Reunion 2010 at Sweet Briar College

Class Reunion Handbook

Introduction

Reunions are joyous, happy times that live in the memories of alumnae from one class gathering to the next. The Alumnae Association’s Reunion Planning Committee, chaired by the Association’s Second Vice President, plans the program and the format for the weekend activities. The current Chair is Kelly Meredith Iacobelli ’88 of Marietta, Georgia, who serves as official hostess for the festivities.

The purpose of this Handbook is to describe the duties of the class officers. We hope it will provide the information you need to help you fulfill your job happily and successfully.

The staff of the Alumnae Office handles all the mechanics of Reunion, and stands ready to assist in any way, such as making suggestions, sending out whatever letters and messages you request and whatever else you may need. We also welcome your suggestions for making the Reunion experience even more successful in the future.

If you have any questions please contact the Alumnae Office, Sweet Briar College, Sweet Briar, VA 24595, phone (434) 381-6131, fax (434) 381-6132, e-mail: alumnae@sbc.edu.

Our office is open Monday through Friday from 8:30 a.m. - 5:00 p.m.
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Every Reunion Class

- has a **Class President** who assists the Alumnae Office in planning Reunion through correspondence with her classmates in the fall and throughout the year. During Reunion the Class Officers will present their Class Gift and provide the Alumnae Office with a listing of new officers.

- has a **Class Secretary** who will receive the class questionnaires and then compiles a scrapbook for Reunion. The Class President may appoint another person to serve in this capacity if the secretary does not wish to do so.

- has a **Reunion Giving Chair** who serves in the Reunion year with a Reunion Giving Committee to raise a special Reunion Gift. These individuals are asked to serve by the Development Office. It is hoped that all class officers will serve on the Reunion Giving Committee.

Guidelines for each of these officers follow in this Handbook. All Class Officers are relied upon to share the responsibilities of Reunion. Please involve class wide support to build enthusiasm, to increase attendance and to participate in your class’ Reunion gift.
THE CLASS PRESIDENT

Each Reunion class has its own President who informs classmates of Reunion and encourages attendance and participation. This responsibility is not difficult, particularly if she selects her key helpers early and explains their duties clearly.

I. **Summer 2009 (June – August):**
   1. Contact key members of the class to enlist their help in calling, e-mailing or writing classmates to encourage attendance at Reunion. In this way, many members of the class will be approached personally.

   2. In August your assigned Alumnae Office staff liaison and the Reunion Coordinator will contact you via phone to discuss class communications, important dates and the Reunion Web page.

   3. Generate communication among classmates via e-mail encouraging them to go online to visit the Reunion Webpage for up-to-date information and log-in to Banner Self Service for class lists (please contact Bonnie Seitz at seitz@sbc.edu if you do not have your username & password).

II. **Fall 2009 (Early September):**
   1. The **Alumnae Office** will mail/e-mail Class Letters to all Reunion Classes from the Second Vice President, Chair of Reunion and Homecoming Planning Kelly Meredith Iacobelli `88 and the Reunion Coordinator Nancy Kleinhans Carr ´06.

III. **Throughout the year:**
   1. Send monthly class-wide e-mails until the time of Reunion.
      Include in the e-mails:
      - a list of those you know are planning to attend – continue to build enthusiasm for attendance.
      - a request for nominations or volunteers for a future President and Secretary for Reunion 2014. These officers are too important to be left to chance nomination at the class meeting. Each person nominated should consent to serve if elected.

   2. Communicate with the Reunion Giving Chair or Co-Chairs and Class Secretary on a regular basis.

   3. Throughout the year, mention Reunion whenever talking with or writing to classmates.

V. **Duties on campus:**
   1. Preside at the class meeting and election of officers during Reunion Weekend.
   2. Give the Alumnae Office a list of new officers before leaving campus.
VI. **Duties for the Reunion Luncheon Celebration on Saturday:**

Classes from 1965 and on will be recognized with the announcement of the Reunion Gifts by their officers. Classes from 1955 and earlier do not need to prepare any report. Some classes identify themselves for this occasion by wearing similar outfits such as hats, t-shirts, streamers, or other appropriate spirited items – it is the responsibility of the class to order and pay for these items, if desired. Some sing songs, read poems, present statistical reports, and all announce the class Reunion Gift. **These reports should last no longer than 2-4 minutes.**

III. **Other duties:**

1. **Notify the Class Secretary that one of her duties is to compile the Scrapbook.** If she is unwilling to do this, appoint someone else to be the Scrapbook Chair. **See examples of the class questionnaire** (example, pages 14–15) **to be filled out and returned to the Class Secretary.**

2. **Attend Inauguration/Homecoming 2010, September 25-27, 2010.**

3. **Add a note about Reunion on your holiday cards** to classmates and urge others to do the same.
CLASS SECRETARY

The Class Secretary usually compiles the class scrapbook since she has kept in touch with classmates during the past five years. However, some Secretaries choose not to assume this role, so any interested classmate may be appointed by the Class President to do this job.

I. **Summer:**
   1. Class Secretary and Alumnae Office will confer about the questionnaire, which will be mailed or e-mailed to all members of the class by September 2009. The questionnaire may be changed to suit the age and activities of the class. Please be sure to ask for biographical and occupational information, as the Alumnae Office finds it helpful to update personal files. Questionnaires should include the return address of the Class Secretary.

II. **Suggested schedule:**
   1. Set a deadline when class questionnaires must reach you prior to Reunion. Put together the questionnaires and pictures as attractively as possible in a scrapbook.

   2. Send the completed scrapbook to the Alumnae Office prior to Reunion, or plan to bring it with you to Reunion. The scrapbook will be placed in your Class Hospitality Room when you arrive for Reunion.
ALUMNAE OFFICE STAFF RESPONSIBILITIES & REUNION CALENDAR

The Alumnae Office carries out the directives of the Reunion Planning Committee in making arrangements for the total program.

I. Summer:
   2. Reunion Coordinator to set up conference call with Class President(s) and assigned Alumnae Office staff liaison by August 2009.
   3. E-mail to all Reunion class officers commenting on the past Reunion, include the Class Letter that will be mailed in the Fall from the Second Vice President and Chair of Reunion / Homecoming Planning & Reunion Coordinator, and provide dates to plan a conference call by August 2009.

II. Fall:
   1. Mail or E-mail class letter, class questionnaire and tentative schedule of events to alumnae in Reunion classes from Reunion Coordinator and National Reunion Giving Chair.
   2. E-mail Fall Reunion Newsletter to Reunion Classes

III. Winter:
   1. Send class-wide e-mails from Class Presidents to alumnae through Alumnae Office to update classmates on Reunion attendance and activities.
   2. Design and have the reservation brochure printed.

VI. Early Spring:
   2. Make all final arrangements for housing, meals, registration, and printed materials – including name tags and schedules.

V. May:
   1. Receive reservations, acknowledge the reservations, and keep a list of those attending.
   2. Make final preparations, including staff assignments.
   3. Await arrival of alumnae!
FREQUENTLY ASKED QUESTIONS ABOUT REUNION

Who reunes?

What are the fees?
The fee for the entire weekend in 2009 including all meals and housing was $250.00 per person. Children's fees are less, and depend upon age and activities. Fee information is sent with the first class letter.

What if I only want to attend certain events?
All alumnae and guests/family members are required to pay a nominal registration fee, regardless of which events they attend. Other event fees may be included or omitted as listed in the Reservation Booklet in the fee section.

How are Reunion classes housed?
All alumnae and guest/families are offered housing in the dormitories as part of their total Reunion fee. Once the deadline for reservation forms has been reached, we begin making housing assignments.

Our first goal is to house members of the same class together whenever possible, unless special requests are made (for instance, an alumna with a small child may wish to be housed in a quieter area rather than with her classmates). The size of the class is one of the largest factors that determines in which dorm, or section of a dorm, a class is housed. Specific dorm placements are therefore not known until the reservation form deadline has been reached, and are mainly dependent upon how many reservation forms the office has received from each class at that time.

Classes are also assigned to dorms, or sections of dorms, which best suit the needs of the group. Members of earlier classes are first granted housing in dormitories with elevator access. Dorms with triples and quads may be used to accommodate younger class members with families attending.

Alumnae and guests/families whose reservations are received after the April deadline will be housed where space is available.

Can we stay at the Florence Elston Inn?
The Alumnae Office reserves all the rooms at the Florence Elston Inn for the award recipients and their families for the entire Reunion weekend. Volunteers helping directly with Reunion events, as well as guests with special needs are offered first housing at the Inn. If, after those offers have been made, there are rooms available, they are released to others with special age or other considerations.

Will I be able to register online?
Yes. We will offer an online form to register, or you can download a paper form.
ALUMNAE BRINGING CHILDREN

Children of all ages are welcome at Reunion! During Reunion Weekend there will be fun, supervised programs for children ages 3 and older.

The fun begins with games in the Student Commons Courtyard Friday night, with Sweet Briar students supervising, and parents nearby. Please do not leave any children unattended in the Courtyard area or at the Boathouse!

Saturday brings a hayride and later a special children’s program. In the evening, children ages 3-6 may participate in activities in the Campus School, supervised by Sweet Briar students and qualified child care workers. Children age 7 and older may participate in games and activities led by Sweet Briar students and finish the evening with a special (age appropriate) video in Tyson Auditorium. We ask that children under the age of 3 not be dropped off at the Saturday evening programs. Siblings of differing ages who wish to stay together may do so, at the discretion of the Children’s Program Director. It is important that any child participating in the Saturday evening activities be registered (full name, age and any allergies, medical needs or special considerations) before the child attends the program.

To give you an idea of cost, the children’s fees from Reunion 2009 are listed below. We anticipate that the fees for Reunion 2010 could reflect a slight increase.

**Infants to 2 years:** no fees.

**Children ages 3 - 6:** $40 fee per child (includes registration, all meals and housing)

An additional $35 fee per child applies to children who participate in the Saturday dinner and evening program.

**Children ages 7 and older:**

$90 fee per child (includes registration, all meals and housing)

An additional $35 fee per child applies to children who participate in the Saturday dinner and evening program.

If you have any questions, please contact the Alumnae Office at alumnae@sbc.edu or (434) 381-6131.
MISCELLANEOUS REUNION INFORMATION
(can be included in letter from Class President)

THINGS TO BRING:

your family
towels (only one provided per person)
blanket (only one provided per bed)
pillow (only one provided per bed)
reading lamp
clothes hangers
athletic equipment, if you need it: tennis racquet, golf clubs, etc.
camera
bathing suit
walking shoes
umbrella
flashlight
sweater and raincoat--just in case!

ACCOMMODATIONS:

Remember that dormitory rooms are not furnished, and will only provide you with the bare essentials. The rooms will be clean, with beds made up (with basic linens, one blanket, one pillow). A bath towel, bar of soap and drinking glass will be provided. Please note that clothes hangers are not provided.

WHAT TO WEAR:

As Reunion is a time to enjoy the campus and all the trails and activities it has to offer, casual attire is appropriate and welcomed at meals and events. For the special Friday dinner honoring the Class of 1960 the attire is semi-formal: cocktail attire for women, and coats and ties for men. Semi-formal attire is appropriate for the Saturday evening buffet.
First letter from Reunion Coordinator & Second Vice President, Chair of Reunion and Homecoming Planning

September 2009

Dear Class of _______:

It is already time to start making plans for your trip to Sweet Briar to celebrate Reunion 2010. This year we will celebrate class years ending in 5s and 0s and we are excited to welcome each of you back to campus. This past May, almost 400 alumnae returned to campus to celebrate with classmates, faculty, staff, friends and family. We hope to exceed this past year’s attendance with your participation, so please join us May 21-23, 2010.

In February, you will receive your reservation brochure with prices, a detailed schedule and specific information about the weekend. As you prepare for your trip, please remember to take time to fill out your class questionnaire and return it to your Class Secretary. The scrapbook is a special detail of Reunion and a great way to stay informed about each other’s exciting lives. (Your questionnaire is available for you to view online at http://sbc.edu/alumnae/reunion.html).

In addition, please pass along your most up-to-date e-mail and contact information to the Alumnae Office at alumnae@sbc.edu, to receive monthly updates as we approach Reunion 2010. Also, visit the alumnae homepage at http://sbc.edu/alumnae/, and click “Go directly to Banner Self Service Login” to access class lists and contact information for your classmates. If you do not know your username and password for Banner Self Service, please e-mail Bonnie Seitz ’01 at seitz@sbc.edu, and she will e-mail your login information to you.

Last Reunion, the Alumnae Office used e-mail as first preference when sending correspondences—let’s embrace going GREEN together! This year, in an effort to conserve paper and be conscious of the environment, we would like to use e-mail as much as possible.

Throughout the year, encourage your classmates to attend this special event via e-mail or at alumnae club events. Visit the Reunion Web page http://www.sbc.edu/alumnae/reunion.html often for Reunion news, class specific information, your class questionnaire, class letter, tentative schedule of events and your class’ lost and deceased list.

Imagine three days of reminiscing with good friends and a chance to enjoy the beauty of Sweet Briar’s campus once again. We hope you will mark May 21-23, 2010 on your calendar today!

Sincerely,

Kelly Meredith Iacobelli ’88
Second Vice President,
Chair of Reunion and Homecoming Planning

Nancy Kleinhans Carr ’06
Assistant Director, Alumnae Association
Reunion Coordinator
REUNION TENTATIVE SCHEDULE OF EVENTS
MAY 21 – 23, 2010

Friday, May 21

1:00 – 9:00 p.m.  Registration in Babcock Fine Arts Center, Lobby
(after 9 p.m. register at Florence Elston Inn)

2:00 – 5:00 p.m.  Open Houses
Admissions, Book Shop, Career Services, Library, Museum


Cocktails and Dinner for Class of 1960 in honor of its 50th Reunion

Dinner at the Elston Inn for ’35, ’40, ’45, ’50, ’55

Class Picnic at the Boathouse for Class of 1985, in honor of its 25th Reunion

Saturday, May 22

7:00 a.m. – 9:00 a.m.  Breakfast

9:00 a.m. – 11 a.m.  Optional Activities in the morning include Yoga, Fishing, Hiking, Open Houses, visits to the Museum and Gallery!

11:30 a.m.  Reunion Luncheon Celebration! Class gifts will be announced during this special gathering with your classmates to celebrate your class’ efforts of funds raised throughout the year

2 – 5:00 p.m.  Optional Activities in the afternoon include Lectures, Riding, Exhibits, Swimming, Tours of Campus, and much more!

6:00 p.m.  Class Meetings in Class Hospitality Rooms

6:30 – 11:00 p.m.  Children’s Program
Advanced registration and information sheet required

7:00 – 11:00 p.m.  Cocktail Buffet and Dancing with faculty, staff, and retirees

Sunday, May 23

7:30 – 9:00 a.m.  Breakfast in Prothro Dining Room

10:00 – 11:00 a.m.  Service of Remembrance

11:30 a.m. – 1:00 p.m.  Farewell Luncheon Sweet Briar House, Garden
SAMPLE QUESTIONNAIRE
CLASS OF 19___ or 20___
___th Reunion - May 21 - 23, 2010

NAME

First                Middle                Maiden                Last

Prefer to be called

Address

Home phone:                 e-mail:                 fax #:  

Occupation

Business Address

Business phone:              e-mail:                 fax #:  

Degrees, years from other colleges or universities

Activities, interests, special awards or events

Check status
        single_____  married_____  divorced_____  widowed_____  other_____

Spouse's name, current or past occupation, colleges and degrees

Children (names, ages & schools)

Grandchildren (names, ages & schools)
Three or more of your special memories of your time at SBC (incidents, events, special professors etc.)

__________________________________________________________________________

__________________________________________________________________________

What did you most gain from your SBC year(s)? What would you have changed?

__________________________________________________________________________

__________________________________________________________________________

What do you consider the most important things you have done since leaving SBC?

__________________________________________________________________________

__________________________________________________________________________

What would you like other classmates to know about you or the things on your mind (i.e. social, moral or ethical issues, what do you most enjoy doing, etc.)?

__________________________________________________________________________

__________________________________________________________________________

On any of these questions do feel free to use a separate sheet of paper. We truly want to know what's going on in each other's lives and thoughts since we left SBC!

*****PLEASE ATTACH, ENCLOSE OR SOMEHOW INCLUDE PHOTOS*****

RETURN THE COMPLETED QUESTIONNAIRE BY **FEBRUARY 1st** TO:

Class Secretary
Address
City, State, Zip
Class Presidents and Secretaries

1935
Judy Davis - Secretary

1945
Julia Jacobsen – Secretary
Mary King – Secretary

1950
Edith Robertson– President
Pat Salvadori – Secretary

1955
Amanda Iodice– President
Audrey Stoddard– President
Kathryn Beard– Secretary

1960
Ginger Blanchard – President
Margot McKee – President
Lura Wampler– Secretary

1965
Laura Phinizy– President
Sally Hubbard – Secretary

1970
Deborah Jones – President
Stuart Davenport Simrill – Secretary

1975
Beverley Heffernan – President
Karin Lindgren – Secretary

1980
Fannie Mallonee – President
Georgia Schley Ritchie – President
Lillian Sweeney – Secretary

1985
Carmen Mones – President
Ginger Church – President
Cecily Banks – Secretary
1990
Joie Tankard – President
Jean Benning – Secretary

1995
Eleanor Dickinson – President
Holly Mallos – Secretary

2000
Emily Fenlaw – President
Alison Stockdale – President
Elizabeth Baker – Secretary

2005
Hilary Cook – President
Amanda Watts – Secretary