



## REUNION PLANNING GUIDE

Reunions are a great time to purposefully reconnect with former classmates and La Salle. They're an opportunity to not only revisit shared experiences, but also celebrate the friendships and opportunities that La Salle provided. In addition, reunion gatherings serve as a chance for alumni to deepen their understanding of current-day La Salle and see firsthand how the campus has changed over the years to support the mission and provide an innovative, state-of-the-art learning space. Alumni can learn about upcoming events, discover the many ways La Salle can be an ongoing resource, and hear about opportunities for faith, service, and community, the heart of our Lasallian mission. Alumni participation enriches our community in so many ways; we want you to be a part of it!

### Reunions at La Salle

We'd love to host your class reunion at La Salle. Being on campus allows alumni to enjoy fond memories of their years as a student Falcon while in the midst of photos, yearbooks, trophies, student art, and other memorabilia. There are no room rental fees and the school has many supplies which can be used.

The most popular on-campus venue is the La Salle Center (the former Brothers' Residence). The La Salle Center has the following amenities:

- Kitchen with a large, commercial refrigerator and non-commercial freezer
- Alumni Heritage Conference Room
- Dining Room
- Fireside Room
- Outside Courtyard
- Restrooms

Alternative campus locations include:

- Academic Courtyard
- Cafeteria Courtyard
- Cafeteria
- Main Hallway
- Brother Levi, FSC, Chapel for Mass
- Falcon Plaza near the Football Field and Stadium
- Multipurpose Room & Plaza in the Saalfeld Athletic Center (*available Jan, 2021*)

When you begin your planning, you can schedule a school walk-through to take a look at the different areas and available supplies by contacting Michelle Crimmins, the Director of Alumni Giving at [mcrimmins@lsprep.org](mailto:mcrimmins@lsprep.org) or 503.353.1443.

### *Catering:*

The La Salle Center kitchen and dining room are equipped to handle all sorts of catering needs. La Salle does not provide glassware, silverware or plates for dining. We do, however, own several items such as chafing dishes, serving platters, and beverage serving items. We also have a large, gas grill available.

### *Set-Up:*

We have a variety of tables, chairs, and decorations, as well as access to rented linens, here at La Salle. The cost of linen rentals is the responsibility of the reunion committee; prices are usually better than retail. La Salle will contact the facilities staff and have the linens, tables and chairs brought to the La Salle Center prior to the reunion date; they are set-up by the reunion committee. We do have a custodial service that you can hire to complete many of the cleaning tasks for your reunion.

### *Music/Sound System:*

Music is allowed in the La Salle Center building and courtyards. Please note that La Salle is a neighbor to apartment complexes, individual homes, and Christ the King Parish and School, so music must be kept to a respectable volume, especially after 10:00pm, due to noise ordinances. La Salle owns a small sound system for various events at the school. Included in the sound system are:

- Two speakers
- One sound board (attached to one of the speakers)
- Microphone
- Cord to adapt to iPhone, tablet or other device provided by the reunion. (La Salle does not have a phone/tablet available for this purpose.)

Please inform the Director of Alumni Giving prior to your reunion if you'd like to use this equipment.

### *Alcohol:*

Alcohol is allowed in the La Salle Center. Please inform the Director of Alumni Giving prior to your reunion if you will need to borrow metal/plastic bins for your beverages. Reunion groups should plan on purchasing ice as needed; ice isn't available at La Salle. Recycling bins for bottles and cans are available.

La Salle does have the right to cut off any intoxicated guests from consuming further alcoholic beverages on the premises, if necessary. La Salle suggests that the reunion use an OLCC licensed bartender to serve any alcoholic beverages, although it is not a requirement.

### *Closing Time/Clean-Up:*

Reunion celebrations need to conclude by 11:00 p.m. This gives the committee and/or your designated cleanup crew time to clean-up and return the space to its pre-reunion state and to have everyone exit the building. At midnight, the Director of Alumni Giving or a La Salle staff member locks/secures the building and the alarm is activated.

We have a clean-up guide; however, here are some typical clean-up procedures for reunions:

- Tables and chairs placed back on the delivery carts.

- Indoor tables and chairs placed back in their original positions.
- Linens placed in the bags provided by the linen company.
- Extension cords brought back into La Salle Center dining room.
- Trash placed in garbage cans.
- All items belonging to La Salle washed and left on the counter in La Salle Center kitchen or run through the dishwasher.
- All food and non-food items for the reunion removed the night of the reunion (including refrigerated and/or frozen items), unless previous arrangements have been made. (Unfortunately, we cannot use leftover food.)
- Campus facilities checked to make sure that no cups, bottles, cans, etc. of alcoholic beverages have been left around the school. All bottles and cans that contained alcohol need to be placed in the recycling containers outside of the school.

Other questions? Special considerations or adjustments you'd like to inquire about?

Please contact Michelle Crimmins, the Director of Alumni Giving at [mcrimmins@lsprep.org](mailto:mcrimmins@lsprep.org) or 503.353.1443.

## **Reunions Off-Campus**

Reunions can be held offsite at a restaurant, club, or someone's residence. Offsite venues typically require a deposit to hold the space. La Salle will "front" a deposit for a reunion class, but it must choose a venue where the deposit can be refunded in full by an agreed-upon date if the reunion plans change for any reason. The deposit is "paid back" to La Salle through revenue from registration.

You should arrange for payment to the venue via invoice sent to La Salle following the reunion, or in advance of the event. Unfortunately, we are not able to offer a La Salle credit card number to a restaurant the evening of the event.

## **Class gift giving:**

Reunions are a natural time to reconnect with La Salle on multiple levels. Our alumni know we have financial needs. At past reunions, alumni have mentioned that they wish they had been offered a way to support La Salle either before or during the reunion celebration. Many wanted to share their positive Lasallian high school experience with needy students through scholarships; others wanted to be part of a gift given to the school by their class gave as a way to demonstrate class unity, strength and pride.

The reunion committee or an individual class member can lead a class giving effort by identifying a suitable/desirable class gift, communicating with the class about why the gift was chosen and the need for it, and inviting classmates to participate. Reunion giving efforts are most successful when a core group of classmates that can pledge funds and lead the way are identified and contacted; these folks can also follow-up with others in their class. La Salle's Advancement Department can help provide funding links, photos, etc.

## *Class Gift Ideas*

1. Scholarships are the most popular class gifts, such as:
  - A gift honoring the class: "The Class of XXXX Scholarship Fund."
  - A fund created in memorial of someone or a group of people.

- A fund created to honor someone or a group of people.
- 2. Funds to enhance a community space or a specific item on campus (bench, gathering space, etc.)
- 3. Funds to support a specific curricular or co-curricular program or a student experience. (Specific academic program, theater, sports, arts, etc.)

### *Class Gift Communications*

1. Determine how to communicate class giving effort and purpose.
2. Create a message which inspires classmates to participate.
3. Promote through Facebook and other social media websites.
4. Ask classmates to make a donation at the reunion, while providing reasons why the gift is special to the class and benefits the La Salle community.
5. Thank classmates for their gifts. The Advancement Department can help with this effort.
6. Communicate the success of the class giving effort to all classmates.

### **Payments and Reimbursements for Reunion Costs:**

One of your first tasks when beginning reunion planning is to create a budget. Revenue estimates should be the basis of your budget. Revenue is generated from class members registering and paying the cost of ticket for the reunion.

If La Salle is hosting the event on campus or “fronting” the deposit at an offsite venue for you, all registration payments go directly to La Salle. We can create an online registration page for the event and accept payment for registration/tickets on our website. The Director of Alumni Giving will provide the Reunion Committee with lists of attendees and revenue generated. NOTE: If the event is off-site, and each attendee is paying the business/reunion committee directly for tickets, food and beverages, this is not necessary.

Below are a few options for paying for the services and items needed for your reunion:

- Caterer/vendor submits a receipt to the reunion chairperson(s) who forwards the receipt to the Director of Alumni Giving for processing with the business office. Payment is made after the event concludes, or prior to the event if arranged beforehand.
  - NOTE: To comply with auditing guidelines and IRS regulations, any invoices from caterers/vendors need to list La Salle as the entity being billed, not an individual committee/class member.
- Reunion committee develops a budget and submits it to La Salle. La Salle fills out a purchase order for all of the expected reunion costs. Reunion committee member(s) pays for the expense(s) and submits receipt(s) for reimbursement.
- Reunion committee obtains a quote for service(s)/product(s) and submits a check request for payment prior to purchase of item/service; La Salle pays the caterer/vendor directly.
- Reunion chairperson submits a request to check out a school credit card to be used for purchases prior to the event. Receipts totaling the amount of the charges need to be submitted to the Director of Alumni Relations within three business days of the reunion.

It takes 7-10 days for payments to be generated, as the business office processes payments weekly. Any and all funds requested pre/post-reunion must already be in the reunion account.

La Salle requires receipts for all expenses. Unfortunately, we cannot make any exceptions. After the reunion has completed, please provide all receipts directly to the Director of Alumni Giving.

NOTE: Please budget carefully. The reunion class is responsible for all costs incurred in the reunion. If the costs of an event exceed the revenue, class members are responsible for any difference.

### **Leftover Funds:**

La Salle is not able to refund any money leftover after your reunion. We encourage you to donate any remaining funds to your class scholarship fund or to the Alumni Endowment. Alternatively, you could save leftover funds for your next reunion.

### **REUNION PLANNING TIMELINES:**

Before you get started, it is important for the Reunion Planning Committee to help La Salle track down your classmates. The event's success is tied to your ability to contact classmates and tell them about your reunion. La Salle can assist you with this task.

Before distributing invitations, send any class members that you know to the Alumni page on the La Salle website, where they can access a form they can fill out to update contact information with the school. Also, gather a list of emails and names of class members that you and your friends are in contact with, and share it with the Director of Alumni Giving.

The Director of Alumni Giving will collate all the submitted information and send you updated reports on home addresses, emails and phone numbers. While the reunion committee does the bulk of the promotion and inviting, La Salle can support your efforts in different ways.

Although reunions can be held any time of the year, the majority of classes choose to get together during the summer or in connection with the Falcon Fan Tailgate event in the fall. The timeline below is for summer/fall reunions; please make the necessary adjustments if you choose to hold your reunion in the winter or spring.

#### *January – March*

- Reunion committee created.
- Contact La Salle for a list of alumni. This will help you understand how much work needs to be done to locate class members and update contact information through grassroots efforts.
- Start making informed estimates about the number of attendees you think will attend, as all other decisions revolve around the number of guests. Create a budget.
- Decide the format of the reunion: reception, catered dinner, BBQ? Decide what food and drinks will be included in the cost for each attendee. Dinners cost more than receptions. Ticket price should reflect the quality of the experience and offset anticipated costs.
- Consider where and when you want to have the reunion; book preferred venues early to ensure you get the date you want. Potential delegation of committee member responsibilities:

- Venue
- Reunion notification/communication/registration
- Decorations
- Set-up/Clean-up
- Class gift outreach
- Class gift researched and determined.

#### *April - May*

- Book reunion location; establish pricing.
- Send “Save the Dates” announcing:
  - Venue
  - Food
  - Activities
  - Special guests from La Salle (teachers, coaches, etc.) who may be there
  - Class gift opportunity
- Market your reunion; craft reunion messaging in a way that resonates with your particular class and invites excited participation.
- Websites such as Facebook are a good resource for publicizing a reunion and reconnecting with fellow classmates. You are encouraged to set up a reunion Facebook page to encourage contact and networking via your page.
- Finalize online registration page with La Salle.
- Finalize full invitation/registration packets and send to classmates.

#### Include:

- Date, time, place, committee contact information, how to pay, etc.
- Information about what to expect; this helps to create enthusiasm
- Information on reunion class gift: make case, state positive impact, and invite participation
- Share fun information about La Salle classmates
- Call to action to help find classmates
- Call to action to volunteer as an organizer or at the reunion

### *June*

- Go live with invitations, registration page and event and/or class gift promotion.
- Contact the Director of Alumni Giving with the number/size of tables and chairs you will need, linens that need to be rented, decorations or supplies you'd like to borrow, and/or whether or not you'd like to hire our cleaning service or clean up yourself.

### *July - September*

- Facebook/email reminders of dates and process to participate in class gift.
- Personal phone/email follow up (July – date of reunion) to encourage attendance and/or participation in class gift.
- Host reunion. Consider the Falcon Fan Tailgate weekend!

### *August – October*

- Thank participants for coming.
- Share photos and a recap of the event for those who weren't able to attend.
- Invite ongoing engagement with classmates and La Salle.
- Invite everyone in class to upcoming events at La Salle.
- Calculate class participation and class gift totals and announce them to your class.

If you have any questions, would like a school tour or want to discuss your reunion efforts, please contact:

Michelle Crimmins  
[mcrimmins@lsprep.org](mailto:mcrimmins@lsprep.org)  
Director of Alumni Giving  
503-353-1443

***We look forward to working with you on your La Salle reunion!***