



APPENDIX A

REUNION CLASS SAMPLE CORRESPONDENCE (3)

(for the purposes of electronic and hard copy)

EMAIL #1 – Save the Date

SAVE THE DATE

xx Year Class Reunion

Dear College of _____, Class of _____, Alumni,

Your classmate(s), _____, are organizing a reunion marking _____ years from graduation from the University of Saskatchewan College of _____.

It's hard to believe it's been ___ years. Come and reconnect with your classmates. It's your reunion – so save the date, _____! More details will be available soon.

Your classmates, are volunteering to organize this gathering. You can get in touch with them directly to offer suggestions, ideas, or get involved. We are also considering/planning a class philanthropic gift (provide details or request for ideas) and hope you will plan to participate.

Your volunteer reunion coordinator(s) is/are:

Name

Email address / Phone number

Facebook page name (if created)

We hope you can make it!

Optional: insert photo from campus or college

Optional: insert info / save the date for Alumni Weekend



The University of Saskatchewan Alumni Office makes possible the distribution of this letter.

Please contact them should you have any changes to your contact information.

Phone: 306-966-5186 or 1-800-699-1907 Email: alumni.office@usask.ca

The U of S is committed to protecting the privacy and confidentiality of personal information. We currently do not have contact information for your classmates listed below. If you are in contact with them, and want them to be part of this reunion, please forward the notices about your reunion.

List of first and last names



EMAIL #2 - Register

YOU ARE INVITED

RE: xx Year Class Reunion

Dear College of _____, Class of _____, Alumni,

Your classmate(s), _____, are organizing a reunion marking _____ years from graduation from the University of Saskatchewan College of _____.

It's hard to believe it's been ___ years. Come and reconnect with your classmates. It's your reunion – and we want you to be there!

- Date:
- Place:
- Time:
- Costs:
- Other Info:

Please RSVP by _____ by _____.

If you have any questions or want to get in touch with the volunteer organizers directly you can reach them at:

- Name
- Email address / Phone number
- Facebook page name (if created) / website:

You can also help encouraging others to register and by passing on the reunion information to classmates we may have lost touch with.

We hope you can make it! Register today

- Insert:** details about class gift
- Optional:** insert photo from campus or college
- Optional:** insert info / save the date for Alumni Weekend



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List of first and last names



EMAIL #3 – Reminder / Last Chance

REMINDER: REGISTER TODAY

For your xx Year Class Reunion

Dear College of _____, Class of _____, Alumni,

Your classmate(s), _____, are organizing a reunion marking _____ years from graduation from the University of Saskatchewan College of _____.

It’s your reunion – and we want to see you. This is a reminder that registration is coming soon and we want you to be there!

- Date:
- Place:
- Time:
- Costs:
- Other Info:

Please RSVP by _____ by _____.

If you have any questions or want to get in touch with the volunteer organizers directly you can reach them at:

- Name
- Email address / Phone number
- Facebook page name (if created) / website:

Don’t miss the fun, the memories and the chance to be part of this great reunion.

We hope you can make it! Register today!

- Insert:** details about class gift
- Optional:** insert photo from campus or college
- Optional:** insert info / save the date for Alumni Weekend



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List of first and last names