Welcome

Dear Volunteer,

When I meet with alumni, parents, students or prospective students the same theme arises, Wheaton is a warm and inviting place. The sense of community that is formed while you were here on campus and continues when you leave campus is special. Thank you for all you do for the Wheaton community. It would not be the strong, vibrant community without your hard work and dedication. We have enclosed a handbook that we believe will be helpful as you plan your work in the year ahead.

On behalf of the Wheaton Community, thank you and we look forward to working with you.

Warm regards,

Courtney D. Shurtleff
Director, Alumni Relations

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Alumni Relations Contact Information

Office Hours: 8:30 a.m. - 4:30 p.m., M - F  
Location: Mary Lyon Hall  
Phone: 508-286-8207  
Alumni website: [www.wheatoncollege.edu/alumni](http://www.wheatoncollege.edu/alumni)  
Reunion Frequently Asked Questions: [www.wheatoncollege.edu/alumni/faqs](http://www.wheatoncollege.edu/alumni/faqs)

**Courtney Shurtleff**  
Director, Alumni Relations  
*Contact for reunion classes 40th, 45th, 50th (1970-1984)*  
508-286-3425  
shurtleff_courtney@wheatoncollege.edu

**Marco Barbone ’09**  
Senior Assistant Director of Affinity and Student Engagement  
*Contact for reunion classes 2nd, 5th, 10th, 55th, 60th, 65th, and earlier (2010-2019; 1969 and earlier)*  
508-286-3382  
barbone_marco@wheatoncollege.edu

**Patricia Turcotte**  
Senior Assistant Director of Alumni Engagement  
*Contact for reunion classes 15th, 20th, 25th, 30th, 35th (1985-2009)*  
508-286-3426  
turcotte_patricia@wheatoncollege.edu

**Wheaton Fund**  
[https://wheatoncollege.edu/giving/wheaton-fund/](https://wheatoncollege.edu/giving/wheaton-fund/)  
508-286-8226  
wheatonfund@wheatoncollege.edu
Class Officer Positions

Class Officers are the College’s liaisons to the rest of the class and in turn, the College looks to these individuals for advice, input, and ideas.

**Class President**
The Class President provides leadership, support, and encouragement to the other officers and members of the class. The President also calls and presides at all class and officers’ meetings. The President will collaborate in the creation of a class newsletter.

**Class Vice-President**
The Vice President’s primary responsibility is to serve as the Reunion Program Coordinator for the class reunion. During non-reunion years, the Vice President assists the President and other class officers when needed. Leading up to and during a reunion year, the VP organizes and chairs a reunion committee. Strong organizational and communication skills are needed.

**Wheaton Fund Chair**
Each class has a Gift Chair or Co-Gift Chairs who is/are responsible for leading fundraising efforts in support of the Wheaton Fund during a five-year reunion cycle by recruiting and managing gift committee members, engaging with classmates and soliciting gifts of support. Wheaton Fund Gift Chairs will collaborate with Wheaton Fund Program Managers to set annual goals for both dollars and participation from classmates.

**Class Secretary**
The Class Secretary/Correspondent is the main correspondent between the class officers, the college, and the members of the class. S/he writes the Class Notes section for the Wheaton Magazine, notifies the college of any class member address changes and takes minutes at class meetings. A sense of humor and good writing skills are helpful.

**Gift Planning Chair**
The Gift Planning Chair position was created to provide leadership from within the Reunion class to raise awareness of legacy giving opportunities at Wheaton. The Chair will be a member of the Founders Society, and there will be at least one chair per class. The Wheaton Fund Gift Chairs are responsible for raising money for the Wheaton Fund, which goes towards the college’s annual operating expenses. The Gift Planning Chair concentrates fundraising efforts on capital endowment through planned gifts.
Class Officer Responsibilities

Being a class officer is both an honor and rewarding. Class officers enjoy keeping in touch with classmates, working with other volunteers and celebrating Wheaton. Class officers serve five-year terms that run from Reunion to Reunion.

- Be the voice of your classmates to the Alumni Association.
- Communicate with your classmates regularly, using print, email, Facebook and other social media.
- Stay in touch with staff at Wheaton and the leadership of the Alumni Association.
- Make a gift to the Wheaton Fund that reflects your own resources and your commitment to Wheaton as a philanthropic priority.
- Join Wheaton Fund volunteers in seeking financial support for Wheaton's people and programs.
- Identify potential volunteer leaders among your classmates.
- Identify and nominate Alumni Achievement Award candidates.
- Identify and nominate Alumni Board positions.
- Maintain enthusiasm and class spirit in the years between Reunions.
- Serve on the Reunion planning committee during your Reunion year.
- Provide active support to all class officers as they assume their responsibilities, including attending class gatherings and making an annual gift to the Wheaton Fund.
- Keep written records to be passed on to successors.
- Attend local Wheaton regional events.
- Attend Alumni Leadership Conference (ALC)/Leadership Weekend, held on campus each fall, where you will receive practical information and guidelines along with current news from Wheaton and the Alumni Association. If you are unable to attend ALC/Leadership Weekend, appoint at least one representative who can attend and update absent officers.
- Communicate to your classmates' news of class activities, as well as upcoming college plans and activities.
Online Resources

Volunteer Confidentiality Agreement
Wheaton College is committed to protecting the privacy of individuals (employees, students, alumni, and donors) and the confidentiality of records. Wheaton alumni and student volunteers who work with the division of College Advancement may have access to confidential information about alumni, parents, friends of the college, faculty, staff, and students. In order to ensure that confidentiality is maintained at all times, volunteers must acknowledge that all information they may see, hear or read in the course of their work must not be shared or discussed with anyone outside of the College Advancement division.

This agreement pertains to but is not limited to, information regarding gifts and pledges made to the college, employment, education, personal and financial information. Please note: All reports, downloads, emails and documents that contain biographical data are for official use by the college only and use of this data for any other purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, photocopying or using the information for personal purposes is strictly prohibited and violates the College’s confidentiality policies.

Please read this agreement carefully and sign below to acknowledge your understanding of the confidentiality of this information. Failure to comply with this policy may result in immediate termination of your volunteer duties.

Should you have any questions regarding this policy please feel free to discuss them with your College Advancement staff contact.

https://wheatoncollege.edu/alumni/volunteer-information/volunteer-confidentiality-agreement/

Class List Request Form
Wheaton Volunteers can use the below link to request a contact list of alumni for their groups, classes or regions. All reports, downloads, emails, and documents that contain biographical data are for official use by the college and Alumni Association only and use of this data for any other purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, photocopying or using the information for personal purposes is strictly prohibited and violates the college and Association confidentiality policies.

If after receiving your lists, you notice a classmate’s name/information does not appear, this does not necessarily mean they are deceased. They could have requested not to receive class mailings or mail from Wheaton.

https://wheatoncollege.edu/alumni/volunteer-information/alumni-list-request-form/

Event in a Box
We can send some Wheaton spirit to display at your next gathering.
Items included:
- Registration list or sign-in sheet
• Blank stick-on name badges with the Wheaton College logo
• (2) Black Sharpies
• (2) Pens
• (50) Wheaton cocktail napkins
• Wheaton College pennant or banner
  o The banner will have to be returned to Wheaton after the event. A return envelope with postage will be supplied.
• Most current First-Year Class sheet
• Wheaton M&Ms (donated to the college)
  o May not be available for every event due to limited supply

https://wheatoncollege.edu/alumni/alumni-events/event-in-a-box/

Mini- Reunions
Mini-reunions are a great way for classmates to maintain connections with each other and the college, especially between Reunions. It is also a great opportunity to help re-introduce class members who may have lost contact. Gatherings may be held anywhere in the world and can be any length of time – from a couple of hours over lunch and drinks or weekend trips.

The Alumni Relations Office is happy to assist volunteers in planning these events. Generally, your class vice-president or president is the liaison between the College and your class for planning min-reunions.

https://wheatoncollege.edu/alumni/classes/mini-reunion/

In Memoriam
The Alumni Relations office receives weekly obituary updates. Below is our in memoriam process.
  1. Send a condolence card to a living family member (providing the contact information is available) within 3 months of death.
  2. Inform the class officers through a monthly report provided online.

https://wheatoncollege.edu/alumni/classes/in-memoriam/

Class Notes
A month before each deadline list below, the Class Notes editor from the Wheaton Magazine will send a reminder email with instructions on submitting the notes to class secretaries. Many class secretaries find it helpful to send out a mass email two or three weeks in advance of the deadlines above to solicit news from their classmates. If a Class Notes column is not received by the deadline, we will email the secretary to confirm non-receipt for that issue. If after two deadline cycles have passed with no notes submission, Alumni Relations will email on class secretaries behalf to the class officers for assistance in getting class notes submission for next issue. Submit class notes to Wheaton Magazine by emailing magazine@wheatoncollege.edu.
Long “Lost” Classmates
Over the years, Wheaton has lost touch with a number of our alumni. Please take a minute to review the “lost” classmates list on your class page for whom we do not have mailing information. We would like for all alumni to receive information from the college and be invited to attend their reunion. Please email college_advancement@wheatoncollege.edu or direct a classmate to update their information. Lost classmate lists will be updated every other month (January, March, May, July, September, and November) on class pages.

https://wheatoncollege.edu/wheaton-magazine/class-secretaries-faq/
Reunion Class Officers Timeline

Engagement Years:
Post Reunion Years

Year 1
- Keep the good feeling from Reunion alive. Share Reunion highlights through class notes in *Wheaton Magazine*
- Encourage ALC/Leadership Weekend attendance in the fall
- Confirm Class Officers and share names with Alumni Relations Office
- Build on relationships renewed at Reunion
- Attend and invite classmates to regional events

Year 2
- Create a class newsletter
- Attend ALC/Leadership Weekend in the fall
- Share class updates and happenings on social media pages and in the class notes in the *Wheaton Magazine*
- Attend and invite classmates to regional events

Year 3
- Create class newsletter
- Identify potential reunion committee members
- Invite classmates to attend ALC/Leadership Weekend in the fall
- Plan Mini-Reunions or gatherings
- Attend and invite classmates to regional events

Planning Years:
Pre Reunion Years

Year 4
- Create a class newsletter
- Begin searching for lost classmates
- Attend ALC/Leadership Weekend in the fall
- Recruit committee members for Reunion
- Promote Reunion on the class web page, social media and class notes in the *Wheaton Magazine*
- Create a succession plan

Year 5
- Encourage entire class officer team to attend the reunion planning session during ALC/Leadership Weekend in the fall
- Build momentum in all communications to classmates
- CELEBRATE!
- Elect or Re-Elect Class Officers
# Reunion Planning Timetable

## Prior to Reunion

### Late Spring to Summer

Reunion Chair should begin reaching out to other class officers to build a reunion committee.

College sends a Save the Date invitation either by email or hard copy to all classes in Reunion.

### October

Invite Committee to attend ALC/Leadership Weekend
- At least one committee member should attend
- Committee members will need to sign the Volunteer Confidentiality Agreement
  
  [https://wheatoncollege.edu/alumni/volunteer-information/volunteer-confidentiality-agreement/](https://wheatoncollege.edu/alumni/volunteer-information/volunteer-confidentiality-agreement/)

### November 1 – March 1

One reunion hard copy mailing can be mailed from Alumni Relations Office.
- No other hardcopy mailings will go out after March 2

Decide your class election strategy before reunion weekend. Class officer elections should take place prior to or during Reunion weekend.

### November – April 30

Volunteers are able to send emails through Alumni Relations via their staff contact during this time providing:
1. They are to increase participants
2. Content sent to class staff contact at least 2-3 weeks in advance of email going out
3. No more than 2 emails going out during this time frame

Reunion committee members can send out personal emails to classmates as much as they want.

No reunion emails will be sent out after April 30
**Final Weeks Leading Up to Reunion**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>March 2</td>
<td>Class Needs Survey reminder will be emailed to Reunion Chairperson. Due back to Alumni Relations by April 1.</td>
</tr>
<tr>
<td>March 2*</td>
<td>Digital Reunion invitation emailed to all alumni in the reunion year.</td>
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<tr>
<td>March 2*</td>
<td>Online registration begins.</td>
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<td>March 13*</td>
<td>Hard copy of the invitation mailed to all alumni in a reunion year.</td>
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<tr>
<td>April 1</td>
<td>Class Needs Survey deadline.</td>
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<td>April 13 – 24*</td>
<td>Invitation reminder email to all alumni in the reunion year.</td>
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<td>Reach out to classmates and remind them of the deadline to register and secure housing is <strong>May 1</strong>*</td>
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<td>April 27</td>
<td>Payment for food order from Aramark Hospitality for Saturday Class Reception is due.</td>
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<td>Final confirmation and payment for invited faculty/staff to attend class dinner for Friday and/or Saturday are due.</td>
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<td>May 1*</td>
<td>Registration closes</td>
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<td>May 11*</td>
<td>Parlor assignments and class photo time slots will be made available to class officers no earlier than the Monday prior to Reunion. Class organizers will also be sent class-specific planning documents from your reunion staff contact.</td>
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<tr>
<td>June 15</td>
<td>Slate of new officers sent to Alumni Relations office.</td>
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*Dates are approximate*
Roles of Reunion Program Chair

I. Recruit a reunion program committee in the months before ALC/Leadership Weekend in Reunion year. Committee members will receive a copy of this handbook and will be invited to attend ALC, provided you share their names with your staff contact by August 31.

- Encourage ongoing communication with class officers. For most classes, the Reunion Planning Committee is normally led by the Vice President who, in a reunion year, serves as the Reunion Program Chair (RPC).
- Make certain that all committee members understand their duties before they accept.
- It’s helpful to recruit at least some Boston/Providence-area classmates who may be able to attend ALC/Leadership Weekend or meet with the staff contact.

II. Attend ALC/Leadership Weekend ALC in October with class officers and committee members

- Begin planning:
  - Decide on committee assignments.
  - Review deadlines determined by the college.

- Map out tentative reunion program ideas. Bring ideas, suggestions, and questions to the Reunion Workshop. Be creative! Think about what made Wheaton special for your class and include similar thoughts and ideas into reunion planning.

III. A copy of the Class Needs Survey is included in this handbook. The survey must be completed and returned by April 1. A reminder with a copy of the Class Needs Survey will be mailed or emailed to the class Reunion Planning Committee on March 2.
## Past Reunion Attendance

The below information is helpful for determining your class participation from past reunions for planning purposes for this reunion.

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Class Specific Programming and Activities at Reunion

The following is a shortlist of possible class programs. A tentative weekend schedule of available time slots for class programs is provided in this handbook. (This schedule is subject to change up to and including the week before Reunion Weekend.) Please note that class programming is not mandatory and due to campus programming, spaces are limited and may not be available. Requests should be submitted by April 1 with your Class Needs Survey.

- Performance or presentation by a classmate(s) who are singers, authors, musicians, dancers, actors, artists, photographers, etc. Who in your class might be interested in presenting or showcasing a talent or significant experience? Be sure to contact and ask them early!

- Pick a theme for the weekend or for your cocktail party, and plan around it.

- Alumni Relations will extend invites to Faculty and Staff to attend class dinners on Friday evening of Reunion weekend. Any additional invites for class dinners or programming on Saturday is the responsibility of the class. Your Alumni Relations staff contact can provide contact information in most cases.

- Interesting Lives, Interesting Times—Call upon classmates to share reflections on their own lives. The experiences are different for each class and/or decade:
  - balancing competing demands in their lives
  - sharing career experiences (service, environmental, performing or visual arts, athletics, etc.)
  - interesting hobbies (horticulture, art, and architecture, antiques, crafts, community service, gardening, etc.)
  - facing life crises
  - starting your own business
  - financial planning, planning for retirement, etc.

Please remember that Class Officers are elected during reunion weekend. It is helpful to have nomination ballots available. Your staff contact can help with this if necessary. After reunion weekend it is the responsibility of the Reunion Program Chair to communicate to the staff contact any newly elected officers.

A list of Class Officer Positions and responsibilities can be found on our website by going to https://wheatoncollege.edu/alumni/volunteer-information/classes/.
Reunion Mementos or Souvenirs

Many classes choose to purchase items such as a memento or souvenir for reunion. Items that generally work well as mementos include; coffee or travel mugs, wine glasses, journals, water bottles and pashminas that can be ordered in class colors. Classes are responsible for selecting, ordering and paying vendors. Items may be shipped directly to Mary Lyon Hall. Items should be shipped at least two weeks prior to reunion. You may use your own preferred vendor as long as you reach out to your staff contact for artwork and branding approval prior to ordering any products. Our office can also provide you with a list of approved vendors.

Wheaton Brand Guidelines:
Draft Reunion Schedule

The following timeline is provided for the sole purpose of identifying potential time blocks for class programs. This tentative schedule is provided for general planning purposes only. It is imperative that any class program ideas be shared early and that all planning includes ongoing communication between the Reunion Program Chair and the Office of Alumni Relations. The final weekend schedule is coordinated with several offices across campus, including Alumni Relations, Wheaton Fund, Student Life and the Office of the President and is always subject to change.

Friday
● Check-in (10 a.m. - 8 p.m., after hours check-in will be at Public Safety)
  o Mary Lyon Hall (2 - 45 reunion classes)
  o Pine Hall (50+ reunion classes)
● Lunch (12 – 1:30 p.m.)
  o Outside in the Dimple
● Afternoon Programming
  o Campus Tour (1 p.m.)
  o Alumni College (2 – 3:30 p.m.)
  o Holcombe M. Austin Memorial Tree Walk (3:30 - 5 p.m.)
  o Posse Graduation (3:30 - 5 p.m.)
  o Class-specific programming (3:30 – 6 p.m.)
  o Presidential Reception (5 – 6:15 p.m.)
● All Campus Dinner
  o Pine Hall Courtyard (6:30 – 8:30 p.m.)
    ▪ Rain location Chase Dining Hall
● 50th Class Dinner (6:30 – 8:30 p.m.)
  o Mary Lyon Hall
● Commencement Reunion Concert (7:15 -8:30 p.m.)
  o Cole Memorial Chapel
● Evening activities start around 9 p.m.
  o Evening activities in Balfour Hood (8:30 - 11 p.m.)
  o Candle lighting on Peacock Pond (8:30 – 11 p.m.)
  o Bonfire, S’mores (8:30 - 10 p.m.) canceled if rain

Saturday
● Check-in (8:30 a.m. - 6 p.m., after hours check-in will be at Public Safety)
  o Mary Lyon Hall (2 - 45 reunion classes)
  o Pine Hall (50+ reunion classes)
● Breakfast (7:30 - 9:30 a.m.)
  o Location to be assigned
● Camp Lyon’s Pride (8 a.m. – 10 p.m.)
● Commencement (10 a.m.)
  o Dimple, reunion classes lineup starting at 9:15 a.m.
● Lunch (12:30 - 1:45 p.m.)
  o Chase Dining Hall
● State of the College and Annual Meeting of Alumni (2 – 3:30 p.m.)
Cole Memorial Chapel
- Memorial for alumni who have passed
- Alumni Association Awards

- Afternoon activities (3:30 - 6 p.m.)
  - Class photo, Front of Library: Rain location Balfour-Hood Atrium Stairs
  - President’s Social Hour, Chapel Field: Rain location Lyons Lounge
  - Family activities, Chapel Field: Rain location Balfour-Hood Campus Center
  - Class-specific Memoriam at the tree

- Class Reception (5:30 – 6:30 p.m.)
  - In Parlors

- Dinner (6:30 – 8:30 p.m.)
  - Location to be assigned

- All Classes Dance (8 - 10 p.m.)
  - Emerson Dining Hall

- Late-night activities
  - Food Truck
  - Luminaria on the Dimple

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**Sunday**

- Farewell Breakfast (8:30 a.m. – 11:30 a.m.)
  - Chase Dining hall
- Check out of Residential Halls (11:30 a.m. – 12:30 p.m.)
Housing Information

Returning alumni and guests have the option of staying in the residential halls, as part of our weekend package, or may choose to stay in one of the local hotels. Classmates interested in being near or rooming with specific classmates are encouraged to register early and indicate a preferred roommate on their registration form. If one is not listed, a classmate could be assigned.

Residence Halls Used

**Upper Campus:**
- Beard – assigned to 25th reunion class
- Chapin and Larcom – assigned to 20th, 30th – 45th

**Lower Campus**
- Clark, McIntire, Young - assigned to reunion classes 2nd – 10th
- Meadows East, West, North – assigned to 20th, 30th – 45th
- Pine Hall – assigned to reunion classes 50th – 70th

All rooms are equipped with:
- Extra-long twin size beds
- Most rooms have shared co-ed bathrooms located in each hallway
- Sheets, blanket, pillows, towels, and a bar of soap will be provided
- Classmates are encouraged to bring any “extra comforts” from home including:
  - Reading lamps
  - Fans
  - Foam pads for bed
  - Alarm clocks
  - Robes and slippers
  - Flip flops for the showers
  - Extra blanket
  - Extra Towels

All residential halls are non-smoking. Actual room assignments will not be available until alumni arrive on campus.
Classmates who prefer to stay in local hotels are advised to make their own arrangements well in advance. A block of rooms has been reserved at:

**Courtyard Boston Foxborough/Mansfield** for $169.00 USD per night  
5 Foxborough Boulevard, Foxborough, MA 02035 (508) 543-5222

**Wheaton College Room Block May 2020**  
Start Date: Thursday, May 14, 2020  
End Date: Sunday, May 17, 2020  
Last Day to Book: Thursday, April 23, 2020, or until full

**Additional hotels listed below and on our website:**  
[https://wheatoncollege.edu/alumni/reunion/faqs/#housing](https://wheatoncollege.edu/alumni/reunion/faqs/#housing)

**Holiday Inn Mansfield-Foxboro Area** (10 miles from campus)  
31 Hampshire Street, Mansfield, MA 02048 (508) 339-2200

**Comfort Inn** (9 miles from campus)  
4 Fisher Street, Foxborough, MA 02035 (508) 543-1000

**Holiday Inn Taunton-Foxboro Area** (5 miles from campus)  
700 Myles Standish Blvd, Taunton, MA 02780 (508) 823-0430
Child Care – Camp Lyons Pride

Alumni Relations is partnering with the Attleboro YMCA to provide childcare services on the Saturday of Reunion Weekend. Pre-registration will be required.
Class Receptions

The following equipment can be provided for your Class Receptions and should be listed on your Reunion Class Needs Survey:

- Easels and easel pads
- Markers
- Tables and folding chairs
- Paper tablecloths

Alumni Relations will provide the following items for your Class Reception and will be delivered on Friday morning to your parlors:

- 100 Cups
- Corkscrew
- 100 napkins

Classes are responsible to bring:

- Blenders
- Coffee-makers
- Coolers (no refrigerators or stoves will be available)
- Other supplies & utensils
- Bluetooth speakers for music
**On-Campus Food Options**

Aramark Hospitality can provide food and set-up for your Saturday Class Reception. Below are some *example* options. Each option serves 25 people and includes plates, napkins and serving utensils. (Prices will be set in 2020 prior to the ordering deadline.)

- Cheese and Cracker Tray with Fruit Garnish
- Tortilla Chips with Salsa, Sour Cream and Guacamole
- Mediterranean Tray with Pita Chips, Hummus, Tabouli, Feta Cheese and Olives

Food options require payment and a minimum guest count of 25 by April 27.

Class Receptions are on Saturday before dinner. They are traditionally held in your parlors. Parlor assignments and class photo time slots will be made available to class officers no earlier than the Monday prior to the reunion.

**Off-Campus Food Options**

Note: Food pickup or delivery is up to the class to arrange.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Distance from Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>BJ’s Wholesale Club</td>
<td>2085 Bay Street Taunton, MA 02780</td>
<td>508-823-6481</td>
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<tr>
<td>Roche Bros.</td>
<td>175 Mansfield Ave Norton, MA 02766</td>
<td>508-285-3600</td>
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<tr>
<td>Stop &amp; Shop</td>
<td>377 Chauncy Street Mansfield, MA 02048</td>
<td>508-337-9450</td>
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<tr>
<td>Shaw’s</td>
<td>390 West Street Mansfield, MA 02048</td>
<td>508-339-3987</td>
<td>8 miles</td>
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</table>
Commencement

The Commencement exercises officially begin at 10 a.m. on Saturday of Reunion Weekend. All members of the reunion classes are invited to march behind their class banners in the Commencement Procession. Alumni begin lining up in front of Stanton Hall at 9:15 a.m. Alumni process through the ranks of the graduating seniors and sit in the alumni seating section.

In the event of rain, the full procession will be canceled and 1 or 2 class representatives will be asked to carry the class banner in the procession through the Beard Field House in the Haas Athletic Center. All others are invited to attend Commencement and sit in the general seating area of the Field House.

Alumni Board of Directors Awards
Alumni awards help recognize the hard work and dedication of individuals within their community and to Wheaton. The Alumni Board of Directors presents the following awards on the afternoon of Commencement at the State of the College and Annual Meeting for the Alumni.

**ABD Alumni Achievement Award** (As positively voted on in October 2018) – This award shall be presented to an alumni in order to recognize the hard work and dedication of individual(s) who have made significant contributions to society. This award can be given to 0, 1, or 2 recipients annually at Commencement.

**Heather J. Corbett ’86 “Unsung Fostering Community” Award** - This award shall be presented to an alumni who contributed toward bringing the Wheaton community together and who fostered deeper Wheaton focused connections. One award recipient may be chosen annually.

**Sharon M. Howard ’87 Outstanding Wheaton Service Award** – This award is presented to an alumni who has made a significant and sustained contribution or service to Wheaton. One award recipient may be chosen annually.
Reunion Awards

Alumni Relations

Beryl Proctor Fenstemacher '26 Award recognizes the class with the greatest number of classmates returning for reunion.

Loving Cup Award recognizes the class with the largest percentage of classmates attending reunion.

Wheaton Fund

Reunion Gift Achievement Award recognizes the class with the greatest percent growth in participation in the Wheaton Fund, compared with the previous year.

Reunion Donor Award recognizes the class with the most 1834 Society donors to the Wheaton Fund during their reunion year.

Reunion Wheaton Fund Award recognizes the class that has raised the most Wheaton Fund dollars during their reunion year.

Reunion Mary Lyon Leadership Society Award recognizes the class with the most Mary Lyon Leadership Society donors to the Wheaton Fund during their reunion year.

Reunion Young Leaders Circle Award recognizes the young alumni class with the most Young Leaders Circle Society donors to the Wheaton Fund during their reunion year.

Reunion Attendance Records

<table>
<thead>
<tr>
<th>Class</th>
<th>Number of Classmates</th>
<th>Year</th>
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<td>2011</td>
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<tr>
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<td>7</td>
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Reunion Giving Records*

<table>
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<tr>
<th>Class</th>
<th>Total Giving (Donors)</th>
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</tr>
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<tr>
<td>2nd</td>
<td>$3,642 (73 Donors)</td>
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</tr>
<tr>
<td>5th</td>
<td>$4,815 (51 Donors)</td>
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<td>10th</td>
<td>$10,040 (105 Donors)</td>
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<td>15th</td>
<td>$11,215 (46 Donors)</td>
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<td>20th</td>
<td>$23,599 (71 Donors)</td>
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<tr>
<td>25th</td>
<td>$55,261 (73 Donors)</td>
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<td>30th</td>
<td>$38,890 (51 Donors)</td>
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<td>40th</td>
<td>$211,017 (59 Donors)</td>
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<td>$199,227 (129 Donors)</td>
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<td>55th</td>
<td>$312,865 (84 Donors)</td>
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<td>$215,000 (72 Donors)</td>
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<tr>
<td>65th</td>
<td>$161,760 (39 Donors)</td>
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<tr>
<td>70th</td>
<td>$77,525 (14 Donors)</td>
<td>1947</td>
</tr>
</tbody>
</table>

*based on dollars secured for the Wheaton Fund
Save the Date - Future Reunion Dates

Reunion Weekend 2020
• May 15-17, 2020

Reunion Weekend 2021
• May 21-23, 2021

Reunion Weekend 2022
• May 20-22, 2022

Reunion Weekend 2023
• May 19-21, 2023

Roles and Responsibilities of Student Reunion Volunteers
(SRVs)

Student Reunion Volunteers (SRVs) are current students who provide assistance throughout the weekend. SRVs will assist classes based on program and logistical needs throughout the weekend.

Below are some do’s and don’ts for the SRVs to assist your class and ensure a trouble-free, enjoyable weekend.

The Dos:
● Drive golf carts on campus
● Run on-campus errands, make copies, signs
● Decorate parlors
● Set up tables
● Bring scheduled ice deliveries to Parlors
● Pick up and return banners to Parlors from Commencement
● Answer questions and share stories about the college today

The Don’ts:
● Run off-campus errands (i.e. pick up food or liquor)
● Cannot provide childcare
● Cannot serve, transport or distribute any alcohol or food whatsoever
Reunion Class Needs Survey
Reunion 2020

Please complete and return to staff contact (by email or snail mail)
no later than April 1
(You will be sent a reminder either electronically or a hard copy by March 2)

Name of person completing form (only submit one per class):
_____________________________________________       Class Year: _________

Order Preference of Residence Halls for Class Housing - Please select your preference for housing, starting with your most preferred from the list provided in the housing information section of the Class Resource Guide.

Important Notice: Due to the increasing size of each graduating class and where Residential Life has placed them, we are unable to guarantee that you will get any of your preferences for reunion housing. Seniors and athletes remain in their residence throughout the weekend. We also must consider the need for handicapped accessibility, which will have an impact on the placement of classes in certain residence halls.

1. ______________________________________________
2. ______________________________________________
3. ______________________________________________

Equipment Needs for Parlor: (easels, easel pads, markers, tables, folding chairs, paper tablecloths, etc.)

Note: Classes are responsible for blenders, coffee-makers, coolers, utensils, Bluetooth speakers & other supplies. Alumni Relations will provide you with 100 cups, a corkscrew, and 100 napkins.

________________________________________________________________________
________________________________________________________________________

Aramark Hospitality Set-Up for Saturday Class Reception: Each option serves 25 people, and includes plates, napkins, and serving utensils. Please check off which option your class would like. (Prices will be set in 2020 prior to ordering deadline.)

- Cheese and Cracker Tray with Fruit Garnish
- Tortilla Chips with Salsa, Sour Cream and Guacamole
- Mediterranean Tray with Pita Chips, Hummus, Tabouli, Feta Cheese and Olives

Each option requires payment and a minimum guest count of 25 by Monday, April 27.
Class photos will be assigned in mid-May. Each class will be provided with a 15-minute time slot on Saturday, between 2:45 p.m. and 6:30 p.m.

Faculty or Guests who will attend Saturday Dinner:
Alumni Relations will extend invites to Faculty and Staff to attend class dinners on Friday evening of Reunion Weekend. You are welcome to invite new or former faculty/staff to attend your dinner on Saturday night. You are responsible for contacting them and paying for their dinner. Counts and payment are due to Alumni Relations by Monday, April 27. Your Alumni Relations staff contact will help provide contact information in most cases.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there any special needs related to your class or to a classmate that we should be aware of at this time, in order to plan ahead?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What is your class election strategy? Do you need a ballot printed?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Each class will have the ability to host an individualized Class Memoriam at a time that is convenient for your class on either Saturday or Sunday. Alumni Relations will provide a potted plant for your class to place at your class tree if you so choose.

Yes □ No □

Please write any questions, concerns, or special activities that you would like to discuss prior to Reunion and indicate how best and when to reach you.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
### Class Colors, Flowers, Pan or Pegasus

**Pan-odd class years, Pegasus-even class years**

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<th>Color</th>
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**NOTES:**

- **October 2019**
- **Updated on Website**
Lost Classmates list updated this month on Class Pages

In Memoriam Report
Updated on Website

College Closed
December 2019

College Closed from December 23, 2019 - January 1, 2020

NOTES:
## January 2020

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Lost Classmates list updated this month on Class Pages

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### NOTES:

- In Memoriam Report
- Updated on Website
- Class notes submissions deadline for Spring issue
- Lost Classmates list updated this month on Class Pages
- Submissions deadline for Spring issue
- In Memoriam Report
- Updated on Website

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Lost Classmates list updated this month on Class Pages

- Class notes submissions deadline for Spring issue
- In Memoriam Report
- Updated on Website

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Lost Classmates list updated this month on Class Pages

- Class notes submissions deadline for Spring issue
- In Memoriam Report
- Updated on Website
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**NOTES:**

- Online Registration Opens
- In Memoriam Report Updated on Website
- Lost Classmates list updated this month on Class Pages

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### April 2020

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**NOTES:**

- Payment for on campus food purchase through Aramark due on April 27.
- Class needs survey due on April 1.
- Class notes submission deadline for Summer issue on April 7.
- In Memoriam Report Updated on Website on April 10.
May 2020

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**NOTES:**

- Slate of New Class Officers due to Alumni Relations Office
- End of Fiscal Year 2019-2020
- In Memoriam Report Updated on Website
July 2020

**NOTES:**

- Lost Classmates list updated on class pages this month
- Class notes submissions deadline for Fall issue
- In Memoriam Report Updated on Website
- July 2020
- Friday submit notes for Fall issue
### September 2020

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**NOTES:**

- In Memoriam Report
  Updated on Website

- Alumni Leadership Conference Weekend/ Fall Fest