

# UVIC ALUMNI REUNION PROGRAM



*Reunions offer alumni an opportunity to reconnect, reflect and relive shared experiences from their UVic days.*

Some parts of our campus may have changed a little, like the pub or the gym, but the beauty of the surroundings and the good memories endure. Reunions help you reflect and reminisce about the time you spent learning, growing, laughing and making memories at UVic.

## TYPES OF REUNIONS

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### **Class Reunions:**

Class Reunions are organized around bringing together people with the same degree and year of graduation. For example, the Class of 1983 Bachelor of Social Work, or Class of 2002 Master of Business Administration. It is common for classes to organize a reunion based on milestone anniversaries e.g. 10-, 25-, 40-, 50-year reunion.

### **Affinity Reunions:**

Affinity reunions are based on a common interest or identity that was shared as part of the UVic experience. Previous reunions at UVic have included gatherings of student clubs, people who shared a residence or academic affiliation, team members from a sport, etc. These reunions can include alumni of various educational backgrounds and professions, but also faculty, staff, parents and coaches.

## HOW TO PLAN A SUCCESSFUL UVIC REUNION

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### **IDENTIFY A REUNION CHAMPION OR CLASS ORGANIZER**

A Reunion Class Organizer is an alumni volunteer representative who leads the planning of a reunion and acts as a liaison between their classmates/alumni group and the UVic Alumni Association (UVAA) and the staff at the UVic Alumni Relations office. This individual is usually someone who was known as a leader, informally or formally, or played a significant role in gathering classmates together during their university days, such as a leader at the UVic Students Society, a team captain, a student club president, and so on.

The Reunion Class Organizer is crucial in making a reunion a success, not only by planning and promoting the reunion events, but by personally encouraging classmates to attend and participate. Often there is also a working committee of volunteers who share the load of organizing the reunion. The committee, for example, helps to locate classmates with whom we've lost touch and confirms the logistics of the reunion event.

# A SUCCESSFUL REUNION RELIES ON THE KNOWLEDGE & ENTHUSIASM OF THE CLASS ORGANIZER!

## WHAT REUNION EVENT SHOULD YOU PLAN?

To generate interest among classmates and to help ensure a successful reunion, it is important to consider what type of event your classmates would want and what is a reasonable cost that will be affordable for all of your classmates. It is highly recommended that class organizers reach out to classmates to ask for their feedback as one of the first steps in planning a reunion. Reunion events may range in type and in cost depending on the wishes of the class or group coming together. There is no one way to celebrate a reunion.

*Plan an event that generates the most interest among the group and is the most affordable to all!*

## EXAMPLES OF PAST UVIC REUNION EVENTS

- Dinner and reception
- Tour of UVic and/or faculty followed by a cocktail reception
- Lunch
- BBQ at a park with families
- Wine or coffee reception
- Cocktail reception (with possible guest speaker like a former professor)
- Potluck at a classmate's home
- Vikes sports event & social gathering

When initially reaching out to classmates about your special milestone reunion, you might like to give them a couple of options to find a preferred date to suit most. Decide on a date that will give those coming from other cities or outside of Canada enough notice to travel. Be careful of scheduling events around school or public holidays. Pick a time which will maximize your attendance and avoid weekdays if most of your classmates are still working.

Ideally, give your classmate one year's notice, which also allows enough time to find lost classmates and generate interest for the reunion event!

## WHO TO INVITE

Will guests, spouses/partners be invited to the class reunion? Will the event include families/children? Will you invite current or former UVic staff? You will need to tailor your reunion event depending on which groups will be invited.

## COST AND REGISTRATIONS

After confirming that there is interest among classmates to have a reunion and who will be invited, it is important to determine a reasonable cost for the reunion event and a ticket price that will encourage classmates to participate and attend.

The cost will depend on the type of reunion event that is being planned. A dinner event at a hotel will cost significantly more than a barbeque at a park or a potluck at a classmate's home. Consideration should also be given when choosing a beverage option. For example, it is more economical to have a cash bar for those who wish to purchase alcohol, rather than including drinks in the ticket price.

If there is a minimum spend requirement for the venue, how will any shortfall be covered? It is very important to determine at the outset of planning how any shortfall will be covered. For example, will class volunteers be calling classmates months in advance to ensure registration and any payments are made prior to the reunion event? The class organizer(s) should be prepared to pivot if the registration/attendance goal is not reached.

UVic Alumni Relations is able to take online registrations and payments for class reunions and, in most cases, can forward monies collected to the reunion venue if it is on campus. Alumni Relations will provide class organizers with regular updated RSVP lists. If the venue is off campus, please discuss options with the Alumni Relations staff as a plan will be managed on a case-by-case basis.

Please note that any support provided by Alumni Relations in collecting payments must be determined and confirmed upon meeting and discussing with staff at least six months prior to the reunion event.

## TIPS & TRICKS TO REUNION PLANNING

- ✓ Start planning well in advance and form a committee to create a wider network and share the workload.
- ✓ Gather classmates' opinions with regards to the type of reunion, location, cost and timing.
- ✓ Keep the event and location small, intimate and easy to access.
- ✓ Make sure attendees register and pay upfront.
- ✓ Keep your reunion event as simple as possible and affordable.
- ✓ Stay in regular contact with your classmates to find lost classmates and to get everyone excited about their upcoming reunion.
- ✓ Create nostalgia for your classmates by including class photos or sharing campus or class stories in your regular communications with classmates. You can contact [archives@uvic.ca](mailto:archives@uvic.ca) to see if they have any interesting highlights or photos from your grad year!
- ✓ Use our UVic letter templates to start communicating with your classmates.
- ✓ Share names of lost classmates to help find them.

# REUNION PLANNING TIMELINE

*Planning in advance is key to a successful reunion event! A suggested timeline for planning a reunion one year in advance is as follows.*

## 1 YEAR ahead of reunion

- ✓ Alumni volunteer reunion organizer to contact Alumni Relations office to discuss what services might be available. Please note that there is a limited number of reunions that can be supported annually.
- ✓ Create an alumni volunteer working committee.
- ✓ Explore potential dates, location, and activities for the reunion.
- ✓ Sign and return the Confidentiality Agreement Form to be able to access a contact list of classmates.
- ✓ Work with Alumni Relations to connect with alumni from your class or group.
- ✓ Send a "save the date" notice when applicable to confirm interest from classmates.
- ✓ Apply for potential alumni grant from the UVAA (if appropriate). Check <https://www.uvic.ca/alumni/benefits/home/grants/index.php> for UVAA grant application requirements and deadlines.
- ✓ Notify any offices or departments at UVic, e.g. faculties (if appropriate).
- ✓ Produce a budget.
- ✓ Other

## 6 MONTHS ahead of reunion

- ✓ Confirm reunion event(s), budget and process for registrations.
- ✓ Apply for potential alumni grant from UVAA (if appropriate and not already done). Check <https://www.uvic.ca/alumni/benefits/home/grants/index.php> for UVAA grant application requirements deadlines.
- ✓ Send first invitation email outlining all reunion events and prices and all key dates including deadline for registration. This allows out-of-town classmates time to plan their travel and accommodation. Check with the Alumni Relations office to see if any partnerships with local hotels are available.
- ✓ Check in with UVic staff about their involvement if anyone outside of the reunion group is invited, e.g. faculties for speakers or UVic Welcome Centre for campus tour.
- ✓ Discuss and decide upon a possible reunion class gift. This can be a certain amount to be donated by each class member, then given in a lump sum on behalf of the class to a worthy cause.
- ✓ Other

## 2-3 MONTHS ahead of the reunion

- ✓ Send reminder email or call all those who have not yet registered.
- ✓ Confirm all event details, including payment of deposits and ordering any special supplies.
- ✓ Other

## WEEK OF reunion

- ✓ Send confirmation email to all registrants including any last-minute details such as where to park or instructions in case of inclement weather, etc.
- ✓ Gather all supplies needed for reunion, e.g. nametags, giveaways, photo books, etc.
- ✓ Confirm with all classmates their consent to share their contact information with one another and with UVic to ensure records are updated (if not already taken care of through registration).
- ✓ Distribute and share class lists with classmates as a take-away at the reunion event.
- ✓ Produce an order of proceedings and any speeches to be made at the event, and don't forget to share with all those who are speaking at the event.
- ✓ Confirm how photos are to be shared with one another or via a social-media platform. Don't forget to send Alumni Relations a photo or two for posting on the UVic alumni social-media platforms assuming everyone in the photo verbally approves having their image shared in a post.
- ✓ Other

# UVIC ALUMNI RELATIONS REUNION SERVICES

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The Alumni Relations office can provide support and services for reunions in a variety of ways. The level of support will be determined based on the length of planning time. There are a limited number of reunions that can be supported annually by Alumni Relations, and a minimum of 6 months notice is required; however, support cannot be guaranteed. Below are the various ways Alumni Relations could possibly offer assistance.

- ✓ Sharing a class list (after alumni office has received signed Confidentiality Agreement).
- ✓ Meeting with Reunion Organizer to provide overview of reunion-planning timeline and confirm specific services to be provided.
- ✓ Liaise with appropriate faculty or department.
- ✓ Suggest options for venue or activities, both on and off campus.
- ✓ Create online registration page and payment option.
- ✓ Send save-the-date, invitation, reminder and confirmation notices to alumni by email or mail.
  - **Please note all communications to alumni require a minimum of four weeks to coordinate and prepare and content must be submitted in time to meet this requirement. The Alumni Relations office will work with you to confirm content deadlines and send dates that will work with your reunion timeline.**

- ✓ Provide alumni giveaway items and/or door prizes.
- ✓ Provide any appropriate alumni signage or supplies (i.e. nametags) for check-in table or venue.

## PRIVACY

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The University of Victoria collects, uses and discloses personal information about its students, faculty, staff, donors, and alumni as authorized by the Freedom of Information and Privacy Protection Act (FIPPA), and must protect that information as required by that Act and the University's Records Management (IM7700) and Protection of Privacy (GV0235) Policies.

The University of Victoria is only permitted to provide alumni contact information to reunion class organizers for the purpose of planning a reunion. Class organizers will only receive contact information for classmates after signing a Confidentiality Agreement which outlines the purpose and responsibility for the recipient. The document will be password protected. Upon the conclusion of the reunion, all alumni contact information must be deleted and destroyed from the class organizer's records.

No other committee volunteer or organizer is allowed to access the information unless they too sign a Confidentiality Agreement. Below is a copy of the agreement available from Alumni Relations.

### CONFIDENTIALITY AGREEMENT

## UVIC CONFIDENTIALITY ACKNOWLEDGEMENT

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Personal Information means:

- Information that on its own, or in combination with other available information, can be linked to an identifiable individual, including information about students, faculty, staff, donors, and alumni;

All employees and volunteers of the University of Victoria and the University of Victoria Alumni Association have the following duties regarding the treatment of Personal Information:

- To only access, use, disclose or destroy Personal Information as specifically authorized and as necessary to perform work for the University or to meet a responsibility to the University;
- To take reasonable precautions and care to protect Personal Information from loss, theft and unauthorized access, disclosure, destruction, copying, use or modification;

Under FIPPA the University collects personal information that relates directly to, and is necessary for, an operating program or activity. Employees and volunteers are entrusted with Personal Information to carry out their duties for the University. Unauthorized collection, use, disclosure, or retention of personal information is a breach of FIPPA. Only persons authorized to do so should access, use, or disclose this information.

I, \_\_\_\_\_ in my capacity as \_\_\_\_\_

acknowledge that when collecting or accessing Personal Information, I am an agent of the University and agree to abide by the Protection of Privacy Policy regarding the confidentiality and use of the information and agree to delete the Personal Information once it has been used for its intended purpose.

I agree to strictly adhere to the criteria listed below as they pertain to the use and distribution of Personal Information.

- a) To use the information for the sole intended purpose expressed below to conduct the business of the University of Victoria and the University of Victoria Alumni Association. Under no circumstances should this information be used for personal benefit.
- b) The information must not be copied and or distributed without express written consent from the University of Victoria Alumni Relations.
- c) Any updates or changes to the information remain the property of the University of Victoria and will be returned to Alumni Relations for the purposes of maintaining accurate records.

Intended Purpose: \_\_\_\_\_

I have read this Acknowledgement and understand my duties regarding the treatment of Personal Information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Date



READY TO START PLANNING YOUR REUNION?  
CONTACT US TODAY!

**CONTACT**

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