

**AGNES SCOTT COLLEGE  
OFFICE OF ALUMNAE RELATIONS  
FINANCIAL HOW TO**

How It Works

- By Reunion Boot Camp (June 8), reunion chairs will be provided menu selections and prices, including the event fee. The event fee is not direct food or beverage costs, but goes to cover catering/bar staff, linens, furniture rentals and other party expenses that the Alumnae Office helps each class manage.
- Other possible expenses that the class manages -- such as other engagement activities, a scholarship fund for classmates who might otherwise not be able to attend, class gifts or party favors, parade costume attire, banner updates, or class directory printing, should also be considered.
- The costs of these “extras” can be incorporated into the reunion ticket price or a class might decide other ways to handle these costs. For example, to do a directory, the classmate who is organizing the effort and compiling the directory may prefer to collect payments separately to cover the expense of putting the directory together. Sometimes a small group within the class will decide to “sponsor” an additional expense like one of those mentioned here. Please note that, due to tax reasons, this type of sponsorship cannot be considered a “Gift in Kind” to the college.
- Traditionally, reunion classes handle their own alcohol purchases - up until the 50<sup>th</sup> reunion year. The class is responsible for delivering wine/beer (at serving temperature) to the party site the hour prior the party start. At that point, the bartending staff person(s) assigned to the class party will put the pre-chilled beverages on ice and ready to serve during the party.
- For the 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> and the combined 65<sup>th</sup>/70<sup>th</sup>/75<sup>th</sup> reunion parties, the Alumnae Office works with a local provider to manage the purchase of beer and/or wine.
- Those costs of alcohol, regardless of how the product is ordered, must be calculated into the reunion ticket price.
- Between now and Reunion Boot Camp (June 8) is the perfect time to get a sense of what type of event and other activities will make for a meaningful reunion for you and your classmates. It’s also the time to talk with past class reunion planners or other reunion planners in classes adjacent to your own. If you’ve been that reunion chair, this is the time to consult your old notes! Casual or formal? Sit down dinner or stand up cocktail fare? Want to hold an online scavenger hunt in February in hopes of getting classmates out of town connected and engaged? Need to spruce up the class banner? The next month is the time to dig in to the details so that when you get menu and other cost information from the college, you’re ready to go.
- **At Reunion Boot Camp**, Reunion Chairs are encouraged to make all selections and work with their AR Staff Liaison to seek guidance on their reunion budget – how to complete the budget worksheet, anticipate attendance and establish a final reunion ticket price. Party details, including the menu choices, completed budget form and per person ticket price, are due to the alumnae office by **the end of the day**.
- Information, including costs, about college-sponsored and class-sponsored events will be published in the Alumnae Weekend registration brochure, which is mailed in **January** to all members of the reunion classes. The brochure is not mailed to any other classes, however the Alumnae Weekend schedule, with class parties and other event details, along with the online registration form, will be published online at this same time and emailed to all alumnae. If your class wants to encourage other, non-reunion classmates and friends to join you for the AW25 celebration, emailing them a link to the website is the best way to go.

- Classmates will register for all events online. The Alumnae Office will keep track of headcount and revenue received for class reunions. The office will also follow up if an alumna makes a mistake in her registration or amount paid, issue reimbursements if cancellation occurs before the posted deadline dates and provide other customer service.
- Class reunion planners will prepare a budget that includes **all costs** associated with their reunion. The class leadership and/or reunion committee must turn in the completed budget form before that cost is published in the registration brochure. We highly recommend that the Reunion Chair discusses the budget and proposed cost per person with their alumnae relations liaison during the October 1-December 1 period.
- The alumnae relations staff and the reunion chair (or other appointed committee member) will keep copies of the budget.
- For all on-campus parties, the alumnae relations liaison will convey final catering and furniture rental requirements and count to ASC's catering services vendor, Aramark, and our Facilities Management team with whom we partner for furniture rentals. The bills will come to alumnae relations and will be paid from funds collected from registration.
- Class members who need reimbursement for reunion party expenses should send all receipts to the reunion chair (or other appointed committee member) for approval. **The reunion chair (or other appointed committee member) will submit one packet with all the reimbursement forms for their class members to the Alumnae Office.**
- All expenditures must be cleared with the reunion chair (or other appointed committee member) to ensure reimbursement. **If an expense incurred for the reunion wasn't budgeted in advance and covered in the class reunion ticket price, Reunion Chairs are encouraged to let classmates know that they may not be reimbursed.**
- Individuals can expect payments one to three weeks after the receipts have been submitted to the college. Requests for reimbursement should be made by **May 12. May 12 is the deadline for reimbursement requests.**
- If the class elects to hold a party off campus, with off-campus catering, a member of the reunion planning committee should expect that the outside vendors will require you to sign the catering contract and provide a personal credit card number or check to confirm catering. We recommend that this person negotiate with the caterer not to debit the card or cash the check until the month of the event. Reimbursements will be processed after Alumnae Weekend.
- If using an off-campus caterer, class reunion planners should keep a close eye on posted AW registration deadlines. We recommend that you request that the off-campus vendor be willing to accept final numbers after final counts are compiled by the Alumnae Office, which would likely be two-three business days after the registration deadline. The registration brochure will reflect that the class can take no late registrations if that is the case. The Alumnae Office will make every effort to have registration information up to date on the day information is due.