

Introductions

Hello from the MHS Alumni Association Board Members!

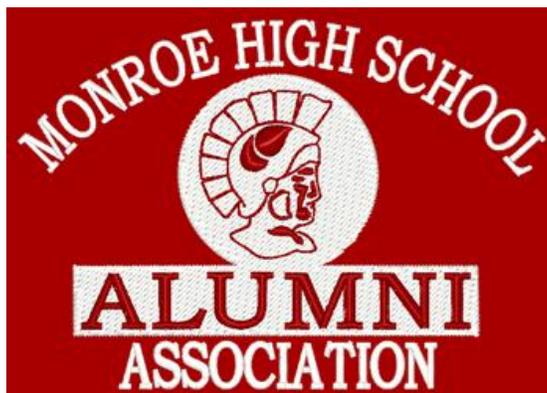
First and foremost, we want to thank you for representing your class and the MHSAA in organizing your class reunions. As volunteers, we consider you to be our partners in reaching out to MHS Alumni across the world. Each class is a chapter of the MHSAA and we want to help you in any way we can to ensure your class reunion is a success.

In order to do that, you should know what we do! We are the repository of all MHS alumni and have graduating class lists dating back to 1861. We offer scholarships to graduating seniors and MHS alumni who are continuing in their college educations. We commemorate our distinguished alumnus with a dinner in their honor and on the MHSAA website. We support the "Ignition Program" through MHS and Focus Training. We have quarterly newsletters, a website, and offer yearbooks for sale. And with your help, we can provide an up-to-date contact list for you or your predecessors who join your reunion committee.

As a volunteer representing your class, you are invaluable to us. We can help you connect with other reunion committee members from other classes to help you find new and creative ways to celebrate the anniversary of your high-school graduation and help you RE-connect with old friends.

We hope you have found this **Reunion Handbook** useful in the planning of your reunion. If there is additional information you would like to see included in the handbook, please contact mhsaa-board@googlegroups.com

We have an Annual Meeting in June, and yes, *you are invited!* This meeting is open to all MHS alumni, so please let all your classmates know.



Create a Planning Committee

Start by selecting a committee having 2-3 chairs, and around 10 members. It's never too soon to start! A year in advance may allow you the opportunity to choose the facility of choice, not just what is left. A deposit made in advance from your class reserves will secure your favorite location.

You can get a class directory (names, last known address/phone/email) from the MHS Alumni Association by sending email to mhsaa-board@googlegroups.com, but we need YOUR help to keep the records accurate.

Our MHSAA privacy policy ensures your classmate's personal private information will NEVER be used in any way and will only be made available to the reunion committee chairs. We consider ourselves the repository of this information for strictly historical and managed care of the data.

First Meeting

Choose a weekend.

Keep in mind normal events that your classmates may be doing. For example, if it is only your five or ten year reunion, August wouldn't be a good time for those sending children off to school. At twenty years, they may be sending their kids to college.

Consider other events that may be going on in town as well. Check with the Monroe County Convention and Tourism Bureau website to see a schedule of upcoming local events. Tying the date of your reunion to another local event, like the River Raisin Jazz Festival or the county fair, might increase the attendance of your classmates who have moved away from Monroe.

Decide on (multiple day?) events.

Decide if you'd like to plan for a one, two or three day event. Consider all your options. Do you want to plan a formal dinner in a local hall or something simpler like a BBQ at Sterling State Park? Would you want something more casual like an evening mixer at one of the local pubs or something family oriented? Maybe you want to plan a golf outing, or a trip to the casino, or tour historical sites, or even tour the school, itself? If you decide to have multiple day events, you can mix and match any of the above. You can do anything, from camping, to canoeing, to bowling... anything you can think of to make the event memorable.

Remember to consider what is best, most cost-effective way to achieve the largest turnout. A five-year reunion may do well to have a very informal, casual mixer with non-alcoholic beverages and appetizers with a cash bar.

For class reunions of later years, where your classmates will have both more time and money, perhaps a multi-day event would be more suitable. Friday night, when most people are just getting into town, may be a good night to have a casual mixer; while Saturday could offer some daytime activities like a golf outing or a Mud Hens game with a trip to Tony Pacos. Your evening may be the big event, like dinner and dancing. Remember to keep in mind where your classmates are in life and how much they will be able to afford. The more

reasonable the cost, the greater participation you will have. This would be the time to have a display of class mementos, yearbooks and maybe even a slideshow of old photos from previous year's reunions.

Follow-up Meetings

Have the second meeting a couple of weeks later. Bring your classmate's contact lists and know what finances are available to use. You may need to write up a letter or send an email to those classmates you can locate and ask them if they have information about those on your "missing" list.

You should consider dividing up the following tasks:

- Someone to handle the money
- Someone to keep track of changes of address for classmates
- Someone to reserve the hall and schedule entertainment
- Someone to be responsible for the clean-up & clean-up crews
- Someone to handle any classmate packets you decide to create
- Someone to arrange for decorations
- Someone to help with any websites or email lists

By the third meeting, your committee members should be coming in with figures on costs for all aspects of the reunion. With the third and fourth meetings, you should be ready to send out your reunion announcements. Be sure to give your classmates sufficient time to make adjustments to their calendars so they can attend, and enough time to make any hotel and travel arrangements. When you alert your classmates of the date, you should also include information about lodgings in the area, as well as a list of classmates you have been unable to locate. You can ask for their assistance in locating them. If you send out a postal mailing, you may consider including self-address stamped envelopes to ensure a better response. Don't forget to have a deadline, in big bold letters in your announcements.

Continued meetings should be scheduled as needed with one about 6-8 weeks prior to the event, to make sure everything is in place. Weekly meetings up to the date of the reunion may be beneficial in tying up last minute details. Be sure to confirm, and re-confirm, all reservations of the hall, caterers, entertainment, etc.

Insurance

Check with the facility you will be hosting your reunion in to find out what liability you will be responsible for. It may be wise to guarantee an insurance policy from an independent carrier who will give you an actual policy as opposed to adding a rider on someone's own personal homeowners policy. Don't put the liability on any one person.

Donation

Don't forget those who have helped you out—the MHSAA! A class donation is *greatly appreciated* and can be given in the name of a classmate, teacher or administrator. A \$5.00 add-on to your ticket price can achieve the donation. We will continue to support the MHS graduation classes and be here for you with current Alumni information.

Example Letters

A **postcard** to initially make notice of the upcoming reunion/event—saves on postage and gives a heads-up for your Alumni to mark their calendars.

Postcard EXAMPLE:

CLASS REUNION

*This is to notify you the **MHS CLASS OF 1976**
will hold its **30-year Reunion** in Monroe on **August 12, 2006.***

Mark your calendar now and make the necessary arrangements to be with us! The River Raisin Jazz Festival is also going on this weekend—something to add to the weekend festivities we don't want to miss! Complete information will be mailed to you soon.

Your Reunion Committee:

John Smith - (734) 555-1212 - smith@nowhere.com

Jane Doe-Smith - (734) 555-1122 - jdoesmith@anywhere.com

A **TWO-PAGE** will clarify the activities as well as give you the opportunity to let classmates RSVP or pay in advance.

Page 1 EXAMPLE 1:

June 9, 1955 – Graduation Day

We had so many wonderful memories. We hugged each other and shed tears that evening knowing that we were heading towards new horizons. Who knew that 50 years would fly by so fast!?

*We hope you have marked your calendar and are planning to attend this year's milestone event. Our **50th Year Class reunion**, the weekend of August 12, 13, & 14 promises to be a fun-filled and unforgettable occasion. This will be a great time to catch up on what has been happening since we last saw each other.*

*Talking, sharing, reminiscing... What better way to spend time with old friends! We are planning a full weekend of activities. We know you will have many **new memories** to take home with you.*

Your Class Reunion Committee

John Smith - (734) 555-1212 - smith@nowhere.com

Jane Doe-Smith - (734) 555-1122 - jdoesmith@anywhere.com

Page 1 EXAMPLE 2:

Dear Classmates of _____,

*It is hard to believe that almost 10 years have passed since we graduated from MHS and that we are now planning our **10 year reunion!** Save the weekend of _____ on your calendar now. The reunion committee has worked hard planning a weekend that will be fun for all. our weekend has shaped up to look like this:*

Friday Mixer at the local pub (7pm – 11pm)

This is an informal gathering for us to meet and catch up. A handful of teachers are likely to come by. Beer wine, & soda are provided. \$10 cover-charge.

Saturday Golf Outing (afternoon)

John Smith, of the reunion committee is overseeing this event. Although this activity is optional, the more that come out the more fun it will be! Once you select this option when filling out your questionnaire, we will coordinate foursomes and tee times.

Dinner & Dance (7:30pm – Midnight)

You can always expect a great time at _____. Not only will we enjoy a barbeque, there will also be dancing to our favorite 80's music.

This informal gathering will have a bonfire, hay rides, and other outdoor activities. As you remember from years ago, _____ is BYOB. See the map enclosed if you have forgotten the location.

We will also have many contests and other fun activities that should bring back all of those great memories from the past.

*As you can see, we have a great weekend ahead of us! To make sure everything runs smoothly, we need the enclosed questionnaire completed and returned along with your check in the provided return envelope **within two weeks.***

Any questions or concerns, please contact one of the following reunion committee members:

John Smith - (734) 555-1212 – smith@nowhere.com
Jane Doe-Smith - (734) 555-1122 – jdoesmith@anywhere.com

Page 2 EXAMPLE 1:

THE SECOND PAGE COULD INCLUDE all of the weekend events scheduled, places, times, costs and maps to these locations. It might be a good idea to also have a reservation/return for the classmates to fill out and return to your committee.

Page 2 EXAMPLE 2:

Please check the appropriate selection to state your intentions for the reunion:

_____ I can't make it, but will really miss seeing everyone!

Please place a 1 or 2 for the number attending the events below:

_____ Friday Night Mixer
(\$10 cover charge per person, to be paid at the door)

_____ Saturday Golf Outing
(cost to be determined, final details coming)
Please list those you'd want to pair up with:

_____ Saturday Night BBQ, hayrides
(\$40 per person) *Please indicate your meat preference:*

_____ Chicken

_____ Baby Back Ribs

Total Amount Submitting: \$ _____

Please make your check payable to XXXX YYYYYYY and include it with the questionnaire page.

If you are unable to attend, please fill out and return the questionnaire!

Questionnaire EXAMPLE 1:

Class of 1922 Questionnaire

Name (*include maiden name, if applicable*):

Spouse:

Children (*include ages*):

Occupation:

Place of Employment:

College & Degrees:

Most Interesting Thing You Have Done Since Graduation:

Most Interesting Story of Running Into a Classmate Since Graduation:

Greatest Achievement/Award Since Graduation:

Biggest Regret Since Graduation:

Hobbies/Interests:

Fondest Memory of MHS:

Helpful Websites

Monroe High School Alumni Association: <http://mhs-trojans-alumni.org>
Monroe County Convention and Tourism Bureau: <http://www.monroeinfo.com>
City of Monroe Downtown Development Authority: <http://downtownmonroemi.com>

Creating free websites

<http://sites.google.com>
<http://www.webs.com/>
<http://www.facebook.com/>
<http://www.weebly.com/>

Planning a perfect reunion

<http://www.reunionannouncements.com/articles/3/Planning-the-Perfect-Class-Reunion.php>
http://www.reunionsmag.com/classreunions/classreunions_tips_ideas.html
<http://top7business.com/?Top-7-Tips-For-Planning-A-Class-Reunion&id=1403>
http://www.miamisteve.com/miamisteve_014.htm
<http://www.reasonparty.com/reunions.htm#Class/School%20Reunion>

Useful reunion statistics

<http://www.reunionannouncements.com/articles/12/Useful-Class-Reunion-Statistics.php>

Planning an affordable class reunion

http://www.ehow.com/how_8694_affordable-class-reunion.html

Reunion Fundraising Ideas

<http://www.fundraising-ideas.org/find/reunions.htm>

Class Reunion Cold Feet? Top 7 Tips to Beat the Stress and Enjoy Your Reunion Party

<http://ezinearticles.com/?Class-Reunion-Cold-Feet?-Top-7-Tips-to-Beat-the-Stress-and-Enjoy-Your-Reunion-Party&id=2379902>

Can anyone give some tips on planning a class reunion?

<http://answers.yahoo.com/question/index?qid=20070919110816AAiR3Bx>
<http://www.wssu.edu/nr/ronlyres/vault/AlumniRelations/images/ClassReunionPlanningGuide2.pdf>

The Reunion Planner: The Step-By-Step Guide Designed to Make Your Reunion a Social and Financial Success! Second Edition [Paperback] via Amazon.com

How to find classmates

<http://www.myspace.com/>
<http://www.classmates.com/>
<http://www.alumniclass.com/monroehigh>
<http://www.411.com/>
<http://www.spokeo.com/>
<http://www.peoplefinder.com/>

Finding deceased classmates

<http://www.co.monroe.mi.us/egov/searchobituaries.aspx>
<http://www.legacy.com/Obituaries.asp?Page=ObitFinderSSIResults>

Finding classmates in the prison system

<http://www.state.mi.us/mdoc/asp/otis2.asp>

- Create a website and list classmates you're still looking for.
- Check the local phone book and call people with the same last name.
- Ask classmates if they kept in contact with any of the missing classmates.

Local banquet facilities

Knights of Columbus
202 West Front Street, Monroe
(734) 241-4640

Ambassador Hall
15241 South Dixie Highway, Monroe Charter Township
(734) 755-8700

St George Cultural Center
<http://www.stgeorgeculturalcenter.com>
2326 North Monroe Street, Monroe
(734) 243-2712

Joe's French-Italian Inn
<http://www.joesfrenchitalian.com/>
2896 North Dixie Highway, Monroe
(734) 289-2800

American Legion
11601 Lewis Avenue, Temperance
(734) 856-6414

Memories Banquet Hall
<http://www.memoriesbanquet.com>
7332 Lewis Avenue, Temperance
(734) 847-6830

Cambridge Place
1821 West Alexis Road, Toledo, OH
(419) 475-6393