



Reunion Planning Guide

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Welcome

Alumni reunions are a great way to renew friendships with former classmates, share memories and network with other professionals. A reunion is also a perfect reason for alumni to return to Loyola to see what has changed and what is exactly as they remember!

Planning a reunion involves hard work, and we hope the rewards make it worthwhile. This handbook has been developed to help you plan the best reunion possible.

This handbook, along with a strong planning committee and dedicated volunteers, will ensure your reunion's success. The Loyola College Prep Advancement office is here to support your reunion. We look forward to working with you to make your reunion a great experience!

Reunion Committee Overview

The Reunion Committee works closely with the Advancement Office, which supports and guides the committee throughout the year. We recommend organizing a reunion committee comprised of a diverse group of classmates to encourage classmates to attend Reunion and/or Homecoming Weekend, to plan class-specific activities and to inspire the generosity of classmates to pay it forward with a class gift.

Reunion Committee Responsibilities

- Contact Classmates to encourage attendance at the reunion.
- Confirm and update classmates contact information
- Create class-specific event(s) that appeal to a wide range of class members
- Manage budget and pay invoices for special class events
- Promote and support reunion giving
- Provide the Advancement Office with photos from Reunion and Homecoming Weekend

Suggested Reunion Committee Roles

Chairman

- Overall contact point for all things reunion related.

Treasurer

- Creates budget for class events to determine cost per person
- Pays invoices
- Maintains accurate records of money received and distributed for expenses

Secretary

- Obtains list of classmates contact information
- Coordinates confirmation and updating of classmate contact information
- Maintains master list of classmates for mailings and returning to Advancement office for database updates
- Distributes list to mailing houses or Advancement office for label printing for all mailings
- Keeps a record of all meetings, decisions and actions by committee members and chairs

Event Chairmen

- 1 per event

- Plans event including coordinating with other event chairmen on times and cost for budgeting and registration costs.
 - Obtains venue
 - Determines cost of event
 - Plans activities at events

Media Coordinator

- Creates or coordinates creation of mailing materials and graphics for Save the Dates, Invitations, website and social media postings
- Sends mailings and graphics to school for posting to school website and alumni social media.

Advancement Office Role and Responsibilities

- Provides class contact information lists
- Assists in mailing Save the Dates and Invitations as needed
- Assists with website and social media posting of reunion information
- Assists with online registration set up through LCP website
- Provides guidance for class gift initiatives
- Assists with nametags for reunion based on RSVP list provided by reunion committee as needed

Class Event Planning Information

The Reunion Committee researches, plans and creates a budget for class specific event(s), generally, on Saturday night of Reunion and Homecoming Weekend. It is imperative that the Reunion Committee carefully considers what to charge per person for each event in order to comfortably cover event expenses and allow padding for unanticipated expenses for each event. If there are more bills than available funds, it is the committee's responsibility to pay these bills. Some class event suggestions are:

Friday Events

- Alumni Tailgate – The Alumni Tailgate is held in the Pavilion just outside Messmer Stadium and is coordinated by the Flyer Alumni Association (FAA) with the St. Vincent's Alumnae Association (SVAA). It is generally free for alumni and their families and provides food and games for the kids.
- Homecoming Game – The Flyer Football Homecoming Game is always exciting. Each class reunion in attendance has bleacher sections set aside in the stands and is acknowledged during the game. Game ticket costs can be included in the reunion registration cost (Tickets will need to be purchased from school and provided to attendees before game) or you can advise attendees that game tickets must be purchased separately. Contact the Advancement office for the cost of game tickets in August.
- Dinner before the game – If your class does not want to attend the Alumni tailgate or your reunion is not during Homecoming Weekend, you may want to plan a gathering at the home of a classmate or at a local restaurant. Many reunions make this an "Alumni Only" event and plan family events for the rest of the weekend.

Saturday and/or Sunday Events

- Gathering at the home of a classmate or a local restaurant for brunch, lunch or dinner or just a cocktail hour is a nice way to visit with classmates in a quiet setting and reminisce old times.
- Alumni games at local parks or the Loyola Athletic Complex or Loyola Gym. Playing softball, football, basketball or whatever your sport may be with your classmates and their families is a great way to have fun and reconnect with your former teammates. Contact the school to arrange for use of Loyola facilities.
- Campus Tour – Visit your old stomping grounds. Graduates of St. John’s, Jesuit or Loyola will enjoy visiting the campus at 921 Jordan Street and seeing the changes over the years and the traditions maintained in our historic buildings. Contact the school to arrange a tour.

Reunion Planning

Timeline

Below is a suggested timeline for planning your reunion.

Date	Task
10-12 months prior	Recruitment to form Reunion Committee and Request classmates contact information from the Advancement office. Request Advancement office add a page for your reunion to the Alumni page on the school website. Include any information you may have at that point, including dates or a contact person.
9 -10 months prior	First Reunion Planning meeting - Agenda includes ► Committee roles ► Updating class contact list ► Review school reunion schedule of events ► Discuss possible class events ► Review communications schedule ► Webpage/Facebook ► Reunion giving (class gift) to LCP, FAA or SVAA
7-8 months prior	Update classmates contact information and make final mailing list to prepare for first mailing. Prepare and send out Save the Date notices with basic details. Send Save the Date information to Advancement office for promotion on Website and Social Media Send updated list to the Advancement office for database updating.
6 months prior	Second Reunion Planning meeting – Agenda includes ► Finalize events and locations ► Updating class contact list ► Review communications schedule and deadlines ► Continue planning activities
6 months prior	Book venues, caterers, DJ’s, etc.
5-6 months prior	Prepare invitations, social media postings, and registration forms. Coordinate online registration requirements with the Advancement office.
3-4 months prior	Maintain outreach through email and social media to promote reunion.
2 months prior	Mail reunion invitations and online registration opens. Communicate with those who register that their registration has been confirmed.
1 month	Send reunion reminders via email, mail, Facebook. Follow up on any “maybes” you may have heard about. If you would like nametags with Senior photos included, send a list of attendees to the Advancement office with any specialized stationary you may want.
2 weeks prior	If you would like basic printed nametags, send a list of attendees to the Advancement office.
Reunion Weekend	Celebrate!

1 week after	Send photos, videos and other information to Advancement office for addition to website Alumni Page.
2 weeks after	Send reunion summary with class gift ask via email or snail mail.
4 weeks after	Close out reunion accounts and send class gift to Advancement office.

Updating your Classmates Contact Information

Finding and locating classmates is always the most difficult part of planning a reunion, but it is also the most rewarding. The early reunions are the hardest to locate classmates. Though the LCP Advancement office has a list of contact information for your class, it is only as good as the updates that have been shared with us. Request it early, so the school has adequate time to prepare it for you. Your reunion will be a valuable source of new contact information to keep our lists current.

Tools for locating classmates

Your class list will have the most recent known address, phone number and in a most cases, an email address. The following tools are available:

1. Word of mouth. Ask around to see who knows where who is and if the information is correct. And ask those you reach to contact others they may know
2. Facebook, Twitter and other social media. Reach out to classmates and let them know you are planning a reunion and would love to reconnect with them
3. Email. While the e-mail address from the database may not be right, it never hurts to try it and see if you get a response.
4. Phone calls. Create a calling “tree” to have classmates contacting friends or reaching out to find those for whom there is little information
5. White Pages. The good old phone book. It may be online now but it’s still great. And if you or someone you know has a Premium subscription, even better!
6. Class reunion website, or posting to LCP website
7. Classified ads in the Times

Once you have your list updated

It is imperative to update information on your missing classmates as soon as you get it. Keeping accurate records is one of the keys to your success. Your reunion secretary or whomever is dedicated for the task will need to maintain a master list for mailings.

Once you have completed your list, you will need to send the updates to the Advancement office. It is a good idea to highlight or keep a colored font for any changed information. Otherwise, when you send it in to Advancement, they have to go through every name to see if there are changes. The best way is to send only contact information that needs to be updated. This is helpful if you will be asking the Advancement office for assistance in printing labels for mailings.

When to ask the Advancement office for assistance

The Loyola Advancement office is here to help. We can do as little or as much as you’d like to help with your reunion mailings and printing. Some committees have chosen to only ask for a class list and took it all from there. Others have asked the Advancement office to design Save the Dates and invites, arrange to have them printed and mailed and print nametags for all attendees. Typically, the Advancement office has provided the class list and once an updated list is returned, prints labels for mailings and nametags for the reunion attendees. Depending on the costs to the school, the Advancement office reserves the right of refusal or to request reimbursement for printing costs, postage and material used for your reunion.

Nametags

Nametags at a reunion are vital. People change over the years and it's always good to have a quick reminder of who someone is before you greet them. You can get as simple or as fancy as you want and the Advancement office can assist as needed.

- Basic - Your committee can choose to have the basic, write-your-own nametag. These can be reusable pin style tags or the basic sticky back. This is the simple way for alumni to identify themselves and their guests to former classmates. Sticky back can be provided by the school while reusable pin style must be purchased by reunion committee.
- Simple Printed - You can go a little nicer with printed sticky back nametags. These can be done by either the reunion committee or the Advancement office. A list will need to be provided to Advancement at least 2 weeks before the reunion. If you would like the alumni guest (Spouse, significant other, etc) to have a printed nametag, their names will need to be provided at the same time. A proof will be sent to the committee chair and will need to be approved before final printing. The nametags will be available for pickup on campus on the last school day before the reunion. Material can be provided by the school or reunion committee
- Reusable Printed – You can have a reusable nametag for your reunion weekend by using the Pin Style nametags. These can be done by either the reunion committee or the Advancement office. A list will need to be provided to Advancement at least 2 weeks before the reunion. If you would like the alumni guest (Spouse, significant other, etc) to have a printed nametag, their names will need to be provided at the same time. A proof will be sent to the committee chair or their designated person and will need to be approved before final printing. The nametags will be available for pickup on campus on the last school day before the reunion. Material must be provided by the reunion committee if school is printing the nametags
- Photo Printed – Some reunions choose to have nametags with Senior photos on them for a wonderful souvenir of your reunion. Your request for Photo Printed nametags must be submitted to the Advancement office at least 4 weeks before your reunion. Photos must be scanned from the yearbook then individually isolated as image files and this does take time. If the school is printing these for you, your final list of attendees must be submitted to Advancement at least 2 weeks prior to the reunion. If you would like the alumni guest (Spouse, significant other, etc) to have a printed nametag, their names will need to be provided at the same time. A proof will be sent to the committee chair or their designated person and will need to be approved before final printing. The nametags will be available for pickup on campus on the last school day before the reunion. If school is printing the nametags and you choose basic sticky back nametags, the school can provide those. If you would like the reusable, pin style nametags, materials must be provided by the reunion committee.

Reunion Giving

Honoring and giving back to your school is very much a part of the reunion tradition. Over the decades, reunion class gifts have supported the Annual Fund, FAA and SVAA scholarships, and curriculum and faculty programs. Reunion giving is essential to the fiscal health of Loyola today and an integral part of sustaining the school's financial equilibrium: balancing educational vision with fiscal responsibility. Class participation is often a worthwhile goal — getting as many classmates to give something back to your alma mater.

What Counts as a Reunion Gift?

- Gifts made in addition to registration fees required to attend the reunion. You can add a specific line on your paper or online registration form for the class member to designate a gift. These

gifts can be credited for tax purposes directly to the donating class member because we have the “paper trail” required by the IRS for charitable gifts.

- Donations made at events. These are a pass-the-hat kind of donation that are usually not able to be credited for tax deduction unless made in the form of a check payable to LCP.
- Donation of remaining reunion funds. This is usually made from the reunion checking account or from the reunion chair. This gift cannot be credited for tax deduction due to the lack of “paper trail.”
- Gift of an item from the class. Classes will at times choose to purchase something for the school and will collect funds specifically for that purpose. Items such as a bench, garden stones, or trees planted have been gifts in the past. Donations towards these items are generally not able to be credited for tax deduction due to the lack of “paper trail.”

Any questions about gifts can be directed to the Director of Advancement at Loyola.

Class Gift Recognition

All donations made to Loyola are recognized in the Annual Report. Identified individual donors are listed as well as the Class of ##### in the donor lists.

School Contact Information

Main Office	office@loyolaprep.org	318-221-2675
Director of Advancement	advancement@loyolaprep.org	318-226-6285
Accounting	accounting@loyolaprep.org	318-226-6288
Alumni Association	alumni@loyolaprep.org	