



UNIVERSITY  
OF ALBERTA

ALUMNI

# Organizing Your Reunion

**Class Handbook**



## SECTION 1:

# What is a Class Organizer?

Class Organizers play a very important role in making reunions a success. Without the enthusiasm of one person who is willing to say to classmates, "Let's get together!" most reunions would never happen. Your role as Class Organizer is to serve as a contact person for your class, liaise with the Alumni Association, encourage classmates to participate, and help make decisions about how your class will be involved.

We appreciate your commitment to the university and your class. You don't have to do this alone. You are encouraged to contact other classmates and to form an organizing committee—this helps encourage attendance and builds enthusiasm for events.

The Alumni Association will do all we can to ensure that organizing your class reunion is as easy as possible!

## When should I host my reunion?

U of A Days is an excellent time to plan your class reunion!

U of A Days is an annual event sponsored by the University of Alberta Alumni Association in September. We encourage class members to organize a reunion in conjunction with U of A Days in order to take advantage of the activities planned by the Alumni Association and to celebrate with other U of A alumni. Along with faculties and departments on campus, the Association strives to provide a program that appeals to a wide range of ages and interests and to provide opportunities to reconnect with your friends from your time on campus.

Classes celebrating a major anniversary (e.g., 25, 40, 50, etc.) are the focus of reunion organization but all alumni are welcome and encouraged to take in the weekend's events.

For more information, [please visit our website](#)

### *What if the U of A Days dates don't work for us?*

*We understand that the timing of this event is not ideal for everyone. You are free to plan your class reunion for whenever works best, but please be aware that not everything on campus will be open or available during certain times of the year.*

## SECTION 2:

# How the University can help

### What we do:

- Organize U of A Days campus-wide events that your class can participate in.
- Advertise and promote U of A Days to all U of A alumni.
- Copy and mail letters to inform your classmates of reunion plans.
- Prepare and distribute U of A Days registration packages.
- Provide you with a class list to help you contact your classmates.
- Offer advice on souvenirs and get-togethers.
- Help reunion classes connect with their faculty

If you do need assistance with your plans, do not hesitate to contact our office at [org@ualberta.ca](mailto:org@ualberta.ca).

### Advice from past organizers:

**Have a get-together for the planning committee beforehand.**

## SECTION 3:

# Strategies for Success: Organizing Your Class Reunion

As a Class Organizer, you may find the following strategies helpful in making your reunion a success:

### Contact other classmates to form an organizing committee — this helps encourage attendance and builds enthusiasm for events.

Have another classmate (or several others) co-sign the letters being sent. Showing that many people from your class are interested in participating can be very motivating for those who receive the letter.

### Encourage classmates to participate in the major events planned over U of A Days. Decide early on if a separate event will be organized by your class

Most classes find it more convenient to participate in events planned by the Alumni Association. Our resources are put into the planning of these events so there is a minimum amount of work for the Class Organizer. If you decide to organize an extra event exclusively for your class, it is strongly recommended that you keep it informal and inexpensive.

### Spearhead a phone campaign - optional but effective (and enjoyable!)

A very effective means of getting people to attend their reunion is to personally call them. This is when it is helpful to have an organizing committee so there are a few of you to share the task. These phone calls are a friendly reminder and often result in more people attending. Former Class Organizers tell us that this is one of the most enjoyable and effective methods of contacting classmates.

You may contact your classmates from home and submit your long-distance bill for reimbursement. Please contact our office to receive approval BEFORE you begin to call.

## Arrange for a Class Gift

Your reunion provides an opportunity to coordinate a special gift to the University of Alberta, which is a very rewarding way to leave your legacy. You direct a gift specifically to a project of choice (such as a scholarship or special project) or simply to the area of greatest need. Tax receipts are provided on all donations. If you are interested in creating a class gift, please contact the Office of Alumni Relations.

## Finding Missing Classmates

Although the U of A tries to maintain accurate information on all of our alumni, you will notice that we have "lost" some people on your class list or may have out-of-date information. If you would like to put some extra effort into trying to track down some of these missing classmates, here are some resources that you may wish to use.

### Other Classmates

Classmates may have kept in touch with some of the "missing" class members. In the first letter that goes out to your classmates, a list of these people can be included. Asking others about a classmate's whereabouts can often prove quite effective.

### Advice from past organizers:

**It is most important to have one evening set aside for 'just visiting'.**

### Advice from past organizers:

Phone each individual as that was the best way to get people interested.

#### Professional Organizations

If you graduated from a field that typically requires members to be licensed (e.g. Engineering, Nursing, Education), provincial licensing organizations may be able to help you find missing classmates. These agencies will also be governed by FOIPP regulations, but they may be able to forward a letter to your classmates on your behalf. Some organizations (e.g. APEGA) also publish directories of their current members.

#### Web Search Tools

Many reunions not only use Facebook to help find missing classmates but to also plan events.

Other useful sites for trying to find persons in Canada include [canada411.com](http://canada411.com), and for people in the U.S., [infospace.com](http://infospace.com) or [people.yahoo.com](http://people.yahoo.com).

Note: If you do track down a "lost" alumnus, please have them contact our Alumni Records Department at [alumrec@ualberta.ca](mailto:alumrec@ualberta.ca), 780-492-3471 or toll-free in North America at 1-866-492-7516 to be added to your list. Due to FOIPP regulations we are not permitted to update information unless it is given to us directly by the person.

#### FOIPP

FOIPP stands for Freedom of Information and Protection of Privacy and is provincial legislation designed to protect personal information.

The University of Alberta is bound by this legislation which permits us only to release contact information for Class Representatives and Class Organizers, and only for the purpose of reunions and other alumni activities. Class Organizers only receive information about their classmates after signing a Confidentiality Agreement that outlines their responsibilities. A copy of this agreement is available on PG 5).

When you are preparing for your class reunion, you are NOT allowed to share any personal information about a classmate with other people unless the person has given consent for you to share this information. You must not give out any information about a classmate to another classmate unless they have given you permission to do so.

If you have your own website, you cannot post the names of classmates and contact information unless they have specifically consented to have their information posted on the website.

Using information inappropriately has serious consequences. If you release personal information without permission, you are violating the Confidentiality Agreement that you have signed. The classmate now has the right to take legal action against you for the indiscretion.

## SECTION 4: Planning a Private Function

Some classes may wish to supplement U of A Days activities with a private function. We have included a few tips below for planning your private function!

#### Keep it Simple!

Because planning events often requires focusing on many small details, the simpler your event is, the easier it will be on you.

#### Survey for Interest

It's a good idea to send out a survey with a couple of suggestions asking your classmates to send the survey back to you (or phone or email ideas) to gauge their interest. A sample survey can be found on Page 8 and it is recommended that these are sent early in the planning stages, along with your first or second letter to your class.

Some different types of events to consider for your private reunion function include:

- Dinner/Lunch/Reception – potluck, at a restaurant, catered event at a hotel
- Pub Night – a more casual event
- Recreational Activities – golfing, curling
- Family friendly events – BBQS, a visit to Hawrelak Park
- Billiards/Games Night – pool, bowling
- Symphony/Theatre/Art Exhibit
- Varsity Athletics – Bears or Pandas athletic event
- Virtual Reunion – If travelling is not possible for your classmates, we can set up a virtual meeting space through our Zoom license for you to host your reunion online. Contact [org@ualberta.ca](mailto:org@ualberta.ca) for more information.

#### Collection of Money

This is often one of the most troublesome aspects of planning a private event. It is a good idea to have a set price for the event and have people send you a cheque or email transfer the money in advance, or have people pay individually for their order. Event booking platforms such as Eventbrite can assist with money collection in advance.

Our office cannot collect monies for your event (e.g., cheques cannot be made out to the Alumni Association).

#### Custom Swag

Show up in style! You can order custom U of A branded clothing by contacting U of A Bookstore: [bookstore.ualberta.ca](http://bookstore.ualberta.ca)

### Most rewarding aspect:

Getting back in touch with the U of A again. I would not mind organizing again!

#### RSVPs

If your event is being catered or is based on how many people attend, it is important to take RSVPs. Again, this may be a matter of including a form that people send back to you (with their payment) or simply requesting that they call or email you to let you know if they will be coming to your event. Online tools like Facebook or Eventbrite can assist you with managing invitations and collecting information from people. It is more efficient to collect RSVPs directly.

#### Sponsorship

If you are able to secure a corporate sponsor to offset some of the costs of your event, you are in charge of the recognition of the company at your event. The University of Alberta is not able to issue a charitable tax receipt for any sponsorships received for your event.

It is a good idea to recognize the contribution of any sponsors either before, during, or after your event. You could borrow a banner or make-up table cards with the company logo to display during your event, or you could include the logo on invitations/letters that you send to your classmates.

## Appendix A Copy of FOIPP Form

Office of Alumni Relations

Confidentiality Statement

I understand that my role as a volunteer class organizer involves working with personal information of alumni, donors and friends. The reputation of the University of Alberta could be negatively affected by misuse – or disclosure – of the information to which I have access.

The Freedom of Information and Protection of Privacy Act governs the collection, use and disclosure of personal information.

With this in mind, I would like access to the following class list:

\_\_\_\_\_  
*Please specify year and area of study of list that you would like provided (e.g., 1970 Chemical Engineering)*

The information to which I am privy can only be used for the following stated purposes:

1. To develop and support ongoing relationships with alumni and friends.
2. To support ongoing activities of the University of Alberta by communicating information on programs and events to alumni, donors and friends.
3. To support the fund-raising initiatives and activities of the University of Alberta.

I abide by the provisions of the FOIPP Act that this information shall not be made available or disclosed, either intentionally or accidentally, except for the purposes in which it was collected.

All donor and prospect information maintained by the University of Alberta shall be considered information in the custody and control of the University of Alberta.

I acknowledge that I have read and understood the above information.

Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Faculty/Department \_\_\_\_\_

Witness \_\_\_\_\_

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of alumni engagement and philanthropic activities. Questions concerning the collection, use or disclosure of this information should be directed to the FOIPP Liaison Officer, Office of Advancement, University of Alberta, 3-501 Enterprise Square, 10230 Jasper Avenue, Edmonton, AB, T5J 4P6, (780) 492-7400.\*

**Most rewarding aspect:**

**Having had a part  
in bringing together  
some people that  
hadn't seen each  
other in a long while.**



## Appendix B Information Sharing Agreement

**See Next Page**

Please use the following form to track when permission is given by your classmates to distribute their contact information, either among your class or to the University of Alberta. This will provide you with helpful information in case there are any questions or concerns raised.

Due to the Freedom of Information and Protection of Privacy Act (FOIPP), you are unable to distribute another person's contact information without their consent. This will impact you if:

- You are interested in creating a contact sheet for all classmates to access, or
- you wish to provide the University of Alberta with updated contact information so the information given to you for future reunions is accurate

Simply fill in the form with the name of the alumnus/alumna, the date when permission was granted and check off who you are able to share information with.







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**Contact Information**

Office of Alumni Relations

[org@ualberta.ca](mailto:org@ualberta.ca)

780-248-1227