



Reunion Committee Resource Guide

Thank you for joining your Reunion Committee!

Reunion is one of Wheaton's most important traditions — a time to reconnect with classmates and strengthen bonds with the College. Every five years, Reunion Committees are formed to encourage broad-based attendance and excitement for your class reunion which takes place over commencement weekend each May.

Reunion committees work directly with their class officers and advancement leadership to set specific fundraising, attendance, and programmatic goals. Reunion committees meet virtually beginning each fall and hold 3-4 meetings leading up to Reunion. Reunion committee members help plan class programming, find lost classmates, encourage class giving, and reach out to classmates to generate reunion excitement. Historically, reunion classes raise between \$750,000 to \$1,000,000 annually providing tremendous resources to the college, our faculty, and our students' education.

Your Role as a Committee Member

- Reconnect classmates with Wheaton by encouraging attendance and participation.
- Help plan class programming and provide input on events.
- Help find "lost" classmates and reach out personally to classmates to build excitement.
- Support class fundraising by making your own gift and encouraging others to do the same.
- Serve as a greeter, facilitator, or helper at select Reunion events.
- Share Reunion news on social media and spread the word through your networks.

Expectations

- Attend (or review notes from) 3–4 virtual committee meetings hosted by the College.
- Contribute ideas that highlight diverse voices and experiences.
- Respond to committee communications in a timely way.
- Maintain a positive and collaborative relationship with your classmates and College staff.



Time Commitment

- Term: **1 year** (your Reunion year only).
- Monthly Time: **2–4 hours**, with increased activity closer to Reunion.

Working with Class Officers

- Officers serve for a full 5-year term and provide leadership and continuity.
- In your Reunion year, the Vice President typically serves as Reunion Program Coordinator.
- You'll work with Officers to execute programming, outreach, and fundraising goals.
- After your Reunion, the Class Officers continue in their roles until the next cycle.

Reunion Committee Volunteers Timeline

12 Months Prior (May/June – Prior Year)

- Confirmed as committee members by class officers.
- Share appreciation with classmates and provide feedback to officers/staff.

September

- **Early September – Reunion Save the Date (email & mail):** Sent by the College. Officers encourage classmates to look out for it and includes a call for other classmates to join the committee.
- Officers coordinate early engagement (social media, newsletters, informal gatherings).

September/October

- **Volunteer Leadership Roundtable (virtual):** Officers attend and represent their classes.
- Officers encourage committee members to attend as well.



October/November

- **Reunion Kickoff Meeting Invite & Meeting (virtual):** Officers help lead the meeting with staff and Reunion Committee volunteers.
- **Reunion Kickoff Thank You (email):** Reinforce key takeaways with their committees.
- Lead committee planning calls with Wheaton staff to go over class fundraising and attendance goals.
- Oversee gift strategies and programming ideas.
- Encourage outreach aligned with staff communications.

December – February (6–8 Months Prior)

- Lead committee planning calls - keep Wheaton staff informed
- Oversee gift strategies and programming ideas.
- Encourage outreach aligned with staff communications.

March (3 Months Prior)

- **Early March – Reunion Invitation (email & mail):** Sent by College. Officers amplify messaging and encourage classmates to register.
- **Early March – Reunion Class Letters (mail):** Sent to milestone classes by Annual Giving. Officers follow up with personal notes and calls.

April (1 Month Prior)

- Officers and committees coordinate final outreach.
- **Late April – Last Chance to Register (email):** Amplify reminder with personal outreach.

May

- **First week of May – Reunion Reminder (email)**
- **Second week of May – Final Push (email)**



- **Right before Reunion – Opening Day (email)**
- Officers use these touchpoints to keep energy high, share class updates, and push attendance/giving.

May - Reunion Weekend

- Lead classmates through class gatherings, photos, and programming.
- Confirm new officer slate.

May - Immediately following Reunion weekend

- **Thank You/Recap (email) from Wheaton**
- Officers follow up with personal thank-yous to key volunteers and classmates.
- Share class highlights/photos/testimonials.
- Participate in debrief

Staff Contacts for Reunion:

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