



Reunion Volunteer
WORKING SESSION
AT FRANCIS W. PARKER SCHOOL

Volunteers...

new Reconnect unique old
gathering ambassador support friends
welcoming Parker
finding connections

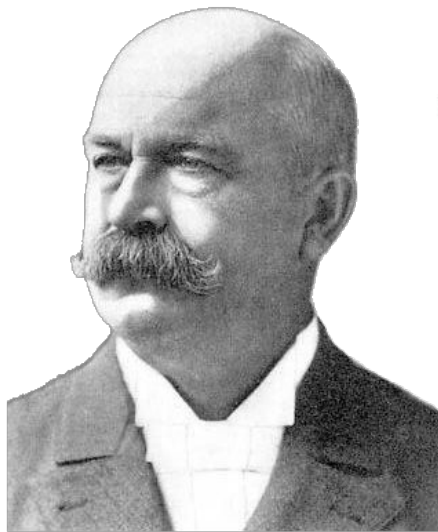
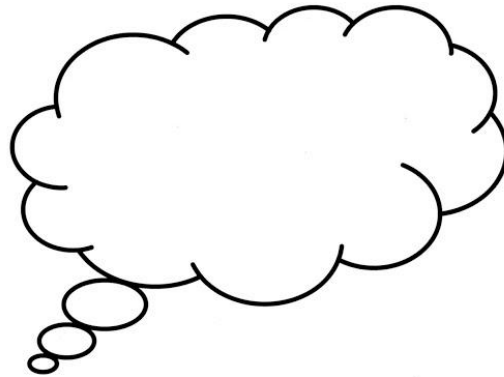


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Think back...

What is your favorite Reunion memory? What made that special to you?



... let's make that happen!



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What are the goals for today?

- Overview of Reunion Weekend
- Learn about the volunteer roles
- Working session: setting participation and fundraising goals

Would it be helpful for us to record this for other volunteers?

Would you like us to share the slides?

There are no silly questions– please ask anything, anytime!



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First things first: All are Welcome!

All former Parker students are Parker alumni -- not just graduates!

“When I look back on my year at Parker, it was one of the most influential years of my life. I used to call it Col. Francis Parker UN School. . . We were all different and we all got along so well and respected each other. The world would do well to emulate Parker.” - Member of the Class of '63

“Although I am not an official graduate I will never forget the lessons I learned at Parker. . . But I wasn't one for reunions and I fell out of touch with Parker for many years. I felt I had exhausted the memories of that time of my life. I changed, however as I aged. I began to wonder how my former classmates had managed the years. I decided to return for our 50th reunion.” – Member of the Class of '50



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During class reunions, casual social gatherings. . . and all occasions hosted by FWP, we wholeheartedly seek to make alumni of all identities feel at home.

We came from various backgrounds as children and we have grown into adults with expanded self awareness and a wide variety of experiences, knowledge and perspectives.

We warmly invite each and every person to be an integral part of Francis Parker as we continue to expand our thinking and act as ideal citizens of a learning community that seeks, at every turn, to stay in sync with our diverse world.

–Sarah Kinnison '92 (on alumni engagement)



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Overview of Reunion Weekend

Friday	Saturday	Sunday
Alumni of Color and Friends Luncheon Campus Tour State of the School Address All-Class Reunion Celebration	Milestone Reunion Brunch Class Parties	Rick Haskins Memorial Soccer Match Family BBQ

 fwparker.org/reunion 



Planning Your Class Party

- Pick the kind of class reunion event you'd like to have – happy hour, sit down dinner, bar package, a classmate's home, etc.
- Select a venue for your reunion party (held on Saturday, October 2)
- Decide on the event fee
- ***Complete the Event Planning Google form by June 1***

Maggi Steib and Chuck Lira are available to help with event logistics!

- Make venue deposit
- Manage RSVPs
- Collect event fees
- Reimburse volunteer expenses



Past Event Venues

- Rented party room in an apartment building
- Private home of a classmate
- Bowling alley
- Restaurant: book a table or a private room
- Event venue
- Bar

Bars and restaurants used in the past include:

- The Red Lion
- Delilah's
- Topo Gigio
- Antique Taco
- Café Ba Ba Reeba



ANTIQUE TACO

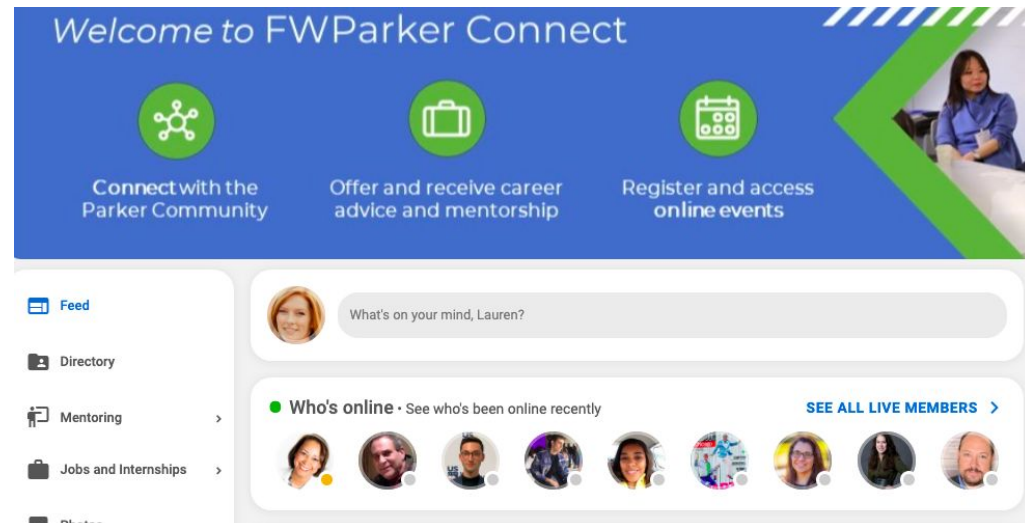


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Generating Excitement for Reunion Weekend

- Make a FWParker Connect group for your reunion class
- Create a shared Spotify playlist of songs from your graduation year
- Create a Facebook group and tag your friends
- As soon as registration opens, we will send you the link so you can text your friends, post online, etc!



Deadlines and Details

- Details about your event are needed by June 1 (this is so that we can format and edit the invitation brochure that will be mailed to all Reunion celebrants)
- Event details needed:
 - Time
 - Location
 - Price per head
 - Brief description, if needed
- Enter all details in to the provided Google form

Class of 19xx: 7:00 - 10:00 pm | Cost: \$60.00 per person

Join the class of 19xx as we celebrate xx years together at the Red Lion Pub located at 2446 North Lincoln Avenue.

Class of 19xx Reunion Committee: Huey, Louie, Dewey



Fundraising Planning

- Set a fundraising goal and theme for your class to rally around
- Make a gift to Parker - goal is 100% of our volunteers to make a Reunion Gift by August 1
- Sign appeals that will be sent to your classmates (Parker will provide samples and drafts!)
- Reach out to your classmates to encourage them to join you in making a gift to Parker
- Work with the Alumni Office and Alumni Giving Committee to strategize fundraising unique to your class

Fundraising is an integral part of Reunion Weekend. We will help you every step of the way!



Appeals: timing and details

- Appeals serve two main purposes:
 - Invite and encourage attendance, remind alumni about Reunion Weekend
 - Invite classmates to make a gift to Parker
- Appeals are also known as solicitations or letters
- We will provide a letter template for you to personalize as you see fit
- Can be signed by all volunteers in the class
- ***Note: We will never send a letter with your signature without your consent.***

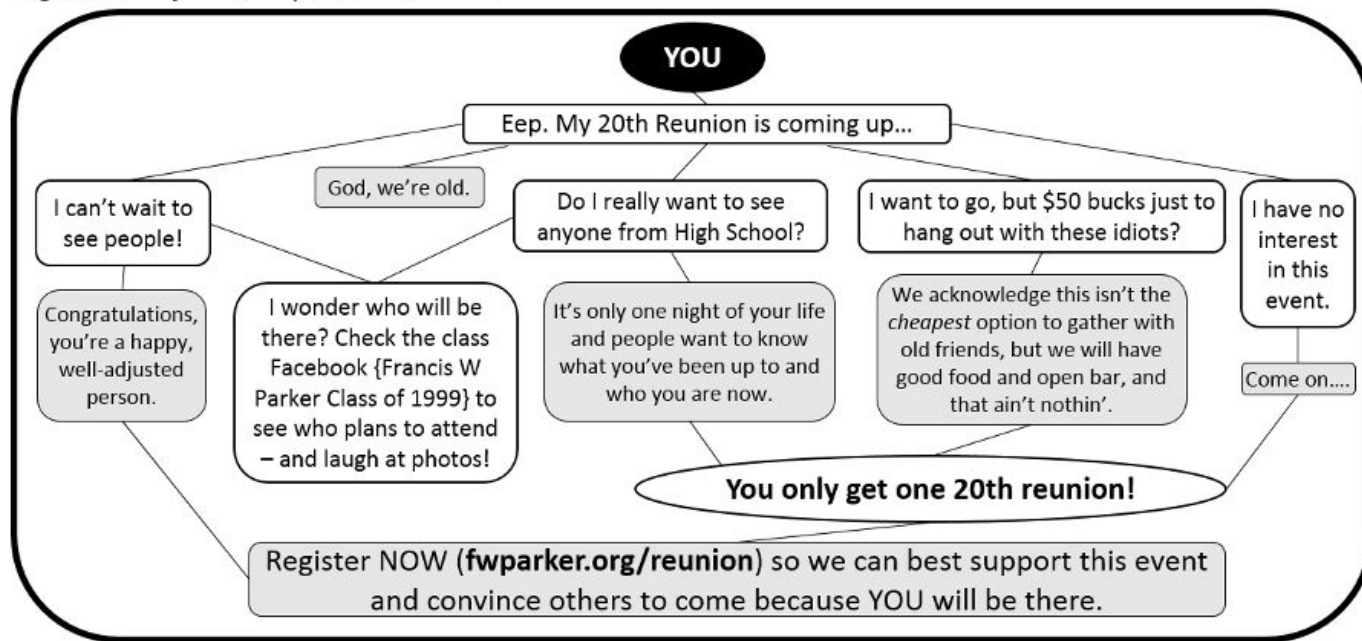
Template Sent	Edits Due	Mail Date	Contains
ASAP	May 17	June 3	Reunion reminder, Class Gift goals
Approx. July 1	Approx. July 15	August	Registration reminder, Class Gift progress
Approx. October 1	Approx. October 15	November	Memories from weekend, last chance to give



Idea #1: Get Creative to Encourage Attendance

This class included a flow chart on their Spring letter

understand your weird high school. Anyone who was ever a member of our class is also welcome to register and join us! Spread the word.



Idea #2: Encourage Giving

Inspire classmates with a giving challenge!

Some examples/ideas include:

- Invite a small group of classmates to offer up a challenge “pot” of money if the class raises a certain amount of money
- Have a lead donor offer to match gifts made to Parker up to a certain dollar amount
- A donor might agree to make a leadership (aka larger) gift if a certain percentage of classmates donate to Parker



Making it Meaningful

- Auditorium seat
- Giving in honor of a favorite teacher
- Fundraising in memory of a beloved classmate
- Focusing on participation (“our goal is 80% of the class to make a gift!”)

Tribute Gift

This gift is in honor, memory, or support of someone

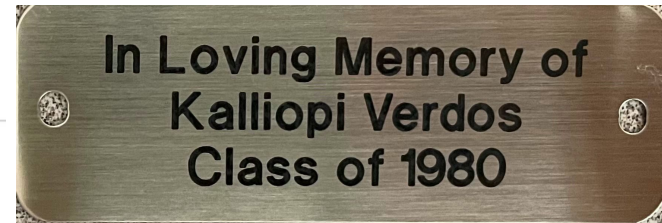
This gift is

In Honor Of

Nurse Anne

Please notify the following person of my gift

Donate



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Class of 19XX - XXth Reunion!

From your Reunion in 2016:

- 32 RSVPs
- 19 donors (21% participation)
- \$37,973 raised for Parker (Class Gift)

Other 40th Reunions:

- 19XX (in 2016): \$24,535, 14 donors (22%)
- 19XX (in 2018): \$10,410, 14 donors (14%)

Let's set some goals!

Class gift goal	\$
Class participation goal	%
Attendance goals	RSVPs



Communication Timeline

Fall 2020	Reunion date announced!
March	Reunion welcome letter (with magnet) hits mailboxes
March	Recruitment of new Reunion volunteers
April	Maggi and Lauren (Parker staff) to host Reunion class working sessions
May 17	Letter edits due for spring appeal
June 3	Spring appeal letter to be sent to classmates (signed by you!)
June 1	Deadline to submit Reunion event details by Google Form
June/July	Reunion Program and website editing process
July	Reunion Program heads to printer
July 20	Registration opens online! (Tell your friends!)
July	Letter edits due for summer appeal
August	Summer appeal letter to be sent to classmates (signed by you!)
August	Reunion Program hits mailboxes
Aug/Sep	Attendance and giving updates to be sent to chairs and volunteers (weekly)
Aug/Sep	Emails and social media to encourage Reunion registration and gifts
October 1	Reunion Weekend begins!
October 5	Thank you email to be sent to classmates from Alumni Office (with photos)
October	Letter edits due for fall appeal
November	Fall appeal letter to be sent to classmates (signed by you!)
December	Reunion email for “end of reunion year” to be sent from Alumni Office



The “Nitty Gritty”

- ❑ Update YOUR contact information by updating your profile in FWPCConnect (or creating a profile - it takes 2 minutes!)
- ❑ Sign the online Confidentiality Agreement (available on FWPCConnect)
- ❑ Respect security and privacy of fellow alumni
- ❑ Share updates with our office (classmates who have moved, gotten married, changed jobs, etc.)
- ❑ Plan your Reunion Gift - our goal is 100% participation for our Reunion volunteers!
- ❑ Get a signature on file for signing letters
 - ❑ Email a digital signature if you already have one OR
 - ❑ Sign a blank piece of paper with a pen, take a photo, and email it to us
 - ❑ ***Note: We will only print your signature with your permission!***



THANK YOU!



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