UNIVERSITY OF SASKATCHEWAN
Volunteer reunion handbook
Reunions are a chance to renew old friendships, develop community networks and discover changes that have taken place at USask. Memories are relived and new ones are made. Alumni reunions contribute to university life and culture, and provide an opportunity for University of Saskatchewan (USask) alumni to revisit the people and places that made their time at USask unique.

Interested in planning a reunion? We are here to help.

We commit to:

1. Encourage alumni involvement at the University of Saskatchewan to ensure that alumni feel they belong to and are connected to the USask community;

2. Ensure alumni feel like they are important stakeholders and deserve to have meaningful opportunities to connect with each other and with the various aspects and areas of our institution that are relevant to them; and

3. Respect that alumni participation is personal and the various preferences, interests and skills of each alumni class is unique. Each class or group has its own personality and will remember the university in a unique way.

Support from your staff partners

There are many people at the university who can support you during your reunion planning. You can connect with the USask Alumni Relations Office to get information and support. We are here to ensure you have the tools to succeed to be confident in your volunteer role.

You are important to us. We value your contributions and want to celebrate all of your hard work.
The volunteer reunion co-ordinator leads all co-ordination of the reunion. He/she is the chair of the committee and is responsible for:

- connecting with and updating your USask staff partner before, during and after the reunion;
- recruiting committee members to participate;
- reviewing the University Relations Confidentiality Agreement and ensuring all volunteers involved have signed and submitted the agreement;
- scheduling and chairing committee meetings; and
- developing role assignments and motivating volunteers.

Privacy and confidentiality

The University of Saskatchewan is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by USask, whether through our website (usask.ca) or by other means, is managed according to the Saskatchewan Local Authority Freedom of Information and Protection of Privacy Act and the university’s data management policy.

We require that all volunteers involved in the planning of the reunions, and representing the University of Saskatchewan, sign and return the University Relations Confidentiality Agreement - Volunteer. This will be sent to you from your university staff partner.

For more information on the University of Saskatchewan’s Privacy Statement and the Freedom of Information and Protection of Privacy Policies please visit alumni.usask.ca.
The next step will be looking for the contact information of your classmates to begin your reunion planning. The University of Saskatchewan takes privacy seriously and cannot share their contact information with you directly. We can, however, share a list of names of classmates, including what kind of contact information we have for them, and if a classmate might be deceased or lost.

Frequently, alumni move and the university loses contact with them. “Lost” is the term we use when we have no current contact information. When we share those names with you, it is our hope that you or your classmates can forward the information/correspondence onto them. This way we can make sure they are invited to your reunion as well.

**USask assists by facilitating several emails for the volunteer reunion co-ordinator prior to the reunion. This service is based on a once-per-year reunion.**

We can send the emails (or print letters, if needed, based on contact information) on your behalf to all your classmates we have valid contact information for. The correspondence with your classmates, signed by you and sent by us, allows your classmates to choose to contact you and your committee members directly—whether they have questions, ideas or offers to help. They will also RSVP directly to you in a manner that you outline.

Work with your staff partner to co-ordinate the correspondence that works best for your group and timeline. Here are some examples:

1. **10-12 MONTHS IN ADVANCE**
   - Save the date

2. **FOUR-FIVE MONTHS IN ADVANCE**
   - Registration is open

3. **SIX WEEKS IN ADVANCE**
   - Last call

4. **TWO WEEKS AFTER EVENT**
   - Post-reunion

For a detailed description of each email template, visit [alumni.usask.ca](http://alumni.usask.ca)

---

**Who else to invite?**

It is up to the volunteer reunion co-ordinator and committee to decide whether partners/spouses are invited to the various reunion activities. However, with the more senior classes, inviting partners/spouses is traditional.

You are welcome to invite retired/emeriti faculty to your reunion. If you have a relationship with a former professor we urge you to extend the invitation. If you wish to invite the active dean, faculty and/or staff, we ask you to approach us first, and we will happily help facilitate an invitation and help you connect with them.

**Other ways to promote your reunion**

We can help you promote your reunion by posting information on our USask alumni websites, on social media channels and in our alumni e-newsletter Beyond the Bowl. These will all be arranged as time and space permits. We encourage you to start a Facebook group dedicated to your reunion so your classmates can have a forum for discussion and a place to build momentum for your reunion. We can guide you with a USask image and branding guidelines to give your reunion an official look.
Plan your event

Choose a date:
Consider USask Alumni Weekend

Alumni Weekend takes place at the University of Saskatchewan in the fall each year. This September weekend provides a great opportunity for reunions to take place since alumni from all colleges/schools/departments are invited to participate in activities planned by the Alumni Relations Office.

Check with us early, and we can give you the specific dates in September for future Alumni Weekends.

There are many advantages to having your reunion during Alumni Weekend. Events and activities are planned on campus that your class can participate in.

There are many low cost and no-cost activities, including campus tours, a Huskie game, Golden Grad celebration, connecting with students and more. There are also opportunities to learn from our faculty, hear about outstanding research and what sets us on the global stage as a top research-intensive university.

Alumni Weekend—a perfect time to host your reunion.

Choose a venue

Most accommodations and venues require booking requests to be made months in advance. We recommend that you book the venue at least six to 10 months prior to your reunion date. Make sure that the date you select is convenient for the largest number of your classmates to attend.

Choose a date:
Consider USask Alumni Weekend

Alumni Weekend takes place at the University of Saskatchewan in the fall each year. This September weekend provides a great opportunity for reunions to take place since alumni from all colleges/schools/departments are invited to participate in activities planned by the Alumni Relations Office.

Check with us early, and we can give you the specific dates in September for future Alumni Weekends.

There are many advantages to having your reunion during Alumni Weekend. Events and activities are planned on campus that your class can participate in.

There are many low cost and no-cost activities, including campus tours, a Huskie game, Golden Grad celebration, connecting with students and more. There are also opportunities to learn from our faculty, hear about outstanding research and what sets us on the global stage as a top research-intensive university.

Alumni Weekend—a perfect time to host your reunion.

Choose a venue

Most accommodations and venues require booking requests to be made months in advance. We recommend that you book the venue at least six to 10 months prior to your reunion date. Make sure that the date you select is convenient for the largest number of your classmates to attend.

What’s your budget?

The pricing of your reunion depends entirely on what you plan to do. Build a budget based on projected expenses for all your reunion components to determine your reunion event price(s) per classmate/guest.

If you are looking at a brunch, a simple social evening or a full banquet dinner the costs per person will vary. It will also depend on whether your reunion will run over one or more days.

The reunion committee is responsible for their own budget and for collecting money from their classmates. We suggest putting a reunion committee members in charge of the budget and collection of the money.

Note: USask does not provide funding for reunion events. It is the responsibility of the reunion organizers to collect funds from classmates to cover the cost of events and activities. If you can make your reunion a part of the annual Alumni Weekend, there will be many events and initiatives to participate in, which may have a cost as well.

Create an experience

We want to do more than help you plan an event we want to help you create an experience for your class reunion. We can suggest tips to bring elements of nostalgic value to your reunion, an element of surprise and memory-generating experiences.

We can offer advice and insight into locations and service providers for your group’s event, and perhaps suggest some possibilities you hadn’t thought of, whether on campus or off.

We have created a planning timeline and checklist for your use. It will help keep your committee organized and well-prepared for your reunion.

Tours on campus? Absolutely! Our Alumni Relations staff can help you organize a tour of a number of different campus buildings. We ask that you give us plenty of lead time to ensure availability and access.

Encouragement and ideas. Your staff partners are here to make your volunteer experience as stress-free and enjoyable as possible. Sometimes you might need to talk a plan over to work out the details; on occasion you might even need to check in to hear some words of encouragement—contact us at any time at alumni.reunion@usask.ca.
Now that you’ve had a chance to take it all in, we strongly recommended that each volunteer reunion co-ordinator and committee hold a wrap-up meeting immediately after the reunion to review the event. This provides you with an opportunity to discuss what worked well, what could be improved for the next reunion and key learnings to pass on to other reunion groups. It also provides Alumni Relations with feedback for how to better meet the needs of our alumni and reunion groups.

Please send Alumni Relations the following:

- List of reunion attendees and volunteers involved.
- Address and contact updates for class members. These will be used to update the USask alumni database so the next reunion can be even more successful and more classmates reached in a timely manner.
- Photos and a brief re-cap of reunion activities.
- Feedback on your volunteer experience.

Many classes choose to mark their reunion with a philanthropic group gift. We can help you choose a University of Saskatchewan fund to support that will allow your group’s donations to have the maximum impact and that will be of interest and importance to the class, and we will help you through the logistics of inviting your classmates to join in the gift.

We’ll also provide reports on gift impact, kudos for goals and targets that are reached, and updates on how much your class has raised.

If you’d like to learn about existing giving priorities at USask, we can help! Visit give.usask.ca for a complete list of college and school contact information and for more information on how you can give back to your gift of choice.

You have taken down the banner, paid the invoices and caught your breath. Congratulations on planning an event that brought your classmates back together where connections were made and friendships were rekindled. Thank you for all the hard work you did to make this a success.

Now that you’ve had a chance to take it all in, we strongly recommended that each volunteer reunion co-ordinator and committee hold a wrap-up meeting immediately after the reunion to review the event. This provides you with an opportunity to discuss what worked well, what could be improved for the next reunion and key learnings to pass on to other reunion groups. It also provides Alumni Relations with feedback for how to better meet the needs of our alumni and reunion groups.
We are committed to making your reunion a success and have many resources for you to tap into in order to make your reunion memorable.

For more information, visit alumni.usask.ca/get-involved/reunions.php. Here you will find samples of reunion checklists, ideas, tips, activity and venue suggestions, and budget and correspondence templates.

Contact us
alumni.reunion@usask.ca
306-966-5186 or toll-free 1-800-699-1907