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(Last Updated Jan. 2010)

Class Reunion Planning Guide

Every year on the first weekend of June, Bridgton Academy welcomes all alumni back to campus for a class reunion. This is a great opportunity for you and your family to reunite with classmates, reminisce with current and former faculty, relive old times, and create new memories. All are welcome for this wonderful event which celebrates the many years of Bridgton Academy history.

Class Reunion Representative Responsibilities

1. Getting Started

- a. Your class will hold its reunion every five years after graduation. As Class Representative, your first responsibility is to appoint yourself as Reunion Chair, or recruit a Reunion Chair who will serve until after the reunion. The Reunion Chairman identifies and recruits a reunion planning committee. The planning committee will be responsible for promoting the reunion, developing a calling network, encouraging the highest attendance over any previous reunion, and organizing a fundraising effort for a class annual fund gift.
- b. Coordinating a strong team is a priority. It is important to bring a wide variety of classmates into the reunion planning committee to ensure that your reunion reflects the diverse interests and talents of your class.
- c. Recruiting volunteers is time-consuming, but the process is well worth the effort. The best way to recruit volunteers is face-to-face or on the telephone. Try to put volunteers in positions that will motivate them. Some volunteers will be terrific, while others may need a nudge from time to time.

2. Getting the Word Out: Class Mailings

- a. The Reunion Chair will work with the Development Office to prepare and send class letters encouraging Reunion attendance and participation. It is never too early to send a letter announcing the dates of reunion, as many people like to plan ahead. You can send your class letter(s) to the Development Office as a hard copy or e-mail, and we will print them for you. We will then send them

back to you for your personal comments, and for you to mail. Stamped, addressed envelopes will be included. You will want to promote your reunion in every class mailing during your reunion year, and on the web. Bridgton Academy would be happy to set up an area on the alumni website to post any content you might have about your reunion efforts. If you have a classmate who is good at publicity, recruit that classmate to help.

b. Bridgton Academy will send updated reunion information to all alumni as plans for the summer event develop. If you have a special update or message for your class you would like to include in either a publication, E-news, or on the website, please let us know.

c. Bridgton Academy would also be happy to set up an area on our Alumni website devoted to your class reunion. If you are interested in providing content for a class website, please contact us.



3. Reunion Planning Committee Meetings

a. The planning committee should meet face-to-face or via conference call several times before the reunion. The agenda for every meeting should include the following topics: attendance updates, mailing schedule, special class events, and progress towards meeting the goal of the class gift.

b. We encourage your class to dedicate the class gift to the Bridgton Academy Annual Fund, the unrestricted fund which meets annual operational needs. In consultation with the Development Office, the class reunion committee may also consider making a restricted gift (for scholarships, to establish a named teaching chair, to the general endowment, etc.)

c. Two other important topics for committee discussion are having a “class hospitality center” on campus, and creating a class reunion yearbook.

d. The reunion committee Chair is responsible for getting committee members to attend a brief class meeting on reunion weekend. This is an ideal time to review the schedule, convey the latest information, and thank everyone for their service to the class.

4. General Reunion Schedule

Friday

Fuller-Avery Alumni Golf Classic at Bridgton Highlands

Social Hour before dinner

Fuller-Avery/Reunion Welcome Dinner

Saturday

Hall of Fame Induction Ceremony
Campus tours and activities
Women of BA Program
Songo River Queen cruise
Annual ragball game
Social Hour
Reunion Dinner & Class Pictures

Sunday

Farewell Breakfast



5. Sample Reunion Chair/Committee Timetable

September

Recruit class reunion committee

October

Draft and mail reunion Class Letter #1. All letters will have a variety of enclosures, such as information on early plans, a description of special events, "I will attend" return post cards, class fundraising information, brochures from local businesses, and anything else you might choose.

November

Create web content for your class, to display on either Bridgton Academy's website or your own social networking page. Provide content such as a list of committee members, attendance to date, latest news, and an online registration form. Please contact the Development Office if you are interested in promoting your class reunion via the web.

December

Work with BA to add a holiday message to your class web presence (if applicable). Send additional reunion news to class.

January

February

Draft and mail Class Letter #2, (see October for list of possible enclosures.)

March

BA mails reunion invitation with schedule/registration form to all alumni. Online registration form also available.

April

Draft and mail Class Letter #3 (see October for list of possible enclosures.)

May

E-mail 'blast' final reminders: latest attendance, special guests, special news, etc. Review final details with the reunion committee.

June

REUNION!!

Post-reunion email or letter: share photos of the weekend; review attendance list to confirm walk-ins and no-shows; reunion survey form; fundraising update; thank you to reunion committee members and others.

If the class has a reunion yearbook, send a copy to classmates unable to attend.

Upcoming Reunion Dates:

*2010 – June 4-6
Classes Ending in 5's & 0's*

*2011 – June 3-5
Classes Ending in 6's & 1's*

*2012 – June 1-3
Classes Ending in 7's & 2's*

*2013 – June 7-9
Classes Ending in 8's & 3's*

*2014 – June 6-8
Classes Ending in 9's & 4's*

***Thank you for your help and interest in working as a
Class Representative, Reunion Chair, or Reunion Committee Member.***

For further information, please contact us at (207) 647-3322, or e-mail alumni@bridgtonacademy.org.

See you in June!