual giving in honor of a class’ reunion.

Each reunion class has a member of the Barnard Fund staff designated to work specifically with their class. The Barnard Fund staff member will assist the Reunion Gift Committee in setting class goals, soliciting reunion gifts from classmates, organizing phonathon efforts and drafting solicitation letters.

Role of the Alumnae Association Reunion Committee

The Alumnae Association Reunion Committee helps plan the general program for Reunion weekend and encourages Reunion attendance. The Committee is comprised of alumnae volunteers who serve a three year term.
REUNION PLANNING PROCESS

TIMELINE

SUMMER
- Work with Barnard staff and class officers to recruit Class Reunion Committee members (by e-mail, phone and/or “early bird” letter to classmates)
- Set date for September meeting
- Development and Alumnae Affairs send a letter to alumnae celebrating a milestone reunion – building enthusiasm for reunion, sending reunion dates, and outlining the Reunion Giving Program.

SEPTEMBER
- Class Committee holds Reunion Planning Meeting:
  – review planning timeline, past reunion activities
  – identify class-specific events
  – organize full reunion committee
  – announce class fund raising and participation goals
  – review class lists
  – write/review fall Class Reunion Letter draft
  – review/suggest updates for class group on alumnae website
  – set date for November meeting/calling night

OCTOBER
- Fall Class Reunion letter approved by class officers, mailed by Alumnae Affairs in early fall
- Class committee members make arrangements for class-specific events (time, price, location, etc. details to be included in printed materials throughout the year)
- First appeal letter sent to alumnae in Reunion classes (signed by selected officers)
- Reunion Gift Committee and Barnard Fund volunteers will begin contacting donors in Reunion classes

NOVEMBER
- Letter calling for award nominations and story submissions for “Barnard Women Through the Ages” is mailed by Alumnae Affairs
  – Second meeting of the full Class Reunion Committee with Barnard staff review progress on class events/make final arrangements
  – Networking/fundraising calls to calendar year-end donors
  – Write “friend-to-friend” postcards (continue throughout the year)
- Continued strategizing with class agents and Development office about Reunion Leadership prospects
- Class Fund Chairs begin receiving acknowledgement reports from the Development office so that they can begin sending personal thank you notes to classmates (sent regularly until end of fiscal year).
- Deadline for award nominations (November 30)

DECEMBER
- All class event details finalized by Class Reunion Committee, sent to Alumnae Affairs to publish online and include in Reunion registration materials
- Development appeal letter to Reunion classes (not reunion specific)
- Student calling network to begin calling selected alumnae.
JANUARY
- Alumnae Affairs finalizes all text for Reunion invitation packet
- Class committee members work on class book/survey letter/form (if applicable)
- **Fundraising mailing** if needed
- Class committee members make fundraising calls at Barnard Phonathon, January 24 – 28, 2010 and continue making calls from home.

FEBRUARY
- Reunion invitation and registration form for all events is printed
- Class correspondent sends column for spring issue of *Barnard* magazine (issue mails in May)
- **Spring appeal letter** mailed

MARCH
- Class Reunion Committee members compile materials for class book (if applicable)
- Spring leadership calling/emailing by committee and other volunteers continues
- **Reunion invitation package** mailed from Alumnae Affairs to all alumnae celebrating Reunion

APRIL
- **Spring Class Reunion letter** is written by class officers/mailed by Alumnae Affairs
  - Includes:
    - Details on class-specific events and classmates featured in overall program
    - Nominations for class elections
    - Class book/survey (if applicable)
- Class Reunion Committee members attend spring calling night to make outreach/fundraising calls
- **Mother’s Day appeal letter** mailed
- Barnard telefundraisers call Reunion year alumnae*
- Alumnae Affairs sends frequent e-mail reminders to alumnae not yet registered for Reunion, can incorporate class-specific messages

MAY
- Class Reunion Committee works with staff on outreach/fundraising (phone and email)
- **Mailing** to Leadership donors who have not yet made their gift to the College
- Alumnae Affairs mails postcard and continues e-mail reminders to all alumnae in Reunion classes not yet registered to attend
- Everyone attends Reunion: June 3 – June 6

JUNE
- Class Correspondent sends final column of her term to *Barnard* magazine
- Fundraising committee works with staff on final push to meet goal by June 30
- **Fundraising letter** if required

JULY
- Final thank-you notes sent to donors by outgoing officers (New officers send notes if the old officers are unavailable.)
- New officers take office July 1, begin working on mini reunions and class initiatives for the next five years

*Appeal letters and telefundraising calls are made only to alumnae who have not yet given this fiscal year
CLASS REUNION COMMITTEE
The Class Reunion Committee, including all officers and interested classmates, should meet at least twice in the Reunion year to plan and execute class events, networking and fund-raising. These meetings can be held in person or via conference call, but at least one meeting should be held in person with Development and Alumnae Affairs staff in early fall.

Large committees may want to divide into subcommittees or have committee members assume specific roles. A class officer should serve as liaison with each subcommittee.

Possible class subcommittees include:
1. Outreach (networking/fund-raising)
2. Class Letters
3. Class Book
4. Class-specific events
5. Nominating and Electing New Class Officers
6. Tri-College Event Coordination

1. Class Outreach

This committee should include all members of the Class Reunion Committee. The focus should be on generating interest and enthusiasm among classmates, building high Reunion attendance and widespread participation in class fund-raising efforts.

Officers should take the lead in organizing the efforts of this committee:

Class President/Vice President
- Determine primary liaison(s) to Alumnae Affairs regarding class mailings and e-mails
- Compose monthly email updates to be signed by the Reunion Chair and sent by Alumnae Affairs

Class Correspondent
- Include information on Reunion in each column
- In summer and fall columns, place notice calling for volunteers from regions throughout the country to help boost attendance
- Write paragraph about class Reunion plans for Winter issue
Networking Chair and a national network of class volunteers:

- Develop alumnae network base throughout the country over the course of the year
- Help locate “missing” classmates and send updates to alumrecords@barnard.edu
- Coordinate your communication and outreach efforts with Class Fund Committee
- Use Barnard Phonathon as vehicle to generate interest in Reunion weekend attendance and in encouraging special reunion year gifts to the College.
- Make use of class email messages and web page (see electronic communications guide)

Fund Chair

- Working closely with the Development office, the Fund Chair may appoint a Participation Chair or Leadership Chair, as well as encourage volunteer callers to help raise funds for the College. Fund Chairs will be asked to review and sign fundraising letters through the year and will also be asked to write thank you notes to classmates for gifts made during the year. Hearing directly from a classmate is the most effective means of keeping classmates connected to the college and may also encourage Reunion attendance.

2. Class Letters

This committee will work with Alumnae Affairs staff to send mailings to the class. Each class is allotted three mailings in a reunion year (July-June). A template and samples of previous letters are available from Alumnae Affairs. You may use the template as it is, or edit and make it your own however best fits the tone of the class. Alumnae Affairs will copy it onto Reunion letterhead, address and mail to all classmates. Please allow 15 days for processing.

In the summer all classes will receive a "save the date" letter from Alumnae Affairs that encourages classmates to join their Class Reunion Committee and/or join the fundraising efforts for their Reunion year. Alumnae Affairs will send a notice of the first class meeting by email.

The first letter should be sent in September or early October, soon after the first class meeting. It should include a description of events being planned and once again invite classmates to join the committee. This mailing could also include the following:
• Call for nominations and job descriptions for new class officers (from Nominating Chair and Sub-Committee)
• Class Questionnaire (from Class Book Sub-Committee, if applicable)
• Call for nominations for Alumnae Association Awards to be presented at Reunion
• Call for stories to be considered for the "Barnard Women Through the Ages" Show

The second letter should be sent between February and April. Alumnae Affairs will send an invitation with notice of class events and all necessary registration materials in March or April. This letter should provide your classmates with reasons they should attend Reunion and highlight events they may want to attend. It is also your chance to gather any more entries for the class book, class officer nominations/elections, and any other business you wish to take care of before Reunion. This mailing could include:
  • Detailed information about the all-alumnae events scheduled for Reunion, as well as information on your class-specific event(s)
  • Class Book form or questionnaire
  • Slate of nominees for class officers. Nominees must have agreed to serve.
    ○ Gather biographical information on nominees and forward to Alumnae Affairs for inclusion in class letter mailing
    ○ NOTE - Nominations and ballots may also be taken at your class dinner on Friday night. Be sure to mention your plans for class elections in the class letter

Alumnae Affairs will send broadcast e-mail messages to classmates in the weeks leading up to Reunion. Please coordinate your plans for mailings and e-mails in advance with your Alumnae Affairs staff representative to include any class-specific information so that we may efficiently communicate with your classmates.

Fundraising letters will also be sent from the College during the Reunion year and the Fund Chairs will have input into the content before they sign for distribution to the class.
3. Class Book (optional)

Instead of a traditional bound book, consider using the class group on the Barnard alumnae website to post pictures, share stories, and generate enthusiasm for Reunion. If a traditional class book is preferred this person/committee is responsible for developing the book form or survey, compiling pictures and/or responses, and layout of the book. Alumnae Affairs staff can provide sample forms and questionnaires, help you develop an online survey or include forms/questionnaires in class mailings, collect responses, and print the final draft of the book. In order to print books by Reunion, materials must be receive print-ready (as pdf) no later than three weeks before Reunion. Alumnae Affairs will also process book orders with Reunion registration forms and distribute the books at Reunion Check-In.

Planning

- Decide on your book format and whether you want a traditional bound book, a compact disc, or another format
- Plan to include the questionnaire in the Fall class letter. Follow-up by e-mail. Work with the Class Letters committee and Alumnae Affairs staff to coordinate
- Plan how you will present the book and/or survey findings. Some classes choose to send along with the book page an anonymous questionnaire to collect statistical data about the class, which can be presented at the Friday Night Dinner
- Set a budget for the book. Be sure you have added up all expenses, i.e., graphics, printing, postage, etc., and be sure your class can cover them (either via class dues or a separate fee on the Reunion registration form)
- If you are including contact information on the book pages, be sure to include the following privacy notice in your text: *The names and addresses as well as other information contained herein are to be used expressly for communication among classmates and may not be used for commercial or political purposes.*

Timing

- Write your introduction and other elements of book as early in the process as possible
- Begin to review and analyze returned questionnaires in the winter to allow time for follow-up e-mails and mailings as needed (work with Class Letters committee)
- If you plan to use archival images, make an appointment with the Barnard Archives at 212.854.4079 in the fall, so you know in advance what you have to work with.
• Gather any graphics, photos or illustrations in camera-ready form as you go, and have all these elements together by March
• Gather names for memorial page, if including in the book (you can get this information from Alumnae Affairs), in March

Printing and Distribution
• Send your finished profile booklet copy and art to printer by early April, Alumnae Affairs can help you find an affordable printer, including on-campus
• Work with Alumnae Affairs staff to keep track of the number of books ordered. Print 20-25% more than total requested. Alumnae Affairs requests 8 copies for archival purposes
• Class Books are distributed, to classmates who pre-purchased them, at Reunion Check-In and mailed to those unable to attend Reunion. Plan to have additional copies available for sale at Check-In.

4. Class-Specific Events

This committee is responsible for class-specific events that are not part of the general Reunion program. This includes logistics for off-campus events, content for the Friday dinner program, and descriptions for any of these activities to be included on the class website and in the Reunion invitation sent by Alumnae Affairs. This committee should work closely with the class Vice Presidents/Reunion Chairs.

Available time slots for class-specific events include:
• Thursday night (e.g. cocktail party in classmate’s home)
• Friday Class Dinner program (e.g. classmate or faculty speaker, slide show)
• After dinner gatherings Friday night (e.g. dessert or cocktails near campus)
• Saturday afternoon (e.g. discussion in class lounge)
• Sunday afternoon (e.g. museum tour and brunch)

The Class Reunion Committee should meet in early fall to brainstorm event ideas and decide on the class program. From there, committee members should divide responsibility for each class-specific event and make necessary arrangements. All event details, including price and location, must be decided by December 15.
Planning off-campus events:

- In the fall, committee members should make arrangements for space rental, restaurant reservation/catering, equipment rentals, tour guides, etc. if applicable
- Alumnae Affairs staff will review the College's hosting policy with any classmate hosting an event in her home before prices are set or other arrangements are made
- Before booking, check all vendor contracts for payment schedules (in coordination with the Class Treasurer) and special requirements. Work with Alumnae Affairs staff to have contracts approved and payment sent by the College to the vendor. Alumnae Affairs can also provide each vendor with a copy of Barnard’s tax-exempt determination letter
- In the spring, committee members should select the menu, make arrangements for decorations and music, and provide headcounts. Alumnae Affairs staff can assist you with projecting headcounts

Planning on-campus events:

- Work with Alumnae Affairs staff to reserve space on campus and plan activities to coincide with general Reunion schedule
- If committee chooses to invite faculty/administrators or special guests to the Friday Night Class Dinner, finalize list and send guest invitations in January. The College will absorb the cost of up to 3 faculty/administrative guests per class. Work with Alumnae Affairs staff to send invitations and make sure the guest has not already been invited by another class. Please note that the College does not subsidize costs for faculty/administrative guests to bring their own guests.
- All Friday Class Dinner are held on-campus. Locations are based on the number of responses and are determined by Alumnae Affairs in mid-May. Locations are published in the Reunion program, which everyone receives upon arrival to campus

Final arrangements, 1-2 weeks before Reunion (on or off campus):

- Confirm all technical or other presentation needs for your program and make the necessary arrangements with Alumnae Affairs staff or with your off-campus site contact
- Review Friday Class Dinner program and meal timelines with Alumnae Affairs staff liaison
• Invite your speakers/program participants and their families to participate in Reunion programs as guests of the class
• Assign “hosts” for every faculty/administrative guest attending your class event(s)—these classmates should be in charge of greeting the faculty/administrators.
• Check all vendor contracts for final payment schedules and any special requirements
• Confirm that the Class Correspondent will be in attendance at the Reunion Weekend for a write-up in the Class Notes section of the Barnard magazine, due one week following Reunion. If she is not going to be in attendance, confirm a replacement. The new Class Correspondent will write the fall column, due in August.
• President and/or Vice-President should be available to welcome classmates at Reunion and specifically Friday Class Dinner
• Class Fund Chair should be available to encourage further giving and participation at Friday Class Dinner. The Development Office will provide class totals for a giving report that is usually presented by the Class Fund Chair at the Friday night dinner.

Registration and Payment
Alumnae Affairs will mail a Reunion invitation to all classmates celebrating a milestone Reunion. This invitation will include the general Reunion schedule and a section describing your class-specific event(s), i.e. the type of event, exact time, location, special information about any scheduled speakers or attractions, etc. There will be a line on the Reunion registration form to indicate the number of attendees for each event and the fee. This fee is added to the overall Reunion cost. Alumnae will make one payment to Barnard for all Reunion programs, including class-specific events, dormitory accommodations and meals. This program and form will be mailed by Alumnae Affairs.

In order to have all necessary details included in the printed invitation, the following is due from the class to Alumnae Affairs by December 15:
• Date, time, and exact address of each event
• Fee for each event
• Brief description (1-2 sentences) of each event
For example:

THURSDAY, JUNE 4
COCKTAIL PARTY
6-8 PM
[Classmate's name] invites classmates and guest to her home, [insert address], for a cocktail party to start our __th Reunion festivities.
$35, please mark the registration form if you plan to attend.

5. Nominating and Electing New Class Officers

The Nominating Chair/committee (if applicable) is responsible for developing a slate of class officers to be elected by the class. The Chair should work with staff to identify volunteers for these positions, timing, and how to do outreach. Everyone in the class should have the opportunity to volunteer. Descriptions of each officer position are included in this guidebook, as is a sample nomination form to include in class mailings. Elections can be held in advance of Reunion by mail or web-based survey, or can be conducted in person at the Friday Class Dinner, but be sure to announce in advance how and when the election will be conducted. The Nominating Chair is responsible for submitting the results of the election to Alumnae Affairs by June 30. All new officers begin their terms on July 1 after Reunion, and are expected to serve a five-year term.

- Work with Class Letter committee to include nominations form and Class Officer job descriptions in mailings
- Contact classmates and encourage them to run for office
- At least one-third of slate must include candidates who have not held class leadership positions in the immediately preceding five year term
- Prepare slate of nominees (all must have agreed to nomination in advance)
- Determine paper ballot or hand count, and make arrangements to count results and submit new officers’ names and titles to Alumnae Affairs by June 30

6. Event Coordination within the University

Barnard College, Columbia College, General Studies, and the Fu Foundation School of Engineering and Applied Science coordinate schedules to plan Reunion on the same weekend. This subcommittee or chair works with Barnard Alumnae Affairs staff to coordinate scheduling, budget, and other details for a class-specific event with other colleges. In general, Thursday evening multi-College functions work well with the
schedules of the schools’ reunion programs. Alumni/Alumnae Affairs staff from each school work together to offer joint events on the general reunion program, including a Young Alumni/ae event in the city on Friday evening, after the class dinners. Talk to friends in your class well in advance. All school schedules are set in time for the January print deadline.

Class Funds and Reunion Expenses

Alumnae Affairs collects all registration fees for Reunion. The College maintains a budget for the overall Reunion program, including the class dinners. All approved expenses for any class-specific events/activities will be covered initially by Alumnae Affairs, and offset when the Reunion reservation fees are remitted to Barnard College. Projected expenses and fees for class-specific events/activities must be given to the Alumnae Affairs no later than December 15 for review.

Some classes opt to a class account. The Class Treasurer is responsible for the fiscal management of this account. Class funds should not be spent without consensus of the Class Officers.

In the past, classes have held their own class dues accounts in personal bank accounts. However, Class Treasurers have noted the difficulty in keeping these accounts on their own because of fees charged for low balances and taxes levied on personal bank accounts. The Barnard Controller’s Office now holds many these accounts, which are managed in conjunction with your Alumnae Affairs staff liaison. Please contact your Alumnae Affairs staff liaison regarding the transfer procedure.

The benefits of accounts managed by the College include:
- Tax exempt status for all purchases and services
- Vendors can send bills directly to Alumnae Affairs for payment
- Rollover of fund balances at the end of each fiscal year
- Improved accountability of fund usage

It is important to note that class funds held in this account are completely separate from contributions from classmates to College. Payments of “class dues” or contributions to a
class account follow a different procedure than gifts to the College and are not tax-deductible contributions. These funds are not counted in fundraising totals.

Class Dues: Collection Options and Procedures

If your objective in collecting Class Dues is to offset the cost of mini reunions and future class events, we suggest that class dues be incorporated into the class-specific fees in the Barnard Reunion mailing (such as the Class Book fee), rather than collected through the class letters. Your liaison in the Alumnae Affairs will help you figure out fees.

If you choose to collect Class Dues, the Class Treasurer would oversee the process. See Contact Information listed in this guide for your Alumnae Affairs class liaison with whom you should coordinate about your class dues account. If you choose to collect class dues to offset expenses for the current Reunion, we suggest you collect all dues early in the planning cycle to avoid confusion between dues and Reunion fees or gifts to Barnard. This will also help you plan and budget for additional expenses. In this case, a request for payment of class dues would be included in the fall class mailing with the following details included:

- Amount of dues to be assessed
- Response form with Class Officer’s or Class volunteer’s address (also list alumna’s address in the letter)
- Deadline for submission of dues
- Purpose of dues collection or plans for funds (event details, etc.)
COMMUNICATION TOOLS

Alumnae Affairs is committed to promoting communication among the Reunion-year classes. We have developed various vehicles to assist you in this endeavor. We will send several mailings to alumnae throughout the Reunion planning period. These mailings will convey pertinent information and generate and strengthen interest in the Reunion Weekend events and activities. We will also, of course, assist you in mailing class letters, emails, and/or postcards to your classmates.

In the Spring, Alumnae Affairs will mail a Reunion brochure to all alumnae celebrating a milestone Reunion. We will include a section in the Reunion brochure containing information about class-specific event(s). This information must be sent to Alumnae Affairs in its final form (cost, location, etc. details) by December 15, in order to be included in the mailed invitation. We also will include a registration form with the invitation. Reunion RSVPs and payments are received and tracked by Alumnae Affairs. We have developed an online registration process via credit card on our main Reunion website. The online registration will include information about any class-specific event/activity you may be planning, just as the mailed invitation will.

The url for class websites is alum.barnard.edu/year (for example: http://alum.barnard.edu/1972). You must be logged in to the Alumnae Network to view the page. On the class page you can post notes and conduct discussions in the group posts section, upload photos, and add class notes. If you wish to send an e-mail to your classmates, you may do so through your class correspondent or the Alumnae Affairs staff member who works with your class. Class committee meetings will be listed in the class group event section—events can be added by the class correspondent or Alumnae Affairs staff. Please refer to the guide to electronic communications for detailed instructions.
CLASS MAILINGS

Each Reunion-year class is allotted two mailings (limited to 1-2 pgs.) to their entire class during the 10-month academic year leading up to their Reunion. Each interim-year class is given one free (1-2 pgs.) mailing per year. Reunion-year classes may also send an early bird letter or postcard (June-August). For any extra post card mailing you wish to do, with a drop date no later than April 30, please contact Alumnae Affairs for assistance. Please note – Alumnae Affairs will need 15 business days to process and mail your letter.

IMPORTANT: All fees for both all-alumnae and class-specific activities are listed on the Barnard Reunion Reservation form and are paid to the College when an alumna registers for Reunion. If a class is planning an activity off-campus that requires payment (e.g. museum ticket and fixed price dinner on Thursday evening), Alumnae Affairs will process payment for the event, with the exception of “cash bar” events.

Fall Reunion Letter (October-November) should include:
• Reunion Weekend date
• Class Officers and Reunion committee members list and contact information
• Collection of class dues for class-specific activities, to be received by specified date
• Class officer nominations form, to be received by specified date

May also include:
• Questionnaire and/or class booklet page, to be returned by specified date
• Enthusiasm about major activities being offered
• Exciting information about new events on the master schedule
• Call for volunteers for class-specific reunion activity planning; description and contact person for sub-committees

Spring Reunion-Year Letter (February-April) should include:
• Reunion weekend dates
• Description of chosen class-specific activities with times, and any scheduled speakers or presentations
• More highlights of Reunion events and programs
• Slate of Class Officers or Ballot

Fundraising letters are sent in the Fall and Spring as drafts to the Fund Chair for review, revision, and signature.
ELECTRONIC COMMUNICATIONS GUIDE
Guidelines and Best Practices for using group tools on the Alumnae Network

Group Posts
All group members may add group posts. Posts enable group members to make announcements to each other and have ongoing discussions. Group posts are public discussions and/or announcements to the entire group.

Potential topics for group posts include:
- Soliciting suggestions for planning future events
- Generating enthusiasm for upcoming activities
- Announcements of interest to the group
- Notifications of changes to an event’s details
- Discussion threads to foster connections and build momentum for an event

To add a group post, click “add” under the group posts heading. Enter the desired text in the text box, and click “finish.” If you have a link to an article or website that you feel is of interest to the group, click the tab on top of text box for “link.” Copy and paste the url into the appropriate box, and make sure to add your thoughts in the “comments” section.

Group Photos
All group members may upload photographs to the group page. Photos posted to a group page should be of class/club events. Personal pictures should be uploaded to personal albums. Please do not post copyrighted images.

To add a group photo, click "add" under the group photo heading. Browse to select the correct file to upload from your computer. The photographs must be in Jpeg, Gif, or Pngs file format and under 4 MB to upload successfully. Please add captions to photographs that include information about when/where the picture was taken. You may also "tag" people in the picture. Tags on photos uploaded to the Alumnae Network are not linked to an individual's profile—the tags are only visible when looking at the specific photograph on the group page. After you choose the file to upload, click on the dialogue bubble icon that appears beneath the image. You can then enter text for the caption in the box below and click on individuals in the picture to type in their names. Click to update the image with the captions and tags and then save.

Broadcast emails
Broadcast emails are messages sent to the email address on file for all group members. Designated club leaders and class correspondents may send emails, after completing training. Alumnae Affairs can send broadcast emails to your group if you do not have a leader trained to do so.

E-mails sent Monday through Thursday have demonstrated the best rate of readership. The most effective emails have a descriptive subject line and are clear and concise.

*The number of e-mails sent to alumnae through the group should be limited to ensure that alumnae do not perceive them as spam and unsubscribe from the group’s e-mail list. Please do not send more than 2 e-mails a month.*
Appropriate subjects for broadcast emails include:
- Requests for class notes submissions for publication in the magazine
- Announcements of upcoming group meetings
- Event information for mini-reunions or club events

Broadcast emails may NOT be used for:
- Personal events, movies, videos, or pictures
- Solicitations and charitable donation requests
- Political advocacy
- Topics directed to a small subset of the group
- Chain Letters or Virus Warnings
- Sending attachments
- Non-Barnard business

Sending these materials will result in the revoking of administrator privileges for the group. You may send emails at the request of other group members, but please use your discretion in determining whether it is something that should be emailed to the entire group. Please consult your Alumnae Affairs staff contact if you have questions regarding appropriate use.

For all emails pertaining to events, please include:
- Name of the event
- Day of the week, date and time
- Location (include address, city and state)
- Full description of the event, including any bios of speakers, etc.
- RSVP deadline and contact information
- Cost (if applicable)
- Any co-sponsors of the event (if applicable)

When sending a broadcast email, please first type your desired text in a word processing program. If you are using Word 2007, check to see that the document is formatted with "straight quotes"—the system will convert any "smart quotes" to different characters. Make sure you spell check and proof the text before you copy and paste into the email. After you have selected "Email Members," enter the subject for your message—this field cannot be formatted. Copy the text of your main message. Right click in the body box and click "paste as plain text." Paste your text into the box that appears and click "ok." You may now use the formatting tools to change fonts, size, color, and other features. You may click on the image manager to add pictures to the email (please do not insert large files). The hyperlink manager allows you to add hyperlinks and email links to the message—highlight the word or address you would like to be clickable and then open the hyperlink manager and fill in the relevant information. Click "Preview" to see how your message will look. You may "Edit" to make any additional changes before previewing again and then hitting "Send."
Event Posts
Designated club leaders and class correspondents may add events, after completing a one-hour training. Alumnae Affairs can post events to your group if you do not have a leader trained to do so.

Appropriate events to be posted to the group include:
- Committee meetings
- Class or club sponsored events
- Mini-reunions
- Events featuring a classmate or club member deemed to be of interest to the group

Please do not post personal invitations.

To post an event to your group page, click “add” under Group Events. Enter the name and description for the event (using the criteria below). Please note that the event descriptions are formatted into one paragraph.

For posting an event to the group, please include:
- Name of the event
- Date and time
- A description containing the location, RSVP deadline and contact, and any additional necessary information (cost, co-sponsors, etc).

Requesting Staff Support
If requesting Alumnae Affairs send an email or post an event to the group page, please provide the text to the appropriate staff person at least two weeks in advance. Please note that your request cannot be processed until all event details are finalized.
CLASS OFFICER JOB DESCRIPTIONS

CLASS PRESIDENT

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs staff

DESCRIPTION
The Class President provides leadership to the class. The President sets an annual meeting for the class officers. She also oversees the schedule of class events and can appoint assistants for any and all class projects.

RESPONSIBILITIES
◆ Arrange and attend an annual meeting with fellow class officers
◆ Collaborate with class officers to establish regular contact with classmates through print and electronic communications and/or planning class events in between Reunions
◆ Maintain contact with the Vice President/Reunion Chair and other officers during the planning and scheduling of Reunion events
◆ Keep records of important class communications with officers and Alumnae Affairs. These files should be passed on to the succeeding president
◆ Plan and implement strategy for class initiatives over the five year term, in consultation with fellow class officers
◆ Determine an appropriate course of action (in conjunction with the Alumnae Affairs staff) if a class officer cannot fulfill her responsibilities
◆ In consultation with other officers, select two class representatives to attend Leadership Assembly

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS VICE PRESIDENT

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs Staff

DESCRIPTION
The principal duty of the Vice President is to act as Reunion Chair and to coordinate mini-reunions. The Vice President appoints classmates to committees and coordinates the work of all involved.

RESPONSIBILITIES
◆ Attend annual class meeting
◆ Reach out to classmates to serve on the Reunion Committee
◆ Plan schedule of class activities at Reunion in cooperation with fellow class officers and the Class Reunion Committee
◆ Act as a principal source of Reunion information to classmates
◆ Act for the President if she is unable to fulfill her responsibilities for the position
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers

APPOINTMENTS
Suggested Reunion Committee chairs
◆ Class Dinner chair
◆ Class Booklet chair
◆ Off-campus Events chair

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS CORRESPONDENT

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ For columns, contact Barnard magazine staff (classnotes@barnard.edu)
◆ For class e-mail/mailings, contact Alumnae Affairs staff

DESCRIPTION
The correspondent is responsible for submitting class news four times a year for the Class Notes section of Barnard.

RESPONSIBILITIES
◆ Attend annual class meetings
◆ Write and submit in timely fashion class news for publication in Barnard, adhering to the most recent “Class Notes Style and Guidelines”
◆ Send broadcast emails and post events to the class group on the Alumnae Network
◆ Attend and cover class events
◆ Report any changes in a classmate name or address to Alumnae Records (alumrecords@barnard.edu)
◆ Assist both the class nominating committee and the Reunion chair with nominations for the Class Reunion Committee and class officer positions
◆ Maintain files on classmates and class business that is of historical value to the class
◆ Stay informed of Reunion activities during a reunion year
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers

QUALIFICATIONS
◆ Willingness to solicit news from classmates
◆ Computer and Internet access is strongly recommended
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Excellent organizational skills
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS FUND CHAIR

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Development Staff
◆ Alumnae Affairs Staff

DESCRIPTION
Beginning with the fiscal year following Reunion, the Fund Chair will work closely with Development staff to set class fundraising and participation goals. She will work with both Barnard staff and fellow class officers to create plans to meet these goals and will reach out to classmates to encourage higher levels of giving and participation.

RESPONSIBILITIES
◆ Attend annual class meetings
◆ Approve annual appeal letter
◆ Participate in the annual Phone-a-thon and make appeal calls
◆ Write thank you notes to class donors
◆ Monitor progress toward class goals in interim and reunion years, contacting lapsed and non-donors in order to maintain participation, while keeping class officers informed of progress
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers and Barnard Development Office staff
◆ During a Reunion year:
  ○ Serve as a member of the Reunion Committee
  ○ Recruit class fundraisers as needed for the Reunion Committee
  ○ Keep classmates informed of progress toward Reunion gift goals

QUALIFICATIONS
◆ Commitment to make an annual financial gift to Barnard
◆ Ability and willingness to talk to classmates about the importance of contributing to The Barnard Fund
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
CLASS TREASURER

TERM
♦ Five years

BARNARD COLLEGE CONTACT
♦ Alumnae Affairs staff

DESCRIPTION
The Class Treasurer is responsible for the fiscal management of the class treasury, including the collection of dues and maintenance of all financial records.

RESPONSIBILITIES
♦ Attend annual class meeting
♦ Assist the Reunion chair in developing a Reunion budget
♦ Solicit class dues (if applicable)
♦ Submit all collected dues to Alumnae Affairs staff for deposit into class escrow account to cover class-specific event expenses (if you have not already done so, please contact Alumnae Affairs about the procedure to transfer class funds into class escrow account)
♦ Update class officers of account balance
♦ Transfer financial records to the new Treasurer following Reunion
♦ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers

QUALIFICATIONS
♦ Ability to maintain accurate records
♦ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
♦ Ability to work as part of a team with other class officers
♦ Willingness to solicit class dues from classmates
♦ Willingness to represent the College and respond to questions and needs of classmates
♦ Commitment to make an annual financial gift to Barnard
CLASS NOMINATING CHAIR

TERM
- Five years

BARNARD COLLEGE CONTACT
- Alumnae Affairs staff

DESCRIPTION
The principal duty of the Nominating Chair is to identify new class officers. The
Nominating Chair should maintain contact with many classmates. She is responsible for
recommending a new slate of class officers.

RESPONSIBILITIES
- Attend annual class meeting
- Poll classmates to recommend a new slate of class officers
- Become familiar with the responsibilities of all class officers. Inform candidates of the
  job responsibilities
- Create ballots with final slate of officers and include in class mailing or e-mail
- Send approved slate of officers to Alumnae Affairs by June 30 of Reunion year
- During a Reunion year, stay informed of Reunion class activities
- Plan and implement a strategy for class initiatives over the five year term, in consultation
  with the class officers

QUALIFICATIONS
- Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class
  participation at Barnard events
- Ability to work as part of a team with other class officers
- Willingness to represent the College and respond to questions and needs of classmates
- Commitment to make an annual financial gift to Barnard
CLASS NETWORKING CHAIR

TERM
♦ Five years

BARNARD COLLEGE CONTACT
♦ Alumnae Affairs staff

DESCRIPTION
The Networking Chair encourages classmates to remain connected to one another. The Networking Chair coordinates outreach efforts to the class to encourage participation in Reunion and other Barnard events.

RESPONSIBILITIES
♦ Attend annual class meeting
♦ Facilitate class outreach efforts through personalized phone, email and written contact
♦ Work with Class Reunion Committee to build attendance
♦ Stay informed of Reunion class activity during a reunion year
♦ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers

QUALIFICATIONS
♦ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
♦ Ability to work as part of a team with other class officers
♦ Willingness to represent the College and respond to questions and needs of classmates
♦ Commitment to make an annual financial gift to Barnard
SAMPLE CLASS MAILINGS
More Samples are available. Please contact your Alumnae Affairs liaison.

Sample Fall Letter #1

Dear Classmate,

One day you’re walking on to the campus for the first time, seemingly moments later, you’re a Barnard graduate. And now, if you can believe it, it’s time for our XXth Reunion. Come back to celebrate the girl you once were — and the woman you’ve become.

Be there. Come back to Barnard, June 3 - June 6, 2010.

Get out your yearbooks, go through your address book — there’s plenty of time to get in touch with friends and classmates and encourage them to attend our reunion. This spring will provide us with a wonderful occasion to reignite friendships, reconnect as a class, and perhaps most importantly, remember that we are each a vital part of a family of amazing women. And if you think we’re excited about Reunion now, just wait until you see what we’ve got in store for you this spring.

You’ll have plenty of time with friends and classmates at Reunion, as well as an opportunity to take part in engaging and thought-provoking panels and discussions and even enjoy a show. It’s a weekend you’ll want to share with your family, partners, and friends.

While many events are being planned, some highlights just for our class include...

Our reunion seems months away, but it’s not too soon to clear the dates on your schedule and to call your friends and encourage them to attend. We are counting on a record turnout at this reunion. So, let the countdown to June 3 begin.

Be inspired. Be yourself. Be there.

We look forward to seeing you!

Sincerely,

The Class of _____ Class Officers and Reunion Committee
Sample Fall Letter #2

Dear Classmate,

This year marks our XXth Reunion! Let’s celebrate at our Reunion weekend, which presents us with a wonderful opportunity to get reacquainted with Barnard and, most importantly, to reconnect as a class and share where our paths have taken us since we last gathered. We are all part of the family of amazing women who were inspired, encouraged, and challenged as Barnard students to aim high and believe in ourselves. We hope that you will be a part of the celebration May 31-June 3, 2007.

This year’s program will reflect the character of Barnard alumnae: savvy, smart, and strong women, defining success on our own terms. During Reunion weekend, we will hold certain social events as a class. At other times, we will join the Barnard alumnae community for a variety of original, thought-provoking, and cosmopolitan programs. Family, partners and friends are welcome to join us at all events.

As a class, we’ll have some special programs including:

- Thursday–Class Cocktail Party and the offer of group theater tickets.
- Friday – Our Class Dinner on campus. Add fun details
- Saturday – Gala
- Sunday – Fill in details, if applicable

We are looking for a record turnout at this reunion and need your help encouraging classmates to attend. To stay informed of our plans or offer any suggestions, please contact anyone on the committee or visit our class webpage at alum.barnard.edu/####. Make your travel plans now and plan to join us in June at Barnard.

We look forward to seeing you!

Sincerely,

The Class of ________ Class Officers and Reunion Committee

*Encl: Class Officer Nomination Form*
Our XX Reunion!
June XX-XX, 200X

Dear Classmate,

This June we will celebrate our XXth Reunion! Our Reunion weekend presents a wonderful opportunity to get reacquainted with Barnard and, most importantly, to reconnect as a class and share where our paths have taken us since we last gathered. We are all part of the family of amazing women who were inspired, encouraged, and challenged as Barnard students to aim high and believe in ourselves. Come join us in recalling student days with classmates – (insert specific class memories) — and much more! We hope that you will be a part of the celebration June X-X, 20XX.

This year’s program will reflect the character of Barnard alumnae: savvy, smart, and fearless women, defining success on our own terms. During Reunion weekend, we will hold certain social events as a class. At other times, we will join the Barnard alumnae community for a variety of original, thought-provoking, and entertaining programs. Family, partners and friends are welcome to join us at all events.

Events for our class include:

- Thursday, June X – (fill in details, if applicable)
- Friday, June X - Our Class Dinner on campus. Location to be announced.
- Saturday, June X - On Saturday evening, under the Reunion Tent, we join other Barnard alumnae for an evening of fine dining and festivities at the Reunion Gala Dinner. Last year, this was one of the most popular Reunion events. Friends, spouses and partners are most welcome to attend.
- Sunday, June X - (fill in details, if applicable)

Details about these and other events, as well as information about accommodations will be listed in the Barnard Reunion brochure, which you will receive this spring. To get a glimpse of what is to come, you can see highlights from last year’s Reunion at: alum.barnard.edu/reunion.

We are also excited to report that our class continues to support Barnard through their commitment to The Barnard Fund. We hope you will make Barnard a priority and continue giving to our alma mater that gave us so many opportunities and an outstanding education. Gifts of any amount are welcome — together we can make a big impact.

Please plan to join us (dates) at Barnard. If you would like to stay informed of our plans or have any comments, please contact anyone on the committee or visit our class webpage at alum.barnard.edu/#####. Names of attending alumnae will be posted as we get closer to Reunion.

We look forward to seeing you in June.

Sincerely,
The Class of XXXX Class Officers and Reunion Committee
Vagelos Alumnae Center
3009 Broadway
New York, NY 10027-6598

YOU ARE ONE OF US!
... but we need your email address

HELP! We want to keep in touch with you, but we
don’t have your e-mail address. E-mail is the best
way for us to communicate because it is cost-
effective (postage keeps going up!) and non-intrusive.

Please send your e-mail address to (name) at (e-
mail address) or call her at 212-854-2005.

Let us know if you wish to receive e-mails only about
class communications. Thank you for your
cooperation and we’ll be in touch soon.

-- Your Class Officers
Sample Spring Letter

BARNARD CLASS OF XXXX
XXTH REUNION

April XXXX

Dear Classmate,

This is our last class letter before Reunion, June XX. Excitement is growing as the time draws near and those of us working on Reunion really hope to see as many of you as possible at our XXth Reunion.

By this time, you should have received the Reunion brochure and reservation form from the College. Please be sure to review our class-specific drop-in card for Class of XXXX events. If you cannot find your copy you can download it from the Barnard web site at alum.barnard.edu or call the office at 212-854-2005 for another copy. You can also register for Reunion online!

Highlights from the program include:

THURSDAY EVENING, June XX

Cocktail Party: We start the weekend with a cocktail party co-hosted by XX. It will be held at XX’s home at XX St. Spouses and partners are welcome to attend. There is no fee for the party, but please note your attendance on the Reunion registration form under “Your Class Events.”

FRIDAY, June XX

Class Dinner: We will celebrate our XXth Reunion in our own dinner space on campus, which will be decorated with photos from the Barnard Archives. We will have plenty of time to reminisce and catch-up during dinner. After dinner, Barnard professor, XX, will speak with us about how Barnard has changed since our graduation.

SATURDAY, June XX

Gala Dinner: On Saturday Night under the Reunion tent in the Arthur Ross Courtyard (Barnard Quad), we will join other Barnard alumnae for an evening of fine dining and celebration. A jazz band will be playing songs of the decades. This was one of the most popular events of the Reunion program last year and we encourage you to join us at our class table on Saturday evening. Friends, partners, and spouses are welcome.
REUNION DISCOUNTS
Program discounts are available for alumnae who would like to come to Reunion but are experiencing financial difficulties. Please contact Erin Fredrick in Alumnae Affairs (212.854.0018 or efredrick@barnard.edu) for further information. All requests will remain confidential.

CLASS BOOK
In honor of our XXth Reunion, the Class Book Committee has created a class booklet. The cost of the booklet is $10. Even if you cannot attend, you can order a copy of the booklet by sending a check for $10 to Barnard College Alumnae Affairs, Vagelos Alumnae Center, 3009 Broadway, New York, NY 10027.

CLASS OFFICERS
We encourage you to nominate yourself or a friend to be a class officer. It’s a great opportunity to connect with friends and classmates. Class officer positions: President, Vice President/Reunion Chair, Fund Chair, Correspondent, Treasurer, Nominating Chair and Networking Chair. For a description of each position, visit alum.barnard.edu/classofficers. Please send your nomination to (nominating chair).

We would all love to see you in June. Think of someone you have not seen in years, give her a call and save her a seat at lunch or dinner. What better time is there to rekindle old friendships and make new ones!

Sincerely,

The Class of XXX Reunion Committee
Our 35th Reunion is around the corner. Come back to Barnard and enjoy a weekend of stimulating conversation, great programs and new connections.

You should have received the reunion program with a registration form. Registration is available online at alum.barnard.edu/reunion2009.

A full schedule of events will be offered throughout the weekend. We are particularly pleased to offer the following events just for our class:

- Thursday evening cocktail party hosted by [classmate's name]
- Friday class dinner on campus – special guests include Provost Elizabeth Boylan and English Professor Anne Prescott
- Saturday morning roundtable discussion “Midlife: New Paths and How to Find Them”
- Saturday night Gala Dinner honoring classmate Alison Estabrook and other alumnae

We want to hear from you! [Classmate's name] is gathering material for our class reunion book. Please submit 15 random things about you and a photo or two to [classmate's email].
Sample Nomination Form (for inclusion in fall letter)

Nominations for Class of XXXX Officers (Term 200X to 20XX)

Please nominate yourself or a classmate who has agreed to serve for the following offices. A full description of each position is available on the web at: alum.barnard.edu/classofficers

President: ________________________________

The Class President provides leadership to the class. The President sets an annual meeting for the class officers. She also oversees the schedule of class events and is empowered to appoint assistants for any and all class projects.

Vice President/Reunion Chair: ________________________________

The principal duty of the Vice President is to act as Reunion Chair. The Vice President appoints classmates to committees and coordinates the work of all involved.

Fund Chair: ________________________________

Beginning with the fiscal year following reunion, the Fund Chair will work closely with staff from The Barnard Fund to set class fundraising and participation goals. She will work with both Barnard staff and fellow class officers to create plans to meet these goals and will reach out to classmates to encourage higher levels of giving and participation.

Correspondent: ________________________________

The correspondent is responsible for submitting class news four times a year for the Class Notes section of Barnard.

Treasurer: ________________________________

The class Treasurer is responsible for the fiscal management of the class treasury, including the collection of dues and maintenance of all financial records.

Nominating Chair: ________________________________

The principal duty of the Nominating Chair is to identify new class officers. The Nominating Chair should maintain contact with many classmates. She is responsible for recommending a new slate of class officers.

Networking Chair: ________________________________

The Networking Chair encourages classmates to remain connected to one another. The Networking Chair coordinates outreach efforts to the class to encourage participation in Reunion and other Barnard events.

Please return this form or email your nominations to:
Sample Slate I (for inclusion in Spring letter)

Proposed Slate of Class Officers
To serve XXXX-XXXX term of office

Kindly acknowledge your acceptance of the slate by placing a check next to each name.

___ President:
___ Vice President / Reunion Chair
___ Correspondent:
___ Fund Chairs:
___ Treasurer:

___ Nominating Chair:
___ Networking Chair:

Sample Slate II

Proposed Slate of Class Officers
To serve XXX-XXXX term of office

☐ I approve of the following slate of officers for the 200X-20XX term
☐ I do not approve of the following slate of officers for the 20XX-20XX term

President:
Vice President/Reunion Chair:
Treasurer:
Correspondent:
Fund Chair:
Nominating Chair:
Networking Chair:
Sample Ballot

Barnard College Class of XXXX
Alumnae Class Officer Ballot
To serve from 20XX-20XX

Please circle or write in your choices

<table>
<thead>
<tr>
<th>Office to be filled</th>
<th>Nominated Candidates</th>
<th>Write-in Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>President (choose one)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Chair</td>
<td></td>
<td></td>
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<tr>
<td>Class Correspondent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
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<tr>
<td>Nominating Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return completed ballot to:

Deadline:
CHOOSING A CLASS BOOKLET FORMAT

Alumnae Affairs staff can help you coordinate printing of your Class Book through
Barnard’s Document Services department, or you can make arrangements with an outside
printer.

Straight Reproduction:

- Simple reproduction of returned page or questionnaires with introductory paragraph and
class statistics (Your committee will prepare the hard copy and present it to the printer
exactly as you wish it to appear in booklet form.)

- Meet with booklet printer to ascertain production time and cost, and coordinate the
printer’s and your software capabilities.

Edited Version:

- Profiles for each classmate written by sub-committee in paragraph form with information
culled from questionnaires. Your committee will prepare the copy for the printer by
giving it to him/her either on disc, completely formatted as you would like it to be
printed, or, by giving hard copy, in black ink on white paper stock exactly as you want it
to appear.

- Please be sure to proof your final copy before giving it to the printer, because he/she will
not proof for you!
Sample Booklet Page (for inclusion in fall letter)

CLASS OF XXXX BOOKLET
“The Box”

“The Box” on the back of this page will be reproduced in the Booklet in black and white exactly as you prepare it. Please make it legible using black ink. Whether handwritten, typed or done on a word processor the material should be within the lines.

What to put in the box?

➢ Life is full of surprises. Life can take surprising turns. Please describe a way or ways in which your life has taken an unexpected turn. In addition please bring us up to date on your life since the last Reunion.

➢ Photos would be great. Do not fold or paste the photos; just indicate where we should paste them on your page and slip them loosely into the envelope. Please write your name on the back of the photos if you want them returned.

➢ Be creative. Poems, drawings, news etc. are welcome.

➢ It's your life! Tell us something about it.

Please return your Booklet page to:
Name

first maiden (or student name) married

Address

Phone ( ) e-mail
Sample Booklet Questionnaire

CLASS OF XXXX BIOGRAPHICAL QUESTIONNAIRE

Please provide the following information for the Class of XXXX xxth Reunion Booklet. The personal information is optional, but we would really appreciate your comments. Please write neatly or type.

Name___________________________________________________________
  first                        student last name                  current last name
Address________________________________________________________________________
Phone (day)_________________________ (evening)_______________________________
E-mail_______________________________________________________________

1. **Marital/partner status**
   
   ___single    ___married    ___partnered    ___divorced/separated

2. **Children/grandchildren (names, ages, Barnard student or graduate?)**

3. **Education (Institution, Degrees, Dates)**

4. **Current occupation/professional/volunteer interest:**

5. **Any special recognition for occupation/volunteer work:**

   Consider sharing news about yourself, your family and friends, current activities, ideas that keep you pondering, or anything else you would like to share.

Please return the completed questionnaire and return to:
Sample Anonymous Questionnaire

*Barnard Class of xx Reunion Questionnaire*

PLEASE RETURN THE COMPLETED FORM TO:

ANSWER AS MANY QUESTIONS AS YOU WISH. YOUR RESPONSES WILL BE CONFIDENTIAL. PLEASE KEEP ANSWERS SHORT.

1. If you are attending reunions now but didn't earlier, why?

2. Looking back, what did you like best about going to Barnard?

3. What challenges did Barnard best prepare you to face?

4. What challenges did Barnard least prepare you to face?

Please complete the following sentences

5. I'm glad I . . .

6. I wish I were . . .

7. I wish I had . . .

8. I wish I could . . .

9. If women ran the world . . .

10. What person, living or dead, do you most admire?

11. What do you dream about doing in the next five years?
MINI REUNIONS

Class officers are responsible for creating opportunities for classmates to connect in the five years in between milestone reunions. Call your Alumnae Affairs staff contact to help you put together details of the event.

Event Ideas
Some popular “mini reunion” events have been:
- Catered buffet at a classmate’s home, with or without speaker (faculty or author)
- Museum tour, followed by or following lunch, afternoon tea, or Sunday brunch at the museum, a local restaurant, or classmate’s home
- Attend a lecture (hosted by Barnard or any local organization or institution) by an expert in health, finance, or current events
- Tour a historic or cultural landmark (NYC examples: Gracie Mansion, United Nations, Botanical Garders, Rubin Museum, American Museum of Natural History)
- Lunch at the Columbia University Club of New York/Princeton Club
- Monthly happy hour in location convenient to office/commuting hub (NYC example: Grand Central, DC example: K Street or Capitol Hill)
- Cocktail party at a classmate’s home or near campus during Homecoming weekend
- Regional gatherings — simultaneous mini reunions in New York, Boston, etc.
- Collective birthday party for classmates celebrating a milestone birthday

Remember also that Reunion is for everyone, every year! Invite your class to gather at a table at the “All Classes Dinner” on Friday evening, a Saturday afternoon performance or panel, or any other favorite Reunion event in between milestone years.

Communications
- Each class is allotted one mailing in a non-milestone year.
- There is no limit to the number of class e-mails sent in a year. Please refer to the Electronic Communications Guide in this booklet for guidelines on content and timing of e-mails.
- Work with your Alumnae Affairs staff contact to send print and electronic communications to your class.

Collecting Fees
- Alumnae Affairs staff can assist you with contracts, event fees, etc.
- Class officers must authorize use of class funds.
- We recommend opening a class account at Barnard. The Class Treasurer should collect fees for mini-Reunions and forward monies to Alumnae Affairs for deposit into the class account. Alumnae Affairs staff can provide frequent statements of funds held in class accounts.
- Please note class accounts are completely separate from class contributions to the College’s annual fund.

Tracking Event Responses
- RSVP’s for Mini Reunion events should go directly to the classmate organizing the event.