



Mid-Pacific Reunion Planning & Gift Guide

Reunion Committee

This committee is in charge of planning the reunion activities for their class. It would be best to recruit a wide range of members who have contact with as many classmates as possible to increase attendance.

Reunion Chair(s)

- First connect with the Director of Alumni Relations to go over resources and other alumni activity dates
- Connect with your Class Representative(s) to get involved with the planning
- Update your class list
- Determine dates of events and who will be invited to each event (family, faculty/staff, etc.)
- Consult with Director of Alumni Relations to see if your class has a balance in your student bank account
- Work out a budget for your events
- Build spirit within your class and encourage attendance

Planning Timeline: 6 to 18 months out

Mid-Pacific's Alumni Relations Office - Services & Supplies:

- Alumni Relations can provide items such as letterhead, envelopes, lists, labels, and postage
- Alumni Relations can help produce simple letters and donation forms, and handle the mailings and postage
- Alumni Relations can create an online reunion registration form through Mid-Pacific's platform, where payments and donations can be made via credit card
- Alumni Relations can keep track of reunion RSVPs and share them via Google Docs
- Reunion classes are welcome back to campus to hold their reunion (Please refer to the Mid-Pacific Facilities General Guidelines for Alumni Events)
- Please keep in mind that alumni may not go into any contract on behalf of Mid-Pacific Institute
- If you create a Class website or Facebook Page, Alumni Relations can post the links on the Mid-Pacific website in the Alumni section

Reunion Gift Committee

Mid-Pacific alumni honor a tradition of giving back to the School in the name of each of their classes. The reunion class is led by the Gift Committee Chair(s) to raise money for the Class Gift.

Gift Chair(s) Goals & Responsibilities:

- Set goals for participation and dollar giving
- Design a plan to inspire classmates to support the class gift
- Increase gift amount and giving participation each reunion year ending in 0 and 5
- Identify top 20 classmates with potential for giving
- Identify 5 Gift Committee members give a gift/pledge on behalf of the class before the end of the reunion cycle
- Personally contribute to the Class Gift by December 31
- Collect gifts/pledges (up to 5 years) from entire Gift Committee for their personal gift
- Draft appeal letter(s) with Director of Alumni Relations
- Coach Gift Committee on asking techniques

Gift Committee Responsibilities:

- Personally contribute to the Class Gift by December 31
- Support class participation
- Encourage classmates to attend reunion

Class Gift Categories:

1. *Annual Fund Gift*: unrestricted gift toward the school's greatest needs
2. *Endowment Fund Gift*: restricted gift toward a fund that may generate funds for restricted or unrestricted use
3. *Restricted Gift*: gift that supports a specific pre-established school program/need