



— UW SCHOOL OF MEDICINE —
REUNION WEEKEND

June 3-4, 2016

REUNION OUTREACH COMMITTEE

Personal contact from a classmate is the key to a successful reunion. The primary responsibilities of the reunion outreach committee are to attend the reunion and contact classmates to encourage them to attend. The UW Medicine alumni relations staff is responsible for planning and coordinating all event logistics, but committee members may advise them on how to personalize their class dinner. Communication between the alumni relations staff and committee members is largely through email and 2-3 conference calls (or more if desired), as well as individual phone calls as needed.

Role of Committee Members

Committee members can devote as much (or as little time) as they have to the effort. The largest time commitment is in winter and early spring (February - April), after invitations are mailed.

You want to help but have limited time:

- Commit to attending as much of reunion weekend as possible and register for the weekend as soon as invitations are sent.
- Participate in at least one committee meeting (usually a conference call).
- Select five classmates you'd like to see at the reunion – call or write and ask them to save the date; in the spring, call and remind them to register.
- Agree to have your name listed on reunion correspondence as a member of the committee.
- Consider having your name included on fundraising solicitations for class giving efforts. You will be sent a draft letter via email before any solicitations are mailed.

Have a little more time?

- Call, write or email more than five classmates.
- Recommend additional committee members and/or invite classmates to join the committee.
- Participate in as many reunion committee calls/meetings as possible.
- Help reach out to committee members and remind them to make calls.
- Call your classmates to help with class fundraising efforts. This is voluntary and only to be considered if you are comfortable in that role.

Role of UW Medicine Alumni Relations Staff:

- Plan and implement all reunion details and logistics.
- Create invitations, coordinate mailings and correspondence.
- Provide committee members with class rosters prior to all committee meetings and upon request.
- Create meeting agendas and facilitate discussions.
- Regularly remind committee members to contact their classmates.
- Provide updates on attendance and fundraising efforts throughout the spring.

Questions?

Contact the Office of Alumni Relations at medalum@uw.edu or 206-685-1875.