Thank you for volunteering your time and talents to support your class reunion. The Haverford School would like to provide you with the guidance and support you need to plan a fun and memorable reunion. This handbook provides a step-by-step guide to help you prepare for your class’s reunion weekend activities and the fundraising aspects of your reunion. Please read through the handbook and contact the Alumni Office with any questions you might have. For upcoming alumni events, please visit haverford.org/alumniweekend.

Enjoy catching up with your classmates!
The 5-Year Reunion Program

Every five years, graduating classes of The Haverford School celebrate quinquennial reunions, beginning with the 5th through the 75th. These are special and important milestones for alumni and the School. It is an opportunity to reconnect with old friends, strengthen ties with your alma mater, and demonstrate your support as a class with a special gift to Haverford. To assist class efforts, the Alumni Office assigns staff members to help reunion classes organize their reunion committees and activities.

Reunion Committee Structure

Each reunion class committee has a chairman or co-chairs to set the agenda and conduct meetings. A group (usually 6-10) of dedicated classmates round out the committee and chair various subcommittees.

Reunion Committee Responsibilities

The primary responsibility of the Reunion Committee is to gather as many classmates as possible for the on-campus Annual Alumni Reception and Alumni Art Exhibition, the Class Party, and other on-campus events throughout the weekend. Members of the Committee also lead the effort for the class gift in celebration of their reunion.

Annual Alumni Reception

On Friday evening of Alumni Weekend, the School hosts the traditional Alumni Reception on campus. Alumni from all classes are welcome. It is a great opportunity to catch up with old friends and teachers.

Standard Reunion Subcommittees

Class Party

The keystone class event is held on Saturday evening. The committee has responsibility for identifying the venue, selecting menus, evaluating costs, sending invitations, and tracking responses. (See page 16 for a list of local resources for planning your class party.)

Weekend Agenda

Classes may elect to organize various other activities during the weekend. These activities may include:

- A visit to a museum or gallery, Citizens Bank Park, etc.
- Sunday brunch
- Memorial service/event honoring deceased classmate(s), faculty, etc.
- A picnic or BBQ
- Golf/tennis at a local club

The committee is responsible for all details related to the events, including fees.
**Class Gift:** The class gift is your opportunity to show support for Haverford as a class. One of the committee members leads the class gift effort; however, all members are expected to help contact classmates about participation in the class gift. Each class strives to make a meaningful gift, often a 5-year pledge to The Haverford Fund, and establish a new class or reunion record. (A detailed discussion of class gift organizing can be found on page 11.)

**Reunion Class Notes:** Classes are encouraged to submit class notes through The Haverford School website, haverford.org/classnotes. (See page 14 for instructions to access this page of the website.)

**Treasurer:** A committee member should be appointed to collect payments for the Saturday night class party and other costs (BBQ, museum admission fees, favors, tees, etc.). The Treasurer’s contact information should be included in all information sent to classmates. **Note:** The School provides complementary hats to each reunion class during Alumni Weekend. If your class would like additional spirit gear, please contact Andrew Bailey ’02, Director of Alumni Relations, at abaily@haverford.org.

**Attendance and Information Updates:** The Reunion Committee should identify one committee member whose sole responsibility is to “take attendance.” Weekly or biweekly updates on “who is attending” is an effective way to build attendance. Once an alumnus knows that a close friend has committed, he is more likely to attend. The process can easily snowball, generating enthusiasm and energy and, of course, attendance. An integral part of this job is to drive classmates to The Haverford School website, haverford.org/alumni, to update their personal contact information.

**Reunion Halligoluk:** The 50th reunion class creates a Reunion Halligoluk. Photos, both past and present, news clips, updates from classmates, quips, and observations on life and times at the School could be included in this reunion memory book. The Haverford School archives may be helpful in locating old photos, newsletters, and articles. Samples of prior year Reunion Halligolucks are available in the Alumni Office for your review.
Steps to Organizing Your Reunion

This handbook provides a step-by-step sequence of activities that will help you organize and galvanize your class. If the steps are followed, and if all members of the Reunion Committee persist in making personal contact with classmates, the result will be a class party and gift of which all class members will be proud.

Step One: Identify Class Leaders: One or two leaders are identified in the class. Typically individuals self-identify and inform the Alumni Office of their interest and motivation to be involved. The Alumni Office can also assist with identifying and recruiting one or two class leaders.

Step Two: Building out the Reunion Committee: A member of the Alumni Office meets with the Class Leader. They review a class list to identify others (usually 6-10 classmates) whom they feel would be interested in joining the committee. A diverse committee, representing various interests, has a much better chance of reaching out to the class as a whole. It is always a good idea to ask prospective committee members for ideas of other classmates whom they feel would be contributors and enjoy being involved.

Step Three: Galvanize the Reunion Committee: Once the full committee is formed, a conference call or meeting is organized with all committee members. Note: geographic diversity of the committee is always preferred, as distance can be viewed as a deterrent for involvement and busting that bubble is a good thing. The Alumni Office staff member assigned to your reunion year will be included in the call or meeting. Program materials, including a class directory, are shared with committee members in advance of the meeting.

Topics usually covered during the call/meeting include:
(1) A warm welcome and expression of gratitude to all involved (role of the Class Leader, Committee Leader, and Alumni Office).

(2) An overview of how the class gift process works, and an update on what has been raised in previous years.

(3) Identification of a committee member who will write a letter to the class; see pages 20-22 for sample letters.

(4) Class Leader or Alumni Office staff sets the expectation that Committee members will make their gift or pledge before a solicitation letter is mailed to the class.

Step Four: Solicit gifts from members of the Reunion Committee: Each Committee member is asked to make his gift or pledge early. Results of the Committee solicitation are critically important to the class gift process. The better the results from the Committee (i.e., total dollars raised and average gift size), the more optimistic the Committee can be for the remainder of the Class. It is best for the class gift chairman or Alumni Office staff person assigned to the Class to send the Class pledge or gift agreement with a cover letter to each Committee member.

Step Five: “Draft” the Class: Once all Reunion Committee members have returned signed gift forms, the Alumni Office staff member arranges the next conference call or meeting. The main objective of the conference call or meeting is for each Committee member to select five to seven classmates they are willing to call or visit. It is absolutely essential to emphasize that these contacts be personal in nature. A personal phone conversation or visit is infinitely more effective than an email or letter. Frequently, more than one conversation may be needed, depending on the scope of the request and initial response of the prospect.

* As pledges or gifts from Reunion Committee members are received, the Class Leader should make personal calls or emails to thank each classmate for their gift or pledge.

** Successful Class Leaders understand that the Reunion Committee member’s first contact with their call list should be primarily for the purpose of reconnection. Conversations will include shared memories, date of Alumni Weekend, and updates on classmates, etc. Solicitation of a gift should occur after reconnection.
Step Six: Contact Assignments and Report Progress:

(1) The staff apprises the Reunion Committee of the mailing date for their letter and gift agreement to their classmates.

(2) Committee members begin to make contact with their assigned classmates within seven days of the mailing; all initial calls or visits should be completed or arranged within a two week period.

(3) As pledges and commitments are made verbally by classmates, each is urged to sign and return (via fax or mail) the gift agreement to the Alumni Office. Pledges cannot be officially recorded without a signed form or email indicating the amount pledged and the fund(s) where the donation should be directed.

Step Seven: Cheerleading: As gifts and pledges are received, a Reunion Committee member should send out periodic updates to the class via email. The Alumni Office will forward weekly reports during the first month of the follow-up and subsequent reports will be sent monthly. Keeping the entire class posted on the progress of the class gift will motivate others to make a commitment.

Step Eight: Victory is Celebrated/Gift is Announced: The class Reunion Committee sends a report or summary to the entire class on the success of the class effort. Periodic reports should be sent throughout the year as gentle reminders for those who have not yet given and to motivate the class. The class gift is listed in our Annual Report. Also, if the class is celebrating its 50th reunion, an announcement of the class gift can be made at the Annual Meeting of The Haverford School Alumni Association, held in May during Alumni Weekend.

Class Giving

Organizing a class gift in celebration of your reunion benefits the School, the class, and its members. It helps to:

(1) Develop a habit of charitable giving to The Haverford School
(2) Reinforce a connection with alumni and the School.

50th Reunion Class Gift: The 50th reunion is a very special time for the Class and the School. Planning for this reunion should begin at least one year in advance. Estate-related legacy commitments, such as bequests and life-income gifts, are actively encouraged. To that end, the 50th reunion class gift has two components: outright gifts and pledges to The Haverford Fund and outright and estate-related planned gifts to a special endowment project identified by the class. Class members are encouraged to pledge over five years to maximize support for the School. All gifts, pledges, and documented estate-related commitments will be counted. The planned giving team at the School will provide information and expert support to Class members who wish to make estate-related commitments.

25th Reunion Class Gift: The 25th Reunion Class marks a significant milestone. This Class is encouraged to focus on substantially improving their gift to The Haverford Fund.

5th, 10th, and 15th Reunion Class Gift: The 5th, 10th, and 15th reunions represent an excellent opportunity to reconnect with classmates, the School, and faculty. Classes strive to set a new reunion giving record for The Haverford Fund, to “raise the bar” for classes that follow.

Other Reunion Class Gifts: Reunion classes other than the 5th, 10th, 15th, 25th, and 50th are encouraged to set a goal for The Haverford Fund. The goal is usually a class record for major reunion giving. Beginning with the 35th reunion, classes will receive information about bequests and other planned giving opportunities.

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Reunion Planning Checklist

By September 30:
- Identify and recruit Class Leader(s)
- Identify and recruit Reunion Committee members

By October 30:
- Complete recruiting of Reunion Committee members
- Have first Committee meeting or conference call
  - Discuss Committee assignments, roles, and responsibilities
  - Discuss planning and implementation of timeline
  - Brainstorm ideas for class party locations
  - Brainstorm ideas for other class events
  - Assign classmates to Committee members
- Committee members begin calling to catch up with and remind classmates about Alumni Weekend

By November 15:
- Finalize sub-committee chairmen and members (i.e. class party, other class events, class giving, reunion website and Class Notes, Reunion Haliqoluk, treasurer, RSVPs)
- Provide Class Notes information on Alumni Weekend activities to Andrew Bailey ’02 (abailey@haverford.org)

By November 30:
- Have second Committee meeting or conference call to discuss current status of subcommittees and contacting classmates
- First contact by Committee members to their assigned classmates to discuss Alumni Weekend events should be completed

By January 30:
- Confirm location for the Reunion Class Party
- Send postcard/email/e-vite reminder summarizing the Alumni Weekend schedule and Class activities
- First solicitation letter sent

By February 15:
- Second contact by Reunion Committee to their assigned classmate to discuss Alumni Weekend events and gather Class Notes should be completed

By March 15:
- Haverford School invitations for on-campus Alumni Weekend events will be mailed.

By March 30:
- Third contact by Reunion Committee members to their assigned classmate to discuss Alumni Weekend events, remind all classmates to RSVP or register for on-campus and off-campus Alumni Weekend events should be completed
- Send second postcard/email/e-vite reminder summarizing the Alumni Weekend schedule and Class activities
- Final solicitation letter sent

By April 15:
- Fourth contact should be made, by Reunion Committee members to their assigned classmate to discuss Alumni Weekend events, remind all classmates to RSVP or register for on- campus and off-campus Alumni Weekend events should be made
- All solicitation calls completed
How to Submit Class Notes

Step 1: Go to haverford.org.
Step 2: Scroll over the Alumni tab on the homepage.
Step 3: Click “Submit Class Notes” on the Dropdown.

Step 4: Fill in the Class Notes Submission form and click “submit.”

Questions?
Please contact Andrew Bailey ’02 at abailey@haverford.org.
Planning a Reunion Class Party: A Resource Guide

We’ve compiled a list of venues that will be helpful for planning your Reunion Class party and information about catering services, including the School’s caterer, Sodexo. These are only suggestions – you may choose any venue you’d like for your Reunion Class event. Happy planning!

Catering Services
Sodexo/The Haverford School
Sodexo provides on-campus or at-home catering; please contact: Kim Sprangers, Dining Services Director
484-417-2716
ksprangers@haverford.org

Local private venues to hold class parties:

Note: A sponsor is needed to hold an event at these locations, but a member of the class does not have to be a member of the particular venue.

Applebrook Golf Club
100 Line Road
Malvern, PA 19355
610-647-7660
applebrookgolfclub.com

Aronimink Golf Club
3600 St. Davids Road
Newtown Square, PA 19073
610-356-8000
aronimink.org

Green Valley Country Club
201 Ridge Pike
Lafayette Hill, PA 19444
610-828-3000
greenvalleyc.org

Llanerch Country Club
950 W. Chester Pike
Havertown, PA 19083
610-446-2232
llanerchcc.org

Merion Cricket Club
325 Montgomery Avenue
Haverford, PA 19041
610-642-5800
merioncricket.com

Merion Golf Club
450 Ardmore Ave.
Ardmore, PA 19003
610-642-5600
meriongolfclub.com

Overbrook Golf Club
799 Godfrey Road
Villanova, PA 19085
610-688-4000
overbrookgolfclub.com

Philadelphia Country Club
1601 Spring Mill Road
Gladwyne, PA 19035
610-525-6000
philadelphiacc.net

Philadelphia Cricket Club
415 West Willow Grove Avenue
Philadelphia, PA 19118
215-247-6001
philacricket.com
Local public venues to hold class parties:

**The Haverford School**
You are welcome to hold your event on campus. Please contact Dining Services Director Kim Sprangers for more information:
**Kim Sprangers**
Dining Services Director
484-417-2716
ksprangers@haverford.org

**30 Main**
660 Lancaster Avenue
Berwyn, PA 19312
610-220-2367
30mainline.com

**333 Belrose**
333 Belrose Lane
Radnor, PA 19087
610-293-1000
333belrose.com

**Autograph Brasserie**
503 W Lancaster Ave.
Wayne, PA 19087
215-964-2588
autographbrasserie.com

**Blue Bell Inn**
601 Skippack Pike
Blue Bell, PA 19422
215-646-2010
bluebellinn.com

**Barnaby’s of America**
1901 Old West Chester Pike
Havertown, PA 19083
610-789-1885
barnabysofamerica.com

**Ardmore Music Hall**
23 East Lancaster Avenue
Ardmore, PA 19003
ardmoremusic.com

**City Tap House**
2 Logan Square
Philadelphia, PA 19103
215-587-9040
publichousephillyphilly.com

**Flip & Bailey’s**
900 Conestoga Road
Rosemont, PA 19010
610-527-4826
flipandbaileys.com

**Iron Hill Brewery (Ardmore)**
60 Greenfield Avenue
Ardmore, PA 19003
610-228-9342
ironhillbrewery.com

**Kelly’s Taproom**
1107 West Lancaster Avenue
Bryn Mawr, PA 19010
610-520-9344
kellystaproom.com
Sample Committee Letter #2

The Class of 1979 40th Reunion May 3-4, 2019

Dear Members of the Class of 1979,

Alumni Weekend and the celebration of our 40th Reunion are drawing near. While the official Alumni Weekend schedule is not yet published, we thought it would be advisable to give you a heads up as to what to expect for the weekend. Please note that spouses and companions are invited to attend all events.

Friday, May 3
• Annual Alumni Reception and Arts Festival Exhibit, 6-9 p.m. Cocktails and heavy hors d’oeuvres – Wilson Hall.

Saturday, May 4
• Alumni Family Brunch, 9:30-11:30 a.m. Family-friendly breakfast in the Dining Hall.
• Service of Remembrance, 10:00-11:00 a.m. In the Upper School Community Room.
• Campus Tours, 12 p.m.
• Varsity Lacrosse vs. Malvern. Not definite quite yet, but we think it will happen.
• Class of 1979 40th Reunion Class Party, 6:30-??? p.m. Hosted by John & Jane Smith at their home, 555 Lancaster Ave., Haverford, PA 19041.

Where to Stay
• We have reserved a block of rooms at the Radnor Hotel – the rate is $179 for Friday – Saturday for single or double occupancy. When you call to reserve a room (800-537-3000) please refer to THE HAVERFORD SCHOOL to be sure that you get this special rate.

Please join us to see and learn how your school has been transformed – it is an amazing place. We look forward to seeing everyone in May!

The Class of 1979 40th Reunion Committee

Sample Committee Letter #1

Dear John,

While hard to believe, it has been twenty-five years since we were all dropping pennies on the stage of Centennial Hall, squirming in front of our families as we eagerly awaited our diplomas so we could drive down the shore and get Senior Week underway. How did that happen?

Twenty-five years ago, we wandered the hallways of Wilson Hall together. We thought about girls, worried about college, and tried to figure out how many people we could cram into one car to go off-campus for lunch. We laughed in the Senior Lounge, passed notes in classrooms, and avoided playing Bench-ball with a guy who had a good arm. We cheered our athletes in their contests, celebrated our scholars, and figured out ways to just barely adhere to the dress code (and a few other regulations). Through it all, we were united as a group.

Since then, we have become doctors, lawyers, businessmen, scientists, authors, and artists. Some of us have become fathers. Some have even become Haverford parents. We still worry about college, but now we worry how to pay for it. We figure out how many people we can cram into one car – to go to soccer practice or on play dates. And if we worry about girls these days, they are usually our own daughters. We have become men. Classmates have moved all over the world, others have remained in or returned to the Philadelphia area, and we have all had different experiences, yet remain together as a group – the Class of ’94.

Well, the 25th Reunion is the perfect place to share our experiences with each other! A great time to laugh about stories of the past and share experiences you’ve had since then with friends you haven’t seen in a while - and if you’ve not seen the campus lately, you’re in for a special treat! The Reunion Committee is planning some fun events for our class, and the School has another great Alumni Weekend in the works. Enclosed is a schedule of events to whet your appetite, more information will be coming soon, and we hope you will be able to join us in May!

Sincerely,

Harry Haverford ’94 William Wilson ’94 Patrick Palmer ’94

PS: If timing does not permit you to attend, please reach out and let us know how you are doing. We’d love to hear from you.
Dear John,

We’re in the final stretch! Our 25th Reunion is less than two months away and preparations for a fantastic weekend are well underway. We have a great crew of classmates who have volunteered to assist with event planning. It’s guaranteed to be a weekend filled with many laughs and old friends as we roam the halls and reminisce about our Haverford days. So mark your calendars for May 3-4, 2019, come to Haverford, and celebrate our reunion.

We’d also like to ask for a commitment from each of you before Alumni Weekend. We have set a fund raising goal of $25,000 to the Haverford Fund. To date, we have already raised $11,250 based on 22% Class participation. You can see that if we can increase our participation percentage, we have a real shot of hitting our goal. To give you some perspective, for our 20th Reunion, we raised $13,000 with 30% participation. Our 25th Reunion is one of two major reunions in our lifetimes. We expect a strong turnout for our 25th, so let’s aim high and see if we can surpass our goal.

Haverford helped us become the men we are today. Let’s help Haverford remain a pillar of excellence and have a great time at our reunion reliving old times.

Best Regards,

Harry Haverford   William Wilson   Patrick Palmer   Earl “Eagle” Jones

Tom Smith   Robert Haverford   Michael Maroon   Steve Gold

WAYS TO GIVE TO THE HAVERFORD FUND:
1) Donate online at haverford.org/onlinegiving
2) Return enclosed reply card
3) Call or email Harry Haverford at (XXX) 555-5555 or haverford.org