



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Office of Alumni Relations

Toll Free: 888.677.6252 | Phone: 413.662.5224

Email: alumni@mcla.edu

REUNION CLASS COMMITTEE

The **CLASS REUNION COMMITTEES** are charged with reaching out to fellow classmates, encouraging attendance, and creating general buzz about the event by customizing their class reunion gathering, brainstorming class-specific messages, etc.

A committee is generally organized to the preference of the involved volunteers. A committee may appoint a chair or co-chairs to lead the charge, or the responsibilities may be divided up for more of a “chaired-by-committee” approach (in which case a liaison should be designated to communicate with the Alumni Office).

THE ROLE OF THE ALUMNI OFFICE: The Alumni Office handles the overall Reunion Weekend planning, scheduling, registration, etc., providing the framework for the individual class reunions. This means each Class Committee does not need to worry about big picture logistical issues and should focus on building attendance and customizing its own class reunion experience. The Alumni Office will supply class contact lists to Class Reunion Committees and can create specific class communications as needed.

KEY RESPONSIBILITIES:

- Recruit and organize a reunion committee with the help of the Alumni Office. A reunion committee cannot be too big! Building a diverse committee will allow for a wider reach into the class audience. Engaging as many of the following people from the class as possible enables broad communication and involvement
- Reach out to personally invite classmates to attend the reunion.
- Write class reunion letters/communications in collaboration with the Alumni Office to ensure timely mailings.
- Hold regular meetings and/or conference calls to ensure good committee communication.
- Review and update class contact lists provided by the Alumni Office. Some information is inevitably out of date and needs correcting.

REQUIREMENTS:

- Willingness to connect with classmates or members of your affinity group on a regular basis by telephone, e-mail, or social media
- Attending Reunion Weekend in June if you are able!

TIME COMMITMENT: 2-3 hours monthly leading up to Reunion Weekend

PROGRAM CONTACT:

Kate Gigliotti, Director of Alumni Engagement & Donor Relations
(413) 662 5074 (O) or kate.gigliotti@mcla.edu



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IDEAS FOR CLASS REUNION GATHERINGS

An opportunity for the class to gather and reconnect is one of the key highlights of the weekend—this is an event exclusive to your class and creates a memorable weekend. Things for the Class Committee to consider in setting up its Class Reunion gathering include:

- What type of event does the class want to host? An informal gathering at a bar? A sit down dinner? A casual, family-friendly picnic?
- Does the Class want to invite any special guests (professors, staff, etc.)? Please coordinate with the Alumni Office before extending invitations to special guests.
- Are there any other special requests? Contact the Alumni Office for assistance.

The Alumni Office can suggest locations in North Adams and also help reserve on-campus space.

Activities to Consider

- Sports and/or the outdoors: Hikes, bike rides, tennis matches, golf, picnics.
- Slideshows of photos from then and now.
- Faculty lectures: These can be organized for your class or for all reunion attendees.
- Alumni panel discussions: Classes pick a theme and moderator, then select a handful of classmates to speak as panelists.
- Class speaker: Have your classmates recently written books or acted in films or done something really different or interesting they are willing to talk about?
- Cultural and Culinary experiences: museum tours, wine and beer tastings, walking tours, and art classes.

STAY CONNECTED

- **Website** www.alumni.mcla.edu
- **Phone** Toll Free: 888.677.6252 or Phone: 413.662.5224
- **Social Media**
Help to build excitement about the College and reunion. Share college news with your social networks. Share, comment, like, and/ or retweet MCLA's posts.
 - Facebook: <http://www.facebook.com/pages/MCLA-Alumni-Association/27788998895>
 - Instagram: http://instagram.com/mcla_alumni
 - Twitter: http://twitter.com/MCLA_Alumni
 - LinkedIn: <https://www.linkedin.com/school/42793>
- **Make a Gift** <https://alumni.mcla.edu/support-mcla>
- **Contact Information Updates**
Any changes to contact information can be submitted to us by either emailing alumni@mcla.edu or making the change directly to your online profile at www.alumni.mcla.edu