

# Reunion Coordinator Application



Completion of this form serves as written confirmation that you are the official reunion coordinator for your class and that you are responsible for the planning of all reunion activities, associated fiscal management, and management of confidential records.

## REUNION INFORMATION (If Known)

Class (Campus, Year)	
Reunion Date & Time	
Reunion Location	
Ticket Price Includes	

## CONTACT INFORMATION

### Reunion Coordinator Contact Information

*The reunion coordinator is the primary person responsible for the class reunion and will serve as the main contact for any questions pertaining to the class reunion and activities.*

Name	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	

### Reunion Committee Member 1 Contact Information

Name	
Phone	
E-Mail Address	

### Reunion Committee Member 2 Contact Information

Name	
Phone	
E-Mail Address	

### Reunion Committee Member 3 Contact Information

Name	
Phone	
E-Mail Address	

### Reunion Committee Member 4 Contact Information

Name	
Phone	
E-Mail Address	

### Confidentiality

Reunion Coordinators are provided with a class list that contains home and email addresses for their classmates. This information must be used for reunion planning purposes only and must not be shared with any other individual(s) other than the Reunion Planning Committee.

### Release of Funds & Fiscal Management

Once the Reunion Coordinator Application is signed, the Community & Alumni Relations Office will check with the JTHS Business Office to see if your class has an activity account with class funds. If there are funds available, JTHS will issue a check to the Reunion Coordinator. These funds must be used for reunion planning and event purposes only. Once the funds are released, JTHS holds no responsibility or involvement in reunion finances and is not liable for any misuse of funds.

### Campus Tour

Campus tours are provided by members of the JTHS Archives Committee. Would you like to schedule a campus tour as a part of your reunion festivities?

Yes, at Central Campus     Yes, at West Campus     No

### Online Registration Form

The Community & Alumni Relations Office can create an online form that gathers information for the classmates planning to attend your event. The form can be customized to fit your needs. The reunion coordinator will receive notification each time a form is completed, and a spreadsheet with all registrants can be provided upon request. The registration confirmation email is customizable and can include the steps that must be completed for payment, along with a disclaimer that registration is not considered complete until payment is received. Ticket sales are not managed by the JTHS Community & Alumni Relations Office and must be completed by a means selected by the Reunion Coordinator such as by check or an online payment option of his/her choice.

Would you like to request creation of an online registration form?

Yes     No

### Event Publicity

The Community & Alumni Relations Office offers event publicity through emails to your class list, press releases to local media outlets, social media, and website promotion.

Would you like to request event publicity?

Yes     No

### Reunion Cancellation Policy

If canceling a reunion event, please contact the Community & Alumni Relations Office in writing as soon as possible. The Reunion Coordinator is responsible for the issuance of any refunds to classmates who registered for associated events and activities.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete, and I agree to the terms and conditions of confidentiality, release of funds, and fiscal responsibility.

Name (printed)	
Signature	
Date	