



Reunion Planning Manual

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University of Manitoba Homecoming

Homecoming takes place at the University of Manitoba in the fall each year. Homecoming provides a great opportunity for reunions to take place, since alumni from all faculties and schools are invited to participate in activities planned by the Alumni Relations. Many faculties and schools have events at this time to welcome home alumni who are celebrating class reunions. Events and reunions can also take place for teams, residences and fraternities. Other benefits to having your reunion during Homecoming are the other events you can add to reunion agenda that are free or low cost such as the Homecoming Concert, the Visionary Conversations Speaker Series, campus tours, and the Homecoming Football game.

The Homecoming Reunion Dinner is a dinner that takes place on the Saturday evening of Homecoming. This dinner is a great opportunity to reminisce with your old friends and enjoy a lovely five course dinner. All reunion groups will be seated together.

If a reunion in the fall doesn't work for your group, reunions can take place at any time of the year, and at any location. We will assist reunion organizers with whatever works for the class / group.

Reunion Organizers

Reunion organizers play an important role in making reunions happen. The class organizer, along with a small committee of classmates (if possible) will liaise with the Alumni Relations Reunion Officer to make plans, and get the reunion plans started.

The Reunion Officer will be able to:

- Provide event-planning advice – information on hotel and restaurant venues, menus and associated budgetary considerations if the group is having individual events outside of Homecoming events.
- Prepare and mail letters and reunion registration information to your class on your behalf (two mailings, class size and budget permitting)
- Promote your reunion in *UM Today – The Magazine*, Alumni Association website and/or the Homecoming Brochure (time line permitting) as well as the e-newsletter *UM Today Alumni*.
- Communicate with your faculty to find out if there will be any faculty sponsored events

Lesley Lewis

Alumni Relations

204-474-7519 or 1-800-668-4908 Lesley.Lewis@umanitoba.ca

[Alumni Reunions](#)

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Making Your Reunion A Success

- Forming a committee of local alumni is a good first step. This group will share in the planning and promotion of the reunion. Plan to have 5-8 individuals that would make a great planning team. Your committee should include a chair and or co-chairs, and several committee members with designated responsibilities. Schedule your meeting times in consideration of your committee's daily routines and if necessary hold a conference call or conduct email updates to keep all members in the know of the progress of the reunion planning. To make the best use of your committee members, identify their strengths and assign roles appropriately. From the beginning stages of planning, ensure there is a treasurer who will open up the bank account, deposit registration cheques, and pay invoices.
- Ensure that letters that go out signed by at least one of the committee members, and it's helpful to list all the committee members on the letter – some classmates might remember one but not another!
- Start a Facebook group dedicated to your reunion so your classmates can have a forum and momentum for reunion grows.
- During your reunion if your group decides to make a donation, please contact Lorraine Decock, Annual Giving Manager. Lorraine can be reached at (204) 474-7314 or 1-800-330-8066 or via email at lorraine.decock@umanitoba.ca. A reunion gift can be directed to a project your group feels passionate about and would like to support. Past reunion gifts have provided support for scholarships, bursaries, classroom renovations, technology upgrades, library acquisitions and laboratory equipment.
- The University of Manitoba Archives & Special Collections is interested in acquiring photographs, artifacts such as University pins, crests, trophies and other objects with the University crest or motto, and correspondence and other documents relating to the university experience. If you have something that you think might be of interest or you have any questions, please contact archives@umanitoba.ca or (204) 474-9986.

Lost / Inactive Alumni

- Frequently, alumni move and the University loses contact with them. In the first letter, a list of lost alumni will be included. Please help us locate them so they can be invited to your reunion!

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Privacy Laws

The University of Manitoba protects your information from being released and as such, if you are planning a reunion and would like access to a contact list for the group, you will have to sign a waiver that legally binds you from using the information for anything but reunion purposes. See appendix D.

Freedom of Information and Protection of Privacy Act (FIPPA)

Note: The University of Manitoba came under FIPPA as of April 3, 2000.

FIPPA is provincial legislation that covers *all records in the custody or control of* the University of Manitoba. The purposes of the Act are:

(1) to allow any person the right to access the records of the University, subject to specific exceptions;

(2) to allow individuals to access records containing specific information about themselves, subject to specific exceptions;

(3) to allow individuals to request corrections to records containing personal information about themselves;

(4) to control how the University collects, uses and disseminates personal information; and

to provide for a review by the Ombudsman's Office of any decisions or actions of the University with regards to this Act.

Planning Events on Campus

Have you thought of including any of the University of Manitoba campuses in your reunion plans? Consider the following reasons to host your event on campus :

- Conference & Catering has professional and experienced staff to help you organize the details of your event, no matter what the size. It can help arrange:
 - Meeting rooms
 - Audio visual support
 - Roll-in catering
 - On-campus guest stays (in season)
 - Unique U of M award or gift items
 - Elegant Banquet services
- A wide variety of meeting and dining area options.
- Two simple steps to get started: Identify the key event details (date, event type, # of guests) and call 204.474.8336!

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Appendix A Example of Timeline of Events for a Reunion

Task	Assigned To	Timing
Make contact with Alumni Relations		12 months before reunion
Develop reunion committee		12 months before reunion
Send out first letter to determine interest in reunion and timing of reunion	Reunion Officer	12 months before reunion
Track responses to first letter and report to committee	Reunion Officer	
Committee to meet and determine events / decide on venues/ create budget		10 months before reunion
Check availability of venues requested by committee and book	Committee	10 months before reunion (or sooner if you know!)
Book photographer for class photo (if desired)	Committee	10 months before reunion
Liaise with the class organizers to touch base (agenda, budget)	Reunion Officer	On-going
Open class reunion bank account	Committee member	10 months before reunion
Send out second letter to alumni – to include price structure, exact event details	Reunion Officer	10 months before reunion
Track responses – put on spreadsheet	Reunion Officer	Ongoing
Work on details for reunion events – receptions, dinners, brunch (caterer, rentals, liquor)	Committee	6 months before reunion
Meet with class organizers—fine tune details	Reunion Officer	3 months before reunion
Invitation to special guests (professors, former deans, coaches)	Committee	3 months before reunion
Follow up with photographer	Committee	3 months before reunion

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Prepare any music needed at dinner	Committee	3 months before reunion
Prepare any photo displays	Committee	2 months before reunion
Determine all allergy / food issues – liaise with food suppliers	Reunion Officer	One month before reunion
Determine all mobility issues	Reunion Officer	One month before reunion
Provide food providers with final numbers and allergies/issues	Committee	72 hours before reunion
Pay all invoices as they come in	Committee	After the reunion
Committee to have wrap up meeting and finalize invoices and bank account	Committee	After the reunion
Final mailing to class with class photo (if budgeted for)	Reunion Officer	After the reunion

Appendix B Sample Reunion Budget

Budget

Per person costing

Friday - Reception home of XXX - catered	\$20.00	appetizers
Friday Wine - MLCC	\$10.00	
Fri night limos (two for 2 hours – Safe Ride Home option)	\$10.00	
Saturday – Homecoming Reunion Dinner	\$75.00	cash bar, meal
Class Photograph	\$15.00	
Misc. Expenses	\$10.00	
Total Expenses	<u>\$140.00</u>	
Single Cost Actual	\$140.00	
Guest Cost	\$125.00	(no class photo)

Appendix C1

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XXX CLASS of 1988 – 25TH ANNIVERSARY REUNION

November 1st, 2013

Hi Everyone,

In 2014 it will be 25 years since our graduation. Thus your self-appointed reunion committee has begun to plan events with the help of Alumni Relations, for our very special class get-together. We are certain that no one will miss out on this exciting silver anniversary celebration. Our reunion will occur on the weekend of September 15-21 2014, which will coincide with the University of Manitoba's Homecoming Weekend. Tentatively, we plan to start with the Thursday night music concert put on by the Faculty of Music, Friday morning campus tours, and Friday afternoon, there will be a reception with the current Dean of XXX followed by a tour of the faculty. Friday evening there will be a cocktail party at the home of XXX where our class photo will be taken. Saturday morning is open, but be sure you have some Bison gear to wear to the football game that will take place at noon. Saturday evening will be the Homecoming Dinner at the University of Manitoba, where our class will be seated together. Sunday, there will be an optional brunch as we realize this may be a travel day for some.

This initial letter is being sent to inform every one of our special milestone and future events, plus assist your committee in planning venues, hotel accommodations, etc. Please fax / email/ mail your intentions of attendance no later than January 1st. (form attached)

This preliminary invitation is to obtain a general idea of everyone's interest. We realize the official "head count" is not absolute between now and September 2014. Even if you are unable to attend, we would appreciate suggestions for our reunion. Once we confirm venues and accommodations, a more detailed letter (with prices) will follow.

If you know a classmate has moved, and likely not updated their address, share this letter with them!

Your committee,

NAMES / EMAILS listed

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Appendix C2

XXX Class of 1988 25th Reunion

September 15-21, 2014 - Winnipeg Manitoba

Name: _____

Guest's Name: _____

Address: _____

Postal Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

___ Yes, I will attend the reunion to be held September 15-21, 2014

___ No, I will be unable to attend.

___ Unsure, but will keep you posted

Details:	Interest in Attending	# Attending:
Reception at Bob's House	Yes / No	#:
Faculty Reception / Tour	Yes / No	#:
Football Game	Yes / No	#:
Saturday Dinner	Yes / No	#:
Sunday Brunch	Yes / No	#:

I have details on a classmate that has moved: (currently we have no addresses for XXX).

____ I / guest have mobility issues that will need to be addressed

____ I / guest have food restrictions / allergies- specify:

Comments: _____

Please return to:
XXX 88 Reunion c/o Reunion Officer
200-137 Innovation Drive Winnipeg MB R3T 2N2
Fax: 204-474-7531
Email: lesley.lewis@umanitoba.ca

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APPENDIX D

CONFIDENTIALITY AGREEMENT

The University of Manitoba collects, uses and discloses personal information in accordance with the provisions of *The Freedom of Information and Protection of Privacy Act* (FIPPA)

As a volunteer of the University, you may be given access to personal information and confidential University information, which relates to the University; its business, clients, alumni, donors, and prospective donors.

In accordance with FIPPA, “personal information” means information relating to an identifiable individual, including but not limited to, contact information, educational history, and financial information. Personal information is contained in documentation relating to all alumni or other database records and includes all information collected via telephone communication or mail communication, solicitation, or research.

The following principles govern the treatment of personal information provided to and used by volunteers of the University of Manitoba.

1. Apart from the duties as a volunteer of the University, volunteers will not, during or after their service with the University, discuss with or disclose to others confidential information that they have become aware of as a volunteer of the University.
2. All materials prepared for volunteers, and by volunteers, for the University shall be and remain the property of the University. Apart from the duties as a University volunteer, a volunteer will not make or permit anyone else to make any copy, abstract, or summary of this material in any form.
3. For the duration of the volunteer service with the University, the collection, access, use or disclosure of confidential information must relate directly to and be necessary to accomplish an existing university program or activity, within the boundaries of *The Freedom of Information and Protection of Privacy Act* (FIPPA).
4. I agree to protect the confidentiality of all personal information, whether that information comes to my attention orally, visually or otherwise. I agree to follow reasonable security arrangements to protect digital and non-digital information against unauthorized access, use, disclosure or destruction.
5. The obligations set out above survive the termination of your volunteer service with the University.

Volunteer Signature

Date

Volunteer Name (printed)

Volunteer Role

Witness

Date

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Additional Resources

[University of Manitoba](#)

[Alumni & Donor Relations](#)

[Facebook](#)

(A social networking site that you can great a reunion group, and people from your group can log on and find updated information as well as talk to other people from the group).

[Conference & Catering](#)

[Campus Housing](#)

[Bookstore](#)

How can you make your Class Reunion more meaningful?

Learn how making a class gift is a wonderful way to celebrate your achievements while ensuring the future success of your profession!

Your graduating class is united in your shared experiences and memories. Now that you are all coming back to celebrate and connect, this is a great time to make your reunion more meaningful with a class gift.

What is a class gift?

A class gift is a collective show of philanthropic support from your graduating class to the University of Manitoba.

Why should you consider raising funds as part of your reunion?

Philanthropy from our alumni and friends allows us the opportunity to enhance educational experiences for our students. Things such as scholarships, awards and library acquisitions are not always able to be fully covered by the day to day operating expenses of the university. These are vital resources for our students and fundraising has always played an important role in ensuring our ability to offer them.

*A class gift will directly benefit those who are following in your footsteps.
Your philanthropy will strengthen your university and your profession.*

Can we choose where to direct our funds?

Your reunion class leader can discuss the areas of need within your faculty and can determine, along with the class, where your fundraising dollars are best directed. Many reunion class gifts go towards helping students directly by establishing a class scholarship, bursary or directing funds to a specific area of need for new projects.

100% of your class gift goes directly to the area you designate.

What is the commitment to run a Class Gift Campaign?

From determining your fundraising priorities, offering volunteer training and providing all the tools you'll need to run a successful campaign, the staff in Donor Relations is here to help you every step of the way.

Class Gift Success Story

The Dentistry Class of 1995 wanted to celebrate their reunion and ensure they were supporting future colleagues. They chose to run a campaign in which their gifts supported students in the Faculty of Dentistry. They raised an incredible \$142,750 to renovate student study space in the faculty!

Please contact us today to get started with this meaningful component of your class reunion!

Lorraine Decock, Donor Relations, Annual Giving Manager

204.474.7314 or email lorraine.decock@umanitoba.ca