

A photograph of a university campus scene, likely the University of Saskatchewan, featuring a wide, paved walkway lined with large, mature trees. Several students are walking along the path, some carrying backpacks. In the background, a large, multi-story building is visible. The image has a greenish tint and is overlaid with text.

# University of Saskatchewan Volunteer Reunion Handbook

UNIVERSITY OF SASKATCHEWAN  
**ALUMNI**  
ASSOCIATION

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# USask Alumni Reunions

Reunions are a chance to renew old friendships, develop community networks, and discover change that have taken place at the University of Saskatchewan (USask). Memories are relieved, and new ones are made.

Alumni reunions contribute to university life and culture, and provide an opportunity for USask alumni to revisit the people and places that made their time at USask unique.

There are many people at the University of Saskatchewan who can support you during your reunion planning. You can connect with the USask Alumni Relations office to get information and support. Email [alumni.reunions@usask.ca](mailto:alumni.reunions@usask.ca).

We are here to ensure you have the tools to succeed and be confident in your volunteer role.

# Get Started

Reunion planning is a fulfilling role, one which is much easier when undertaken with a group of committed volunteers!

The volunteer reunion co-ordinator is pivotal to the reunion and its success – it's a short-term commitment that you can do from anywhere. This volunteer will be the main point of contact with USask Alumni Relations and will work with our staff to start planning, and work with the committee of volunteers to co-ordinate event logistics.

The volunteer reunion co-ordinator is encouraged to reach out to their classmates to build a volunteer committee. The committee can consist of any number of dedicated classmates who will work together throughout the planning and promotion of the reunion to achieve the best possible reunion for your group.





**The volunteer reunion co-ordinator leads all co-ordination of the reunion. They are the chair of the committee and are 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 Volunteer Agreement and ensuring all volunteers involved have signed and submitted the agreement.
- Scheduling and chairing committee meetings.
- Developing role assignments and motivating volunteers.

**The volunteer reunion committee members assist the co-ordinator in planning the reunion. They are responsible for:**

- Participating and assisting in all aspects of planning and execution of the reunion (food, activities, budgeting, venues, volunteers, etc.)
- Encouraging attendance and building enthusiasm.

**Whether in person, via teleconference or through email, keep connected regularly through the planning process.**



## 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](#), 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 reunion, 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.

You can find more information on the [University of Saskatchewan's Privacy Statement and the Freedom of Information and Protection of Policies](#).

# Get in Touch with your Classmates

The next step will be looking for the contact information for your classmates to begin your reunion planning. The University of Saskatchewan takes privacy seriously.

A confidentiality agreement must be signed before this process begins. For more information on this process, please contact [alumni.reunions@usask.ca](mailto:alumni.reunions@usask.ca).

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 your, it is our hope that you and 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.**

The initial email must come directly from a university staff member, which can be sent 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 classmates to choose to contact you and your committee members directly – whether they have questions, ideas, offers to help, etc. They will also RSVP directly to you in a manner you outline.

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

**10-12 MONTHS IN ADVANCE**

**Save the date**

**FOUR-FIVE MONTHS IN ADVANCE**

**Registration is open**

**SIX WEEKS IN ADVANCE**

**Last call**

**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 partner/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 website](#), on social media channels, and in our alumni e-newsletter. These will 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 Reunion Weekend

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

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

There are many low cost and no-cost activities, including campus tours, a breakfast, the Golden Grads ceremony, connecting with students and more. There are also opportunities to learn from our

faculty, hear about the outstanding research and what sets us on the global stage as a top research intensive university.

## **USask Reunion 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 (prices) 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 member in charge of the budget and collection of the money.

**Note:** the University of Saskatchewan 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 USask Reunion Weekend, there will be events and initiatives to participate in, which may or may not have a cost.



### 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 or off campus.

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 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!

# Class Giving Support



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! You can see a [complete list](#) of college and school contact information and for more information on how you can give back to your gift of choice.

# Post-Reunion

**Celebrate your success and take care of the details**



Congratulations – you did it! Now that you’ve had a chance to take it all in, we strongly recommend that each volunteer reunion co-ordinator and committee member 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
- Photos and a brief recap of reunion activities
- Feedback on your volunteer experience.
- Address and contact information 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.

**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.**

**More information, find samples, ideas, tips, activity and venue suggestions, as well as budget and correspondence templates can be found on our website.**

**Contact us: [alumni.reunions@usask.ca](mailto:alumni.reunions@usask.ca)  
306-966-5186 or 1-800-699-1907**

