



Cambrian College
**Alumni
Reunion
Guide**



CAMBRIAN
COLLEGE
ALUMNI
ASSOCIATION

Table of Contents

General Information 3

Reunion Coordinator and Committee Guidelines. 4

Planning Your Reunion 5

The Alumni Office Role 6

Sample Invitations and Forms. 7

Accommodations 9

Contacts at the Alumni Office 10

Confidentiality/Non-disclosure Form. 11

General Information

Reunions provide graduates of Cambrian College with the opportunity to reacquaint themselves with classmates, friends, and faculty. This publication is designed to guide you through the process of organizing your reunion and understanding your responsibilities as an organizer. It also outlines the level and type of assistance you can expect from the Cambrian College Alumni Association.

We recommend that you notify the Alumni office at Cambrian College about your plans for a reunion at least one year in advance. If you require the assistance of the Alumni staff, please check with the office regarding dates to ensure that Alumni staff will be available to assist with your reunion.

Reunion Coordinator and Committee Guidelines

The reunion coordinator serves as the contact person for the reunion class as well as the contact person with the Alumni office. The coordinator may choose to form an organizing committee to help encourage attendance and to build enthusiasm for the event(s).

Reunion coordinator responsibilities:

1. Assembles the committee.
2. Acts as liaison between the committee and Alumni office.
3. Helps to organize the logistics such as the entertainment, games, and events for the weekend (with the assistance of the Cambrian College Alumni office).
4. Provides assistance with all aspects of events during the reunion weekend.
5. Signs the letter inviting his/her classmates to attend the reunion.
6. Encourages his/her classmates to attend the reunion.
7. Helps to trace lost classmates.
8. Participates on the telephone committee to encourage class participation and to build enthusiasm.
9. Assists the Alumni Association with the preparation of activities, whenever possible.

Committee member responsibilities:

1. Volunteers to assist in at least one event during the reunion weekend.
2. Encourages his/her classmates to attend the reunion.
3. Helps to trace lost classmates.
4. Participates on telephone committee to encourage class participation and to build enthusiasm.
5. Assists the Alumni Association in the preparation of activities, whenever possible.

Planning Your Reunion

Planning and being well organized is key to a memorable and successful reunion.

Here is a list of duties to consider when planning your reunion.

1. Contact the Alumni office (check tentative dates to ensure Alumni staff availability).
2. Strike a committee.
3. Sign a confidentiality form. (Attached)
4. Acquire the class lists.
5. Arrange a meeting with the committee and the Alumni Association to determine the date, weekend events, and budget and to plan the menu, entertainment and other details surrounding the event.
6. Organize and assist with tracing missing graduates.
7. Prepare and send the first letter to classmates (signed by the reunion coordinator).
8. Contact any professors or special guests you may want to invite.

The Role of the Alumni Office

The Alumni Office will:

1. Provide you with a class list, once we have received a signed confidentiality agreement.
2. Prepare all advertising, including ads in The Grad magazine and other media.
3. Prepare mailing lists.
4. Write and cover mailing costs for the initial invitation and a registration package that includes tickets, event and accommodation information, maps, etc.
5. Arrange to have hotel accommodations blocked for out-of-town guests.
6. Help write the text for/design the invitations.
7. Coordinate mailing.
8. Negotiate costs, establish a menu, and choose venues for events.
9. Process credit card and all other reunion fees.
10. Prepare lists of participants.
11. Prepare and maintain reunion page on the Alumni website.
12. Prepare name tags and the registration package for the reunion.
13. Provide support at the registration table on the reunion weekend.
14. Provide event management assistance at the reunion.
15. Provide access to office equipment (telephones, photocopiers, computers and fax machines), as required, to help you communicate with your classmates.

Please note: Any charges incurred to the Alumni Association in the organizing of the reunion must be recovered through reunion attendance fees.



1400 Barrydowne Road

Sudbury, Ontario

Canada P3A 3V8

Telephone

(705) 566-8101

Facsimile

(705) 566-5828

www.went2cambrian.com

Date

Dear Classmate,

We invite you to join us in celebrating our (number years) anniversary as graduates of the (name of program) at Cambrian College. This will be a great opportunity to reunite with your classmates, to relive the great memories of your College days, and to catch up on what your classmates have been doing since graduation. Join us on (insert date here) and show the graduating class of (insert year here) what the Cambrian spirit is all about!

Plans are underway for a special weekend, and we hope that you and your family can attend. To help us plan our class events, please complete the attached questionnaire and return it no later than (insert deadline here).

If you would like your classmates to know that you will be attending, please complete the attached consent form. This will allow us to post your name on our attendee list on the reunion page at www.went2cambrian.com.

A limited block of hotel rooms have been booked for our class at the (insert hotel name address and phone number here). This booking expires (insert deadline here), so please make your reservations early.

If you have any questions, comments, or suggestions, please feel free to contact us. We hope to see you in (October, May)!

Mary Hartman
Reunion Coordinator

Celina Cacciotti
Manager, Alumni Development



**10th Anniversary Class Reunion
Nursing 1996**

Saturday, May 29, 2006

Reception and dinner: 6:30 p.m.

Fontaine Bleue
Barrydowne Road, Sudbury, Ontario

Cost: \$50 per person

Information/Registration: Alumni Development office

Telephone: (705) 566-8101, extension 7414

Email: alumni@Cambrianc.on.ca

Registration deadline: April 10, 2006

**Come and relive your memories of
Cambrian College with other alumni
from your graduating year!**

**Class of (class and year)
Homecoming 2006**

Name _____

Mailing Address _____

Phone _____

Email _____

Fax _____

I am planning to attend Homecoming 200?

Sorry, I cannot attend.

I am interested in the following:

Volunteering to help with an activity during the homecoming weekend

Volunteering to be on the reunion committee

I plan to attend:

Friday evening wine and cheese

Saturday morning breakfast

Saturday's activities

Saturday evening dinner

Sunday breakfast

Other comments or suggestions _____

Please complete this form and submit to Cambrian College Alumni Association by (deadline).

Class Biography Books

Class Biography Books are a wonderful souvenir of your class reunion. The books typically contain a one-page submission from classmates with information regarding goings-on in their professional and personal lives since graduation. Including photographs adds interest to the books.

If you would like to be included in this book, you must fax the attached consent form and submit the information below electronically to **alumni@cambrianc.on.ca** by (enter deadline).

Books will be included in your registration package at your reunion.

Name _____

Address _____

Phone _____

Email _____

Fax _____

Employment History

Where have you worked over the years? Any professional accomplishments? Etc...

Family

Are you married, do you have children, pets or grandchildren?

Hobbies - Travel

Any other things that have kept you busy over the years?

Favorite campus memory.

Sample Accommodations Forms

A limited number of rooms have been reserved for alumni planning to attend the reunion celebration. If you require accommodations for the weekend of (insert date here), please telephone the following places directly.

A credit card will be required to confirm your reservation.

The availability of rooms cannot be guaranteed after (insert deadline here).

Hotel
Address
Telephone: 1-800-XXX-XXXX
Cost: \$XXX per night, plus tax
Reservation name:
Cambrian College Alumni Association

Hotel
Address
Telephone: 1-800-XXX-XXXX
Cost: \$XXX per night, plus tax
Reservation name:
Cambrian College Alumni Association

Please note that all delegates are responsible for their own accommodation arrangements.

Alumni Development Office

The Alumni Development office is here to help. If you need assistance or have any questions regarding this book or reunions, please contact us at the number below.

Alumni Assistant

705-566-8101, extension 7414

Manager, Alumni Development

705-566-8101, extension 7208

alumni@cambrianc.on.ca

Toll-Free: 1-800-461-7145

Fax: 705-566-5828

1400 Barrydowne Road, Sudbury, Ontario P3A 3V8

www.went2cambrianc.com

Confidentiality Agreement

Cambrian College Alumni Association Confidentiality Agreement

In consideration of becoming employed, or continuing employment with Cambrian College or the Cambrian Alumni Development Association I hereby agree that:

1. I will not during my employment or at any time thereafter without the prior written consent of the Cambrian Alumni Development Association, disclose, divulge or communicate to any person, firm, educational institution or corporation, either in writing or orally, any confidential information of which I have been or may become aware in the course of my employment by the Cambrian Alumni Development Association and that I will observe strict secrecy in regard thereto. I further agree that all confidential data shall be and at all times remain the sole and exclusive property of the Cambrian Alumni Development Association.
2. For all purposes 'confidential information' shall mean all information, documentation and methodology relation to or embodying:
 - Financial records;
 - Results of research
 - Computer software programs, including Raiser's Edge and others;
 - Client and donor lists;
 - All materials and methodologies relation to any of the foregoing.
3. All information provided to me in the course of my duties as an employee of the Cambrian Alumni Development Association is to be used for the purpose of conduction Cambrian College Services and Cambrian Alumni Development Association Services.

**I understand that breach of confidentiality is grounds for immediate dismissal.
Thus I agree to uphold this confidentiality.**

Name

Date

Witness / Title

Date



CAMBRIAN
COLLEGE

ALUMNI

ASSOCIATION

1400 Barrydowne Road,
Sudbury, ON P3A 3V8
(705) 566-8101, extension 7414

Toll-Free: 1-800-461-7145

Fax: 705-566-5828

www.went2cambrian.com