



GENEVA COLLEGE FOUNDATION

Pro Christo et Patria

Class Reunion Committee Toolkit

Are you unsure of what the commitment to being on your class reunion committee entails? This toolkit will provide you with details on the time commitment, what is expected of you, and more!

Inviting Your Committee

- Who should you invite to be on your Class Reunion Committee?
 - It's an open invitation to anyone who wants to join!
 - Classmates, spouses of classmates, friends of Geneva
 - People who love Geneva and are enthusiastic about its mission
 - Folks with wide social networks
- How big should the committee be?
 - Groups of 3-7 work best
 - However, if you have a larger group, you can divide into smaller subcommittees that will work together to achieve tasks

Time Commitment

- Committee Meetings
 - 3 - 5 hours
 - The Alumni Office will meet with your committee four to five times in the five months prior to Homecoming. These meetings range from 30 to 60 minutes depending on the agenda.
- Volunteer Time
 - 10 or more hours, spread out over five months
 - Committee members are expected to reach out to classmates via phone, text, email, or social media. The amount of time spent depends on the number of people you contact and the form of communication you choose.

Class Gifts

- Many classes opt to sponsor a Class Gift. The Alumni Office will supply you will a list of opportunities for your committee to consider.

Corresponding with Classmates

- Personalize your communication with each classmate as much as possible. You know your classmates and have shared memories with them. Get them excited about attending the reunion and seeing everyone. Share why the committee selected the class gift and generate some excitement towards donating on behalf of your class.
- You will also want to include the dates of Homecoming, any special events that are unique to your class, and the registration link so they can easily attend the reunion.

Expectations

- Before Homecoming
 - Contact classmates and encourage attendance
 - Choose a Class Gift and communicate that information with your classmates
 - If you are hosting a milestone reunion, you will need to choose a menu for the luncheon
 - Create and maintain any additional social media for your Class Reunion (Optional)
- During Homecoming
 - Greet classmates
 - Enjoy!
- After Homecoming
 - Thank your classmates for attending and donating toward the Class Gift
 - Communicate the amount raised for the Class Gift