

# WELLESLEY BLUE PRINT

# REUNION CHAIR TOOLKIT



Dear Class Reunion Volunteers,

Every June, Wellesley welcomes our beloved alumnae back to campus. Our three-day event offers alumnae from across the decades the opportunity to reconnect with our beautiful campus, rekindle friendships, and participate in the traditions of Stepsinging and the Alumnae parade.

Each year, the Wellesley College Alumnae Association has the pleasure of partnering with our dedicated volunteers to make Reunion weekend a success. Successful Reunions are the result of planning, preparation, and the hard work of our alumnae volunteers in concert with the Alumnae Association staff. Together, we strive to plan a meaningful and engaging weekend for alumnae and guests. For the next several months, Reunion volunteers will collaborate with staff to plan and execute a Reunion that will offer something for everyone: faculty lectures, tours, academic open houses, shared identity group gatherings, professional networking and an all-class dance party! As a Reunion volunteer, you play a key role in our planning, and we couldn't accomplish Reunion without the enthusiastic participation of our dedicated volunteer alumnae leaders.

From all of us at the WCAA, thank you! We look forward to working with you!

Best regards,



Janet Monahan McKeeney '88  
Senior Director of Alumnae Engagement





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# Wellesley College Alumnae Association Mission



*The mission of the Wellesley College Alumnae Association is to support the institutional priorities of Wellesley College by connecting alumnae to the College and to each other. The Association will serve as a lifelong resource to alumnae and will encourage alumnae to contribute to the continued excellence of the College.*

## Volunteer Tenets

All alumnae volunteers are guided by the Wellesley College Alumnae Association (WCAA) mission. We are always looking for alumnae interested in sharing their time, energy, and spirit as volunteers for Wellesley. The following tenets are designed to guide you in your volunteer role(s).

As a Wellesley volunteer, you agree to:

- Treat all alumnae and staff with respect and civility in person, in email, in print, and on social media.
- Commit to a role that suits your skills and capacity.
- Commit to being inclusive and address issues of diversity along numerous demographic lines (e.g., race, class, gender identity, sexual orientation, ethnicity, age, ability, religion, geography, etc.) in all facets of your volunteer work.
- Communicate regularly with alumnae volunteers and WCAA staff.
- Actively seek opportunities to engage new alumnae.
- Resolve any conflicts in a transparent and open manner.
- Acknowledge any potential conflicts of interest and recuse oneself when appropriate.
- Keep your contact information current at [alum.wellesley.edu](http://alum.wellesley.edu), including address, email, and phone number. As a volunteer, you must agree to be contacted by the WCAA or other alumnae via any of these channels.
- Recognize that your actions will reflect on and speak for not only you, but for other alumnae and the College.

# Master Timeline

## Fall 2019

- Fall** WCAA mails a “Save the Date” postcard to all alumnae in Reunion cycle. WCAA and Reunion chair set up any fall committee meeting/conference calls as needed.
- October 19-20** Invited Reunion volunteers attend training at Wellesley BLUEprint 2019: Expanding Alumnae Connections.
- November 15** Reunion committees submits planning details to the Reunion chair:
  - **Saturday class dinner chair** submits 2 entrée descriptions and class meal prices to Reunion chair.
  - **Insignia chair** forwards insignia charges and description to Reunion chair.
  - **Program chair** forwards any program information to Reunion chair.
- December 1** Reunion chair submits completed Class Event Form to WCAA, including all catering, insignia, and programming information.

## Winter 2020

- Early January** Reunion chair proofs and approves class registration form and preliminary class schedule produced by the WCAA.
- January 16** Last day to make changes to class registration form and preliminary class schedule.
- Early February** Online Reunion registration opens.
- Late February** WCAA provides Reunion committee chairs with link to registration reports. Reports are in “real” time to provide the committee the most current information.
- March 1** Final class Reunion schedule is due to WCAA for use in the program.
- Late March** WCAA mails Reunion brochure to classes 1940-1970 (excepting alumnae who previously registered online).

## Spring 2020

- April** OPTIONAL: Reunion chair and residence hall chair tour residence hall with staff member.

- April 1** Parade Marshal forwards class cheer to WCAA for duplication.
- April 9** Early registration closes.
- April 25** Reunion chair submits completed Spring Class Event Form to WCAA.
- Late April** WCAA forwards an advance of Reunion funds to treasurer.
- May 14** Reunion registration closes.
- Late May** WCAA forwards the second advance of funds to treasurer, if appropriate.
- June 5-7** Reunion Weekend!

# Reunion 2020 Agenda at a Glance

This schedule is subject to change. Please visit our [website](#) for the most current information.

FRIDAY, JUNE 5		
1:00 pm	Reunion officially begins	
2:00 - 4:30 pm	Faculty Lectures and Career Education Event	Various campus locations
5:00 - 8:00 pm	Class Social Hours and Dinner	Designated class locations
8:30 - 10:30 pm	“Dance Your Class Off” All class dance party	Academic Quad Tent
SATURDAY, JUNE 6		
7:00 am	Class breakfasts & PERA sponsored events	Various campus locations
9:00 - 10:45 am	Class meetings	Designated class locations
11 - 12:30 pm	140th Annual Meeting of the Alumnae Association	Diana Chapman Walsh Alumnae Hall
12:30 - 2:00 pm	Class lunches	Designated class locations
2:30 - 4:30 pm	Faculty lectures, Academic Open House and tours	Various campus locations
3:30 - 5:30 pm	Shared Identity Group events	Various campus locations
5:00 - 8:00 pm	Class social hours and dinners	Designated class locations
SUNDAY, JUNE 7		
7:00 - 9:00 am	Breakfasts	Designated class locations
9:15 - 10 am	Sunday Celebration: In Gratitude and Remembrance	Houghton Chapel
10:30 am - 11:15 pm	Alumnae Parade	Throughout campus
11:15 am - 12:00 pm	Stepsinging	Alumnae Hall Hay Outdoor Amphitheater
12:00 pm	Lunch	Designated class locations
2:00 pm	Reunion 2020 ends	

# Reunion Committee Roles



## **Reunion (Co)Chair(s)**

The Reunion chair(s) sets the vision and tone for the class portion of Reunion weekend and is the primary contact for the WCAA staff. The chair is responsible for recruiting committee chairs and members, setting the budget with the treasurer, completing the class event form, chairing planning meetings, adhering to deadlines, and keeping the committee organized, connected, motivated, and ready for all the fun that is Reunion!

## **Class Treasurer**

The treasurer reviews and determines the budget with the Reunion chair during the fall before Reunion. The alum maintains the bank account, reimburses classmates, and pays any Reunion vendor bills.

## **Residence Hall Chair (Optional)**

The residence hall chair is tasked with creating a warm and welcoming atmosphere at class headquarters. Along with a committee, the alum decorates the residence hall—which may include hanging the class banner and other decorations, placing plants or flowers outside the dorm—and setting up the welcome table. The alum also staffs the welcome table with classmates for peak hours during Reunion weekend. The alum should coordinate record book and insignia distribution in the residence halls with the respective chairs.

## **Program Chair (Optional)**

The program chair works with the Reunion chair to determine optional class-specific programming such as discussion groups, concerts, and any outside entertainment.

## **Social Hour/ Alcohol Chair**

The social hour chair organizes the social hours on Friday and Saturday evenings. The alum determines what the event will entail, and coordinates with the alcohol vendor. For Friday night, the alum hires the bartender. For Saturday night, they confirm with the

Saturday dinner chair and caterer to coordinate the alcohol order and bartenders.

**Saturday Dinner Chair** The Saturday dinner chair makes the arrangements for the Saturday class dinner in conjunction with the WCAA. This may include choosing a theme and caterer, deciding on a menu, working with the social hour chair on the alcohol order, determining any entertainment, and working with the WCAA on event specific details.

**Insignia Chair** The insignia chair chooses a vendor and the item in the class color that classmates can carry or wear in the Alumnae Parade. The insignia chair also coordinates the distribution of the insignia at the class headquarters during Reunion weekend.

**Parade Marshal** The parade marshal submits a class cheer to the WCAA by April 1 for copying and distribution to classmates. The alum helps carry the class banner and/or baton and leads the class in the cheer during the Alumnae Parade.

**Stepsinging Leader** The Stepsinging leaders from the **5th, 10th, 25th and 50th** classes help lead Stepsinging on Sunday morning after the Alumnae Parade.



*I volunteer because I love my class. It's a lot of work but there is nothing more satisfying than seeing your classmates enjoy themselves at reunion. They really do appreciate all of the work the committee puts into making reunion weekend the best it can be.*

*Alexis Guild '03, Reunion chair*

# Reunion Chair Responsibilities

- Enlist classmates to fill vacant Reunion Committee roles.
- Establish a Reunion budget.

In collaboration with the treasurer and class president, the Reunion chair works to determine a budget. Reunion should be self-sustaining for each class. Some classes opt to pay some costs out of the class treasury in order to keep the price manageable for classmates or allow for a special program during the weekend. Each class establishes its own Reunion budget. Here are general guidelines and useful information:

## Step 1: Compile a list of potential costs associated with the weekend, including:

- Decorations for the residence hall
- Food for social hours and welcome snacks
- Alcohol for events-premium, basic, etc.
- Saturday class dinner (food and catering extras/subsidies)
- Insignia
- Financial aid for classmates
- Entertainment (if applicable)
- Dance floor for tent (if applicable)
- Audio equipment rental (if applicable)

## Step 2: Obtain estimates

Ask committee members who are working on the Saturday class dinner and insignia to consult with different vendors and get two to three estimates for the committee to consider. Estimates for any other potential or added expenses should be considered at this time. To help with planning, Reunion attendance statistics are provided at the end of this document.

## Step 3: Set prices

The committee determines how much to charge classmates for the Saturday class dinner and for the insignia.

#### Step 4: Decide on a general class fee

The WCAA recommends including a required “General Class Fee” in the range of \$15 to \$25 in order to offset the cost of beverages, snacks, and decorations purchased for the weekend. The class can also opt to use its treasury instead of instituting a fee.

#### Step 5: Decide about a Spirit Fund solicitation option

Spirit Funds can be collected during registration as an optional donation that will fund financial aid used to help classmates attend Reunion. Each class decides if they would like to have this option included in their registration.

- Submit the Class Event Form.  
The Reunion chair is responsible for completing the [Class Event Form](#) due on December 1, 2019. The information on this form is crucial for the WCAA to prepare online registration and class schedules. The form should include details of class programming, Saturday night dinner, insignia, class fee, etc.—all the information classmates will need to know.
- Initiate outreach to the class.  
Reunion chairs coordinate outreach to classmates to encourage them to attend Reunion. Recruit others to help! Please refer to the [Communications Best Practices](#) included in this Toolkit.

### **Registration Materials Information**

After receiving class event forms, the WCAA staff will produce an online registration form and a test registration will be produced for the class. Chairs will review the registration, make any edits, and inform the WCAA of requested changes. Final proofing deadlines for all registration materials will be communicated to you in January.

Reunion chairs should:

- Ensure all members of the committee have approved any registration or schedule changes prior to sending back to the WCAA. Once edits are sent back from one chair, it is our understanding that all Reunion chairs have conferred on the edits and agree.
- Be aware that once meal and insignia descriptions and prices are set and publicized online, **they cannot be changed**. Class schedules, however, can be modified over the next two months as the class updates or deletes programming.

### **Registration Reports**

Starting in late February, the WCAA provides access to “real” time online Reunion reports. These reports are accessible to each Reunion Committee Chair, by using their online community **username and password**. These reports will include:

- Reunion attendance list
- Saturday dinner counts
- Insignia count

If there are any additional reports that your committee might need prior to Reunion, please let the WCAA know as soon as possible.

An updated set of Reunion reports and other class materials is included in the headquarters box delivered to your residence hall the Friday morning of Reunion.

### **Meal Logistics**

The WCAA will handle menu choices and arrangements for the following meals:

- Friday night dinner buffet
- Saturday breakfast for overnight guests
- Saturday lunch buffet
- Sunday breakfast for overnight guests
- Sunday lunch

**Reunion 2020:** Leave the Sunday lunch planning to the WCAA! Immediately after Stepsinging, those who have ordered lunches will have them available for pick up and enjoyment at multiple locations across campus. The WCAA will monitor Sunday lunch counts, sandwich selections, etc...all you need to do is show up!

WCAA staff and classes collaborate to arrange:

- Saturday night dinners
  - *Classes of 2015 and 2010 and the classes of 2000 and 2005 will have their joint Saturday night meal arranged by the WCAA, in coordination with the Reunion Chairs.*

## Treasurer Responsibilities

The treasurer may need to provide some seed money from the class treasury for Reunion expenses. The average amount of seed money is \$1,500-\$2,000, which varies depending on class choices for vendors, as well as the timing of payments.

Once a budget has been established and vendors have been selected for Reunion, treasurers should:

- Establish and communicate a procedure for classmates submitting receipts for reimbursement or sending invoices for payment.
- Forward payment for invoices.

### **Other Treasurer/Financial Considerations**

#### **Financial Aid for Classmates**

Each class works independently to establish a financial aid program with a WCAA Assistant Director of Alumnae Engagement. The class determines the total amount of financial aid funds available from their class treasury, as well as guidelines for the per-alum fund amount.

***Example:** A class may have \$2,000 total set aside and stipulate that each classmate can receive up to \$200 in assistance for meals, overnight room charges, and travel reimbursement.*

All financial aid requests are handled by an Associate Director of Alumnae Engagement and are kept **strictly confidential**.

After Reunion, the amount disbursed for financial aid will be factored into the final Reunion reconciliation mailed to the class treasurer in late summer.

#### **Tax-Exempt Status**

The tax-exempt number provided by the WCAA to the Reunion chair in the fall exempts the class from paying some Massachusetts state taxes on purchases.

#### **Receiving Reunion Registration Funds from the WCAA**

In late April, the WCAA will send the treasurer an advance of funds, reflecting a portion of the registration fees that have been taken in on behalf of the class for meals, insignia, etc. Any vendors that require deposits prior to this time will need to be paid out of the class treasury. Money can then be repaid to the treasury once the WCAA sends the funds to settle registration money collected to date.

In late May, the WCAA can send a second check, if needed, reflecting the additional registration funds that have been collected on behalf of the class for class meals and insignia.

Please be aware that it will take at least 2-3 months post-Reunion for the WCAA to finalize registration numbers, process refunds, confirm liquor bills, and determine the final numbers necessary to send the final reconciliation to the class treasurer. While the WCAA will complete these tasks as quickly as possible, the treasurer should be aware that the job will continue beyond Reunion until the alum receives the final reconciliation.

# Residence Hall Chair Responsibilities



On Friday morning the residence halls are opened for the Reunion committee beginning at 9:00 a.m.

Upon arrival, locate the headquarters box that will contain:

- Class banner and gavel
- Miscellaneous office supplies provided as a “start” to your decorating
- Final reports for the Reunion, class dinner and insignia chairs
- List of Reunion attendees
- List of overnight registrants
- Paper clips
- Masking tape
- Pens
- Tacks
- Markers
- First-aid kit
- Safety pins
- Corkscrews
- Trash bags

Plan on staffing the welcome table for most of Friday and Saturday morning—enlist classmates to help! Some suggestions for your welcome table:

- Giveaways
- Old class photos
- Copies of the class’ Commencement program
- Yearbooks

## **Decorating the Residence Hall**

When planning decorations, consider making an appointment with College Archivist, Rebecca Goldman (rgoldman@wellesley.edu, 781.283.2128), to view the class archives. Photographs, copies of *The Wellesley News*, etc., can be duplicated and used to decorate the residence hall.

Please:

- Hang the class banner *inside* the residence hall! *The class parade marshal must bring this banner to the Alumnae Parade on Sunday morning.*
- Only use masking tape or carpet tape when decorating.
  - Use zip-ties or twine, not tape, on wood surfaces.
- Do not use, tacks, push pins, or staples (exceptions, of course, are on the bulletin boards).

## **Assignment of Class Headquarters/Space**

Each Reunion class is assigned to a residence hall that serves as its headquarters for the weekend. Common rooms in the residence hall are available for class use for meetings, discussion groups, displays, insignia distribution, lectures, or social events. **Be aware that some residence halls will be shared by more than one class.**

## **Tables and Chairs**

Tables (6-foot rectangles and 60-inch rounds) and chairs are supplied by the WCAA at no cost to the class. Tables and chairs for residence-hall use are delivered to each dorm.

In April, the WCAA sends the Reunion chair a form to request the number of tables and chairs they will need for the weekend. Tables and chairs for meals, i.e., Saturday dinner and lunches will be provided by the WCAA, based on the number of registrations for those events.

With so many groups on campus, we strive to ensure each class is able to hold its events in the best possible space. Occasionally a location is unavailable due to on-campus construction, size requirements, or other Reunion programming such as lectures, open houses, and tours.

Please do not assume that any space is open and available for Reunion use; always check with the WCAA staff to make a request for space outside of your designated residence hall. If possible, we will block off the location on the master grid to avoid any schedule conflicts.

## **Rooms and Rooming**

The residence hall chair is **NOT** responsible for rooming assignments.

Room assignments will be made by the WCAA on a first-come, first-served basis.

If your class headquarters is full, your classmates will be assigned to another residence hall. Requests to share a room with another alum must be submitted at the time of registration, and all requests must be mutual. Due to limited housing availability, we are not accepting room block requests (the grouping of multiple sets of roommates), specific room number, or floor requests for Reunion 2020. Classmates will receive a housing assignment when they arrive on campus. For each room reservation, the WCAA provides:

- Bed linens and blanket
- A set of bath towels
- An amenity kit

The on-site [Residence Team Leads](#) is responsible for overseeing the rooming list during Reunion weekend and all requests for changes must be managed through her. For security reasons, all changes must be noted on the master rooming list, so the WCAA knows where people are staying and what rooms are available.

Classmates who have not pre-registered for a room **will not be accommodated** on campus.

### **Insignia Safe-keeping**

The residence hall chair and insignia chair should work together on the display, safe-keeping, and distribution of the class insignia. Names should be checked against the insignia list to verify purchase and pick-up. (This list is in the headquarters box.)

Please be reminded that unattended insignia has a habit of disappearing! Consider locking your insignia in the alcohol storage room when it is not being monitored.

### **Record Books**

If your class record books are available in hard copy and were not mailed out before Reunion, you should coordinate with the record book chair to discuss how they would like to distribute them to classmates during Reunion weekend. The distribution of Record Books should be handled by class members, not student workers. The WCAA is not responsible for ensuring that classmates receive their ordered books.

## Social Hour Chair Responsibilities



Friday Social hours are generally held in the residence halls beginning at 5:00 pm on Friday. On Saturday, they often take place after 5:00 pm and are traditionally held at the dinner location. Each class plans its own social hours (the one exception is Friday night for the 50<sup>th</sup> Reunion class).

Saturday social hours are generally held in the same location as the Saturday class dinner. Beverages are moved from the class residence halls to the Saturday dinner locations by Reunion student workers. Social chairs coordinate this transfer with their Residence Team Leader.

Social hour assistant is a good job for classmates who cannot be on the Reunion committee, but who would like to help out for a few hours during the weekend.

**It is REQUIRED that the class hire a professional bartender(s) for each social hour, whose duty it is to serve and monitor liquor consumption.** Use the contacts provided, or ask the WCAA for assistance in hiring a bartender.

### **Please review these important policies and procedures:**

The strict enforcement of alcohol laws and the expanded liability for alcohol and related accidents necessitates that Reunion classes adhere to the following procedures regarding alcohol consumption while on campus.

Prior to Reunion, each class will contact the alcohol supplier (Gordon's Fine Wine), who will open a class account in the name of "Wellesley College Class of 19XX/20XX." All alcohol bills must be sent to the WCAA for payment; the WCAA then charges the class for the purchases. Ask the supplier to include the class name on the bills they forward to the WCAA, and to send a copy of the bill to the class.

**Gordon's Fine Wine**  
**Waltham, MA 02454**  
**Phone: 781.893.6700**  
**Contact: Leslie Lamb, Ext. 1**

The class cannot charge for alcohol consumed on campus. There cannot be a social hour charge on the reservation form, nor can contributions be solicited at the bar. It is REQUIRED that the class hire a professional bartender whose duty it is to serve and monitor liquor consumption. In the absence of a professional bartender, alcohol consumption becomes the responsibility of the Reunion committee. The Reunion committee is liable for any incidents resulting from alcohol consumption. The exception to this is the College Club. The College Club has a liquor license and can set up cash bars.

Since Friday night social hours require a professional bartender that must be hired by the class, we recommend:

**Premier Bartending & Beverage Service**

**Ed Garland**

Boston, MA

Phone: 781.894.3000

[www.premierbarservice.com](http://www.premierbarservice.com)

**Boston's Best Bartending Services**

Wakefield, MA

Newburyport, MA

Phone: 781.246.2227

[www.bostonsbestbartending.com](http://www.bostonsbestbartending.com)

### **Liability**

Because alcohol bills are paid directly by the WCAA, the class is automatically covered by Wellesley's liability insurance.

### **Deliveries**

- Alcohol will be delivered on the Thursday before Reunion. A WCAA staff member will receive the alcohol delivery, and it will be locked in a designated storage room in the residence hall.
- Two 30-pound bags of ice and a large cooler are delivered to your social hour locations before they are scheduled to begin. If you anticipate running out of ice during the weekend, please notify a student worker who will call Reunion Headquarters to arrange for more ice.

### **Summary**

- Orders are delivered on the Thursday prior to Reunion. WCAA staff will place alcohol in locked room at headquarters.
- A member of the Reunion Committee must pick up the alcohol storage room keys from their Residence Team Leader. The Residence Team Leader will have a duplicate copy.
- The storage room should be kept locked at all times.
- Student workers are available to transport alcohol to/from your social hour and dinner.

- On Sunday, take an inventory of the alcoholic and non-alcoholic beverages remaining in your storage room. Please do not leave any partially open or consumed containers, as they cannot be returned. Be sure to lock the storage room behind you when you leave!
- Return the storage room key to the Residence Team Leader along with your inventory. Please deliver a copy of your inventory to the WCAA office when you drop off the alcohol room key and keep a copy of the inventory for yourself.
- WCAA staff will arrange Gordon's pick-up the following week.
- Gordon's sends copies of the bill to the WCAA. The bill should reflect your notes on what has been returned. The WCAA pays the bill with class Reunion money taken in with registrations. The class should not pay this bill.

### **Social Hour Supply Checklist**

#### **Provided by the WCAA**

- Corkscrew
- Bottle opener
- Large cooler
- Large tub
- Ice bucket

#### **Provided by the Class (if needed)**

- Clear plastic cocktail cups
- Additional corkscrew/bottle opener
- Knives/cutting boards
- Simple "munchie" snacks
- Straws
- Additional coolers
- Tablecloths
- Cocktail napkins/plates
- Serving plates/bowls/utensils
- Toothpicks
- Sponges

### **Student Staffing/Social Hours**

Students are assigned to help with social hours. Social hours require a lot of physical labor, including setting up the bars, bringing out alcohol, and putting bottles away. Hired bartenders will also assist with the setup (and breakdown) of bars. Please note that student workers **cannot** open, pour, or serve alcohol. Student workers report to the Residence Team Leader at the start of their job assignment and seek direction from the event chair.

# Program Chair Responsibilities

Extra programming at Reunion is **optional**. The campus will be lively with activities and many [WCAA-sponsored events](#) that will provide guests with the current pulse of the campus including:

- Faculty lectures
- Tours
- Shared Identity Group gatherings
- Open houses
- Panel discussions

Extra class-specific programming will most likely limit the flexibility of alumnae who wish to attend other campus events.

Additionally, post-Reunion research has shown that classmates truly want time to be together, and overscheduling impedes casual socializing.

If the class ultimately plans a program(s), please consider:

- Is there a cost to produce this event?
- How much effort will be expended by organizers and participants?
- How many classmates can the program accommodate?
- Can it take place at the residence hall, or must space be requested?
- Are facilitators/faculty/presenters needed?
- Is special equipment required, such as microphones or a piano?
  - In April, the WCAA will send the Reunion chair a form, asking if they will need any audio equipment during the weekend. Before April, you should inform the chair of any equipment you anticipate will be needed for your programming.
- Are class presenters proficient in running laptops, powerpoints, etc.?

Program requests can be made using the Class Event Form filled out by the Reunion Chair. Please make sure the Reunion Chair is aware of the plans before this form is submitted on December 1.

All programming requests will be reviewed by the WCAA staff to determine feasibility and impact on the overall Reunion schedule.

# Saturday Class Dinner Chair Responsibilities



The Saturday class dinner is one of the most exciting events of Reunion weekend.

The Classes of **2015 and 2010** and the Classes of **2005 and 2000** will have combined Saturday night dinners arranged by the WCAA, in coordination with the Reunion Chairs for those classes. If you are interested in having the WCAA manage the planning of your Saturday class dinner, please contact a member of the Alumnae Engagement team.

## **Approved Caterers**

**We recommend the following approved caterers\*:**

### **Off the Vine**

*Holly James*  
Norwood, MA 02062  
Phone: 781.769.8970

### **Gourmet Caterers. Inc.**

*Jim Little*  
Roslindale, MA 02131  
Phone: 857.728.2081  
[gourmetcaterers.com](http://gourmetcaterers.com)

### **Jules Catering**

*Kim Gericke*  
Somerville, MA 02143  
Phone: 617.628.5977  
Cell: 617.290.6791  
[julescatering.com/](http://julescatering.com/)

### **Bakers' Best**

*Jenna Pecoraro*  
Needham, MA  
Phone: 617.332.4588  
[bakersbestcatering.com](http://bakersbestcatering.com)

### **Peppers Fine Catering**

Northborough, MA 01532  
508.393.6844  
[pepperscatering.com](http://pepperscatering.com)

### **Blue Ribbon Barbecue**

West Newton, MA  
Phone: 617.244.7427  
[blueribbonbbq.com](http://blueribbonbbq.com)

### **Redbones BBQ**

Somerville, MA  
Phone: 617.628.9045  
[redbones.com](http://redbones.com)

### **Capers Catering**

*Dulce Williams*  
Office: 781.279.5100  
Cell: 617.256.3159

### **Roche Bros. Supermarket Catering**

Wellesley, MA 02481  
Phone: 781.237.2070

***\*Any caterer not listed on the preferred caterers list must be approved by the Wellesley College Alumnae Association.***

**By mid-November, the Saturday dinner chair must:**

- Select a caterer
- Select **two** entrees being offered to classmates and guests
- Determine the meal price the class is charging. Provide the price and all caterer contact information to the Reunion chair for the **Class Event Form due** to the WCAA by **December 1**.

When planning the Saturday class dinner, several questions should be considered:

- Is this a themed meal?
- Will it be a catered buffet or plated dinner?
  - *Note that post-Reunion survey data indicates attendees enjoy buffets because they offer a variety of food, it allows more interaction among dinner guests, and they are often more economical.*
- How much is a reasonable cost for dinner? Think about both the Reunion cycle and where classmates may be in their life cycle when setting the price.
- Are children welcome at the dinner? Is there a separate cost for them?

### **Tasting**

Before signing a contract, consider having a tasting. This is your opportunity to truly make sure that the caterer will meet quality and presentation expectations.

### **Pricing & Fee Considerations**

- Carefully consider all aspects of the proposed meals and where additional costs including equipment rentals, service charges (including bartenders), deliveries, and trash removal may add up. Extras can total more than 30% of the catering bill.
- Class meals are tax-exempt. Be sure you get the proper tax exemption number from the Reunion chair.

### **Decorations**

- Is the caterer planning to handle any decorations or will the class take care of them? Is there a charge for these services?

### **Campus Kitchens**

- Outside caterers **cannot** use residence hall kitchens.

## Trash Removal

- All caterers need to take all of their trash with them at the end of the event they are hired to cater.

## Open Flame Rules

- No open flames or candles are allowed at Saturday dinners. If your caterer requires propane cookery or portable ovens, contact the WCAA Reunion team about fire-marshal regulations and arrangements.

## Food Allergies

- Classmates and guests with food allergies/restrictions are asked to note this in their Reunion registration. The WCAA staff will work with registrants directly about menu concerns. We will relay dietary restrictions to the dinner chairs/caterer of each meal.

## The WCAA will obtain/arrange

- Information on electrical service and outlets, prep space and serving set up space needs. Each site is prepared specifically based on what the caterer has requested.
- A certificate of liability. *No vendor may do business on campus without a certificate of liability on file with the College.*

If your caterer has any questions about logistics, please have them call the Director of Alumnae Engagement at 781.283.2333.

## Programming for Saturday Dinner

If you have an outside vendor as any part of your Saturday dinner program, please inform the WCAA so we can provide them with the appropriate logistical support. The vendor's contact information should be included on the [Class Event Form](#) submitted in December.

### Note:

**Saturday dinner chairs** are encouraged to **collaborate** with the **social hour chair** to place one large liquor/beverage order with Gordon's Fine Wine to cover all of the weekend events.

The WCAA provides students and transportation to help move alcohol and decorations from the residence hall to the meal location, and back again at the end of the evening, to be completed **no later than 10:00 pm.**

# Insignia Chair Responsibilities



Class insignia is worn or carried during the Alumnae Parade on the Sunday of Reunion. By **mid-November**, the insignia chair must forward a description of the class insignia with a price to the Reunion chair for inclusion in the Class Event Form, which is due on December 1.

## Cost

The cost of insignia varies with the average charge to classmates for the Reunion insignia being approximately \$15. Be creative! The insignia should be something that will show up well in the Alumnae Parade and is “one size fits all.” Past class insignia include:

- Hats/visors
- Sunglasses
- Umbrellas/parasols/fans
- Scarves/gloves/sashes/shawls
- Totebags/backpacks
- Beads/buttons

Once you have an idea for your insignia, contact a vendor who can help place the order for the items. We recommend:

**JP Advertising, Inc.**  
*Melody Friedman '74*  
84 October Road  
Holliston, MA 01746  
Phone: 508.429.8664  
Fax: 508.429.3523  
[melody@jpadvertisinginc.com](mailto:melody@jpadvertisinginc.com)  
[jpadvertisinginc.com](http://jpadvertisinginc.com)

**b\*true promotions**  
*Brenda Treuhaft*  
400 TradeCenter  
Suite 5900  
Woburn, MA 01801  
Phone: 781.569.5856  
[brenda@btruepromotions.com](mailto:brenda@btruepromotions.com)

**Wellesley College  
Bookstore**  
*Joseph Leva*  
21 Wellesley College Road  
Lulu Chow Wang Center  
Wellesley, MA 02481  
Phone: 781.283.2136

## **Storage and Delivery of Insignia**

Each class has the option of having its insignia shipped directly to campus. If you choose to have your insignia shipped to the WCAA, it will be delivered to your class residence hall the Friday of Reunion. We ask that you notify us in advance with the number of boxes to be delivered and the shipper/company name. Please ask the vendor shipping the insignia to put your class year on all the shipping labels in the following format:

**Wellesley College Distribution Center  
Class of XXXX Reunion  
Attn: HOLD FOR REUNION  
300 Central Street  
Wellesley, MA 02481  
Box \_\_ of \_\_**

**All insignia must be ordered to arrive at the Distribution Center by May 20.**

## **Distribution of Insignia**

- Give out to classmates when they check in at the residence hall.
- Classes are encouraged to buy extra insignia because there is often an increased demand for these items during the weekend.
- If extra insignia are ordered, classes should be prepared to accept and track cash/checks at their headquarters.
- Please remember to:
  - Keep the supply of insignia locked up when not attended.
  - Instruct students on how to distribute and account for insignia needed by classmates.

## Children and Families



The WCAA plans several children’s activities, primarily on Saturday, that are open to Reunion attendees’ younger guests.

These events include a Children’s Field Day (additional fees charged and registration required) on Saturday afternoon from 12:30-4:00 p.m., and a Children’s Evening Extravaganza (additional fees charged and registration required) from 5:30-11:00 p.m. Both programs are run by **Legacy Childcare**.

The WCAA also provides the following programming for children (ages 3—15) at no cost:

- Arts and Crafts Room
- Open Boat House
- Open swim in Chandler pool
- Story Hour

Days and times for these activities will be listed in the Reunion program.

Individual classes can plan additional child activities or child-care programs, if they determine there is a need. For information on additional child-care options for the class, please contact the WCAA.

## Reunion Student Staffers



The WCAA recruits, hires, and trains approximately 100 students prior to Reunion weekend. Students can be seen all around campus—setting up events, directing alumnae to faculty lectures, assisting with children’s events, etc.

At least one student is assigned to each class residence hall for the entire weekend. This student is your **Residence Team**

### Leader.

The Residence Team Leader is familiar with your schedule of events, and assists the class with any questions. The Residence Team Lead handles any rooming inquiries, manages other student workers, and serves as the class liaison to the WCAA staff. The Residence Team Leader is well-trained and should be the point person for any issues that arise throughout the weekend.

Students are also assigned to assist the class with various tasks throughout the weekend. Students come to your residence hall to set up social hours and class meetings, deliver ice, assist with luggage, and help decorate. The WCAA reviews your class program for the weekend and schedules the students accordingly.

Although students are provided to help you throughout the weekend, there are several things that students are not permitted to do. While they can help you set up your bar area, they **cannot**:

- Open, pour, or serve alcohol
- Serve trays of food or act as waitresses
- Look after children or act as babysitters

Please remember that all students are just that—students. They are not professional staff, but current students who want to make a connection with Reunion attendees. The WCAA is very fortunate every year that so many students stay well after the end of exams to help us with Reunion weekend.

# Best Practices for Communications



- Understand what method of communication works best for your class—email, social media, or print. Unsure? Ask your class officers! (Note: there is a cost associated with print communications.)
- Streamline Reunion communications with class officers, Reunion chairs, record book chairs, etc., into one email whenever possible to reduce the number of times your classmates are being messaged.
- Always direct everyone to the [Reunion website](#) for information about class schedules, family activities, faculty lectures, accommodations, and much more.
- **Key Deadlines** to include in all your communications:
  - Week of February 10: Registration opens
  - April 9: Early bird rate expires, register early to save money
  - May 14: Registration closes and there is no onsite registration for meals or on-campus housing

## Class Communications

### **Emails**

- Use the class website on Alumni Magnet ([alum.wellesley.edu](http://alum.wellesley.edu)) to email detailed class-specific information for Reunion: special events, record book information, etc.
- Who sends out a class email? Most classes should have a webmaster or another class officer who sends out messages for your class. If you need assistance, please use this [email request form](#) and the WCAA will be able to train you on how to send emails.

### **Class website**

- Ensure your website has current content on the “Reunion” tab. Post a welcome letter, list of Reunion volunteers, and information about your class record book. If you and your website chair need help with this, [request assistance](#).

### **WCAA Communications**

#### **Print Materials**

- October 2019: Save the Date Postcard to all classes ending in 5 and 0.
- March 2020: Reunion brochure to everyone who has NOT registered online by mid-March.

#### **Tentative WCAA Email Schedule**

When planning your class communications, please review the tentative schedule of WCAA Reunion registration emails and avoid sending during the same weeks. Please note that this schedule is subject to change.

- Week of February 10 (14 weeks out): Registration opens
- Week of March 8
- Week of March 28
- April 2: One week left for early bird rate
- April 9: Early bird rate expires today
- Week of May 4
- May 7: One week left for registration
- May 14: Registration closes today

#### **Social Media**

- Follow the official WCAA social media channels: @wellesleyalums on [Instagram](#), [Facebook](#), [Twitter](#).
  - The WCAA will be posting Reunion ads from February through June. An efficient way to spread the word is to share our posts on your class pages.
- Post the [WCAA’s Reunion video](#) to your class page.
- Use [#WellesleyReunion](#) consistently.

## Hotel Accommodations



A block of rooms at the **Babson Conference Center in Wellesley** and **Verve Crowne Plaza Hotel in Framingham** will be reserved for Wellesley alumnae at a reduced rate. Based on the volume of reservations, limited bus transportation may be provided to and from campus to these two hotels.

There are several other area hotels that alumnae may choose if they do not wish to stay on campus. We will provide a list of these hotels on our website. All hotel reservations should be made by the alum. There is NO transportation either to or from these hotels and the College.

# Sample Class Event Form - Reunion 2020

A copy of this form will be sent by the end of October for the Reunion Chair to complete and return to [Janet McKeeney](#) in the WCAA by December 1.

Below are samples of the questions and details to expect to provide on the form.

---

Thank you for your timely completion of this form. The information you provide will help us ensure that your classmates have a wonderful Reunion weekend.

*Please note that one of the most frequent comments in the WCAA's post-Reunion survey is that class programming conflicted with other campus events and meetings. Where appropriate, we have added information that may be useful in planning your class schedule.*

## **Friday - June 5th**

Reunion Headquarters open at 1:00 pm.

### **Afternoon (optional):**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Requested Location:

Preferred Time:

Will there be a vendor? Y/N

Contact information for vendor:

### **Friday Social Hour:**

Requested Location:

Preferred Time:

Are you using a caterer? Y/N

Caterer contact information:

### **Friday After-Dinner Program (optional):**

Program Name/Type:

Requested Location:

Preferred Time:

Will there be a vendor? Y/N

Contact information for vendor:

## **Saturday - June 6th**

The WCAA Annual Meeting takes place from 11:00 am - 12:30 pm in Alumnae Hall Auditorium and features President Paula A. Johnson's state of the College address.

### **Morning:**

Class Meeting  
Requested Location:  
Preferred Time:

### **During the day (optional):**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:  
Requested Location:  
Preferred Time:  
Will there be a vendor? Y/N  
Contact information for vendor

### **During the day (optional):**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:  
Requested Location:  
Preferred Time:  
Will there be a vendor? Y/N  
Contact information for vendor:

### **Social Hour and Dinner:**

Location:  
Start Time  
End Time:

*Note: **MUST END BY 10:00 pm** to allow time for student workers/staff to assist with liquor retrieval and clean up.*

How much are you charging for the Class Dinner?  
Adults: \$  
Children: \$

Caterer contact information:

*Please write a short description (5 words or fewer) of the two choices you will be offering. This description will be included on Reunion Meal information document accessible to all registrants.*

Option 1:

*Note: A protein, fish or meat is recommended.*

Vegetarian Option:

If the class is offering a buffet, please include a description of food options:

Are children invited? Y/N

Is there a cut-off age? Y/N

**After-Dinner Program (optional):**

Program Name/Type:

Requested Location:

Preferred Time:

Will there be a vendor? Y/N

Contact information for vendor:

**Sunday - June 10th**

The Alumnae Parade begins promptly at 10:30 am. Stepsinging follows immediately thereafter in the Hay Outdoor Amphitheater, at approximately 11:30 am (the rain location is Alumnae Hall Auditorium).

Check-out from the residence halls is **2:00 PM**.

**General Information**

**Insignia:**

*Please write a short description of the insignia item (5 words or fewer). This description will be included on the registration page and may be edited for clarity/space.*

Are you ordering extras to sell during reunion weekend? Y/N

Are you bringing the insignia or shipping it directly to the Alumnae Association?

How much are you charging for the insignia? \$

**Class Spirit Fund (optional):**

The Class Spirit Fund solicits donations and provides anonymous aid to classmates coming to reunion. Typical language included on the registration form: “We are offering financial aid to classmates who might not otherwise be able to attend Reunion. Please consider making a voluntary tax-deductible contribution to this fund, which may also be used towards Reunion expenses that are not fully covered by registration fees.”

Would you like to include the Class Spirit Fund on your registration form? Y/N

**Financial Aid (optional):**

Your class decides how much aid it can provide to classmates in need of assistance. The WCAA manages requests and monitors the amount disbursed, alerting the Reunion chair/class treasurer when necessary. Typical language included on the registration form: “If you need financial assistance to attend Reunion, contact the Alumnae Association at 781.283.2343 or [reunionquestions@wellesley.edu](mailto:reunionquestions@wellesley.edu). All requests will be kept strictly confidential.”

Would you like to include Financial Aid on your registration? Y/N

If yes:

Amount to be set aside from the class treasury for this purpose: \$ \_\_\_\_\_

Maximum amount granted per applicant: \$ \_\_\_\_\_

**Additional Information:**

Is there any additional information you would like the Alumnae Association to know?

Additional questions?

# Reunion 2019 Statistics

## 2019 Overall Reunion Attendance

	Alumnae Attended	Alumnae Invited	%	Guest	Child	Total
1939	1	12	8%	0	0	<b>1</b>
1944	2	54	4%	1	0	<b>3</b>
1949	13	148	9%	6	0	<b>19</b>
1954	52	270	19%	20	0	<b>72</b>
1959	125	350	36%	43	0	<b>168</b>
1964	92	386	24%	26	1	<b>119</b>
1969	230	403	57%	97	4	<b>331</b>
1974	128	460	28%	40	0	<b>168</b>
1979	169	483	35%	47	2	<b>218</b>
1984	129	516	25%	39	3	<b>171</b>
1989	160	503	32%	36	20	<b>216</b>
1994	201	578	35%	60	98	<b>359</b>
1999	216	532	41%	53	79	<b>348</b>
2004	158	529	30%	60	42	<b>260</b>
2009	249	565	44%	79	5	<b>333</b>
2014	247	577	43%	31	0	<b>278</b>
<b>Totals</b>	<b>2172</b>	<b>6366</b>	<b>34%</b>	<b>638</b>	<b>254</b>	<b>3064</b>

## 2019 Reunion Overnights and Insignia

Class/Dorm	Overnight			Insignia	
	Alumnae	Guest	Total	Purchased	%
1939 - College Club	1	0	<b>1</b>	1	100%
1944 - College Club	2	1	<b>3</b>	2	100%
1949 - College Club	10	3	<b>13</b>	12	92%
1954 - Stone Davis	28	4	<b>32</b>	52	100%
1959 - Stone Davis	102	19	<b>121</b>	114	91%
1964 - Claflin/Lake	61	5	<b>66</b>	70	76%
1969 - Tower Court	150	26	<b>176</b>	189	82%
1974 - Claflin/Lake	62	5	<b>67</b>	97	76%
1979 - Beebe	109	12	<b>121</b>	122	72%
1984 - Cazenove	77	11	<b>88</b>	118	91%
1989 - Cazenove	84	17	<b>101</b>	98	61%
1994 - Severance	89	41	<b>130</b>	48	24%
1999 - Shafer	95	18	<b>113</b>	263	122%
2004 - Pomeroy	64	21	<b>85</b>	112	71%
2009 - Freeman	145	23	<b>168</b>	120	48%
2014 - Bates/McAfee	135	8	<b>143</b>	153	62%
<b>Totals</b>	<b>1214</b>	<b>214</b>	<b>1285</b>		
<b>Alumnae Overnight</b>	<b>56%</b>				

## 2019 Reunion Saturday Night Dinner

<b>Class Dinner</b>				
	<b>Alumnae</b>	<b>Guest</b>	<b>Child</b>	<b>Total</b>
1939	1	0	0	<b>1</b>
1944	2	1	0	<b>3</b>
1949	11	2	0	<b>13</b>
1954	47	11	0	<b>58</b>
1959	120	39	0	<b>159</b>
1964	80	20	0	<b>100</b>
1969	208	81	0	<b>289</b>
1974	116	30	0	<b>146</b>
1979	152	35	1	<b>188</b>
1984	114	26	1	<b>141</b>
1989	140	24	0	<b>164</b>
1994	160	35	12	<b>207</b>
1999	180	29	22	<b>231</b>
2004	85	18	7	<b>110</b>
2009	178	43	1	<b>222</b>
2014	178	12	0	<b>190</b>
<b>TOTALS</b>	<b>1772</b>	<b>406</b>	<b>44</b>	<b>2032</b>

## Reunion 2015 Statistics

### 2015 Reunion Attendance

Class	Alumnae Attendance	Alumnae Invited	%	Guest	Child	Total
1940	5	46	11%	5	0	<b>10</b>
1945	25	138	18%	12	0	<b>37</b>
1950	42	274	15%	9	0	<b>51</b>
1955	73	333	22%	28	1	<b>102</b>
1960	118	391	30%	40	0	<b>158</b>
1965	192	398	48%	77	2	<b>271</b>
1970	99	402	25%	30	0	<b>129</b>
1975	109	477	23%	27	0	<b>136</b>
1980	119	570	21%	38	5	<b>162</b>
1985	103	581	18%	42	16	<b>161</b>
1990	258	604	43%	91	106	<b>455</b>
1995	123	546	23%	59	65	<b>247</b>
2000	129	606	21%	63	37	<b>229</b>
2005	203	572	35%	71	15	<b>289</b>
2010	253	595	43%	32	3	<b>288</b>
<b>Totals</b>	<b>1851</b>	<b>6533</b>	<b>28%</b>	<b>624</b>	<b>250</b>	<b>2725</b>

## 2015 Reunion Overnights and Insignia

Class/Dorm	Friday Overnight			Saturday Overnight			Insignia	
	Alumnae	Guest	Total	Alumnae	Guest	Total	Purchased	%
<b>1940 - College Club</b>	2	1	<b>3</b>	2	1	<b>3</b>	5	100%
<b>1945 - College Club</b>	21	6	<b>27</b>	22	8	<b>30</b>	25	100%
<b>1950 - Stone-Davis</b>	26	2	<b>28</b>	29	2	<b>31</b>	42	100%
<b>1955 - Stone-Davis</b>	37	7	<b>44</b>	39	11	<b>50</b>	73	100%
<b>1960 - Claflin</b>	76	10	<b>86</b>	75	10	<b>85</b>	85	72%
<b>1965 - Tower Court</b>	117	22	<b>139</b>	119	24	<b>143</b>	166	86%
<b>1970 - Shafer</b>	45	6	<b>51</b>	45	6	<b>51</b>	78	79%
<b>1975 - Pomeroy</b>	54	6	<b>60</b>	57	8	<b>65</b>	88	81%
<b>1980 - Lake House</b>	52	9	<b>61</b>	60	7	<b>67</b>	113	95%
<b>1985 - Cazenove</b>	47	12	<b>59</b>	47	13	<b>60</b>	77	75%
<b>1990 - Severance</b>	127	38	<b>165</b>	137	42	<b>179</b>	150	58%
<b>1995 - Munger</b>	44	22	<b>66</b>	52	25	<b>77</b>	92	75%
<b>2000 - Beebe</b>	60	13	<b>73</b>	64	20	<b>84</b>	95	74%
<b>2005 - Freeman</b>	106	17	<b>123</b>	112	21	<b>133</b>	105	52%
<b>2010 - McAfee</b>	173	7	<b>180</b>	179	6	<b>185</b>	147	58%
<b>Totals</b>	<b>1121</b>	<b>200</b>	<b>1321</b>	<b>1177</b>	<b>228</b>	<b>1405</b>		
<b>Alumnae Overnight</b>	<b>53%</b>			<b>56%</b>				

## 2015 Reunion Saturday Night Dinner

<b>Class Dinner</b>				
	<b>Alumnae</b>	<b>Guest</b>	<b>Child</b>	<b>Total</b>
1940	4	5	0	9
1945	27	9	0	36
1950	41	6	0	47
1955	69	24	0	93
1960	110	36	0	146
1965	178	59	1	238
1970	82	25	0	107
1975	97	22	0	119
1980	88	19	0	107
1985	82	21	5	108
1990	211	46	38	295
1995	97	23	4	124
2000	101	23	8	132
2005	151	29	0	180
2010	192	22	0	214
<b>Totals</b>	<b>1530</b>	<b>369</b>	<b>56</b>	<b>1955</b>

# WCAA Policies and Guidelines

## WCAA List and Email Policies

The Wellesley College Alumnae Association (WCAA) may provide class, club, and shared identity group (SIG) leaders with access to lists of their members upon request. These lists contain information useful to volunteer leaders for planning events, managing communications, and calculating metrics. The information shared in these lists is sensitive data and is provided at the discretion of the WCAA.

The WCAA is unable to include alumnae email data in these lists for many varied reasons, including but not limited to the following:

- The Wellesley College Alumnae Association is a 501(c)3 Nonprofit organization and therefore subject to privacy restrictions including the EU's General Data Protection Regulation and domestic anti-spam laws. All email communications on behalf of the WCAA and its umbrella organizations are legally mandated to provide an option for recipients to unsubscribe or opt-out of receiving future emails. Private mass emails do not allow direct unsubscription from Wellesley mail and therefore are not permitted. Platforms such as Paperless Post are not tied to the Wellesley database and any unsubscribe requests will not be captured for future communications.
- All broadcast emails to classmates, club members or SIG members should be sent through the WCAA's official website newsletter function, which is connected to the College's alumnae database.
  - The College's records database tracks updates, email accounts that send back mail as undeliverable, and unsubscribe requests. Changes are continuously being made.
  - This ensures that communications are sent to the most current email addresses.
  - For help sending emails, please submit a request [here](#).
  - Personal, one-on-one emails may be sent between alumnae.
- The WCAA offers online directories for all classes, clubs, and SIGs, as well as an all-alumnae general directory, which can be filtered by name, class, state, city, country, current or past employer, job title, or occupation. To access the general directory, please visit <https://www.alum.wellesley.edu/people.html>. To view your class, club, or SIG directory, please visit their respective websites.
  - Please note: while the online directories provide email addresses for many alumnae, compiling these addresses into a private list, or using them to send mass emails is strictly prohibited.

- Solicitation emails are not permitted under any circumstances, regardless of the number of recipients.
- The College and the WCAA aim to meet industry standards of our institutional peers, and we are committed to safeguarding alumnae information. You may [view our full privacy policy here](#).

While broadcast emails are a useful means of communicating with classmates and club/SIG members, they are just one means of contact. Many groups have had great success by varying their communications between email, print mailings, the HIVE, social media, Facebook groups, and in-person events. If you need help reaching a particular individual or group, please reach out to your WCAA staff contact for assistance.

It is the responsibility of each alum to provide the College with any changes in contact information to ensure they are listed correctly. Alumnae can report these changes to [recordupdates@wellesley.edu](mailto:recordupdates@wellesley.edu) or call our toll-free record updates number at **1.800.339.5233**. If you receive news about alumnae contact updates, please let us know.

### Charitable Donations

Each Wellesley class/club is a 501(c)(3), a non-profit organization, whose mission is to connect Wellesley alumnae to the College and to each other. Each class/club operates under the umbrella of the Wellesley College Alumnae Association and as such must operate in a manner that upholds the shared mission of the class/club and the WCAA so that both the class/club and the WCAA may maintain their legal standing as non-profits.

While community service can be a large part of a class/club's engagement, direct financial support of another charity is not permitted. All money collected by the class/club must be utilized to further the mission of the class/club, the WCAA, and Wellesley. In other words, funds raised and held in the class/club's bank account are to be used to connect alumnae to each other, the class/club, the WCAA, and the College or may be donated to the class/club's scholarship fund, if applicable, or as a gift to the College. Direct financial support of another 501(c)(3) is outside the class/club's mission, and therefore must not occur.

If you have any questions about a class/club's financial responsibilities, please contact [alumnae@wellesley.edu](mailto:alumnae@wellesley.edu).

### Non-Discrimination Policy

Each Wellesley class/club/SIG operates under the umbrella of the Wellesley College Alumnae Association and is closely associated with Wellesley College through the club/club/SIG's mission to connect Wellesley alumnae to the College and to each other. As such, each Wellesley class/club/SIG

is expected to share Wellesley College's commitment to providing equal opportunity in employment and education to all employees, students, and applicants of Wellesley College. Wellesley College policy strictly prohibits discrimination or harassment on the basis of race, religion, color, sex/gender, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Wellesley College is committed to making its programs and campus accessible and compliant with all applicable non-discrimination laws. Sexual harassment, including sexual violence, is a form of gender discrimination that is illegal and prohibited by College policy. Retaliation against any individual for making a complaint regarding this type of conduct or for participating in the investigation of such a complaint, is not tolerated.

If you have any questions about this non-discrimination policy, contact [alumnae@wellesley.edu](mailto:alumnae@wellesley.edu). You can also review the College's website for more information.

## WCAA Staff Contacts

CLASS YEARS	WCAA CONTACT
1940s	Janet Monahan McKeeney '88
1950s	Janet Monahan McKeeney '88
1960s	Kelly Gallagher '14
1970s	Darcy Kupferschmidt '12
1980s	Emily Rankin Welch '99
1990s	Emily Rankin Welch '99
2000s	Emily Rankin Welch '99
2010s	Darcy Kupferschmidt '12
CE/DS	Tulika Verma
SIGS	Tulika Verma

### Janet Monahan McKeeney '88

Senior Director

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### Kelly Gallagher '14

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### Darcy Kupferschmidt '12

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### Emily Rankin Welch '99

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