



URSULINE ACADEMY

Office of Alumnae

Class reunions are key to reuniting classmates, renewing relationships and linking Ursuline Academy and her alumnae together for life. All classes celebrating a five-year anniversary this year should commemorate with a reunion! If this is a 70th, 60th, 50th or 25th reunion year for you, this marks your JUBILEE anniversary!

I have enclosed the Reunion Guidelines for you to utilize. If you so choose, the Alumnae Office is eager to assist with the planning of reunions and will act in an advisory and facilitator role for the class reunion coordinators. The office can provide class lists, as well as, design, print and mail Save the Dates & invitations for reunion events. In addition, the office can collect fees from your classmates and disperse payment checks to the various vendors.

We hope you find the following guidelines helpful. Please save the contact information below:

Ursuline Academy Alumnae Office	504-861-9114	alumnae@ursulineneworleans.org
Ursuline Academy (main number)	504-861-9150	504-861-9159 (fax)

NOTE: Class lists are for official Academy and Alumnae Association use, as well as, for use of reunion communication only.
They are not to be used for private, commercial or political purposes.

“How to Plan an Ursuline Academy Reunion”

Reunion Guidelines

Reunion Committee

- The Alumnae Office recommends that the reunion class first forms a committee of approximately 2-4 classmates.
- Your committee will make a variety of decisions and organize the reunion event(s).
- We ask that the committee select a chair to be the main communicator with the Alumnae Office.
- Please fill out the form provided on the last page of these guidelines to notify the Alumnae Office of the committee members and the committee chair.
- A recommended start time for the committee to begin working is 10-12 months prior to the event.

“The Plan” & Arrangements

Traditions at Ursuline Academy comprise those unique customs and ceremonies which make your school unique. They will be remembered long after your verbs and mathematical formulas have been forgotten. Among other things, unforgettable will be your recollections of Rally Night, plays in the auditorium, the dances and Masses in the National Shrine of Our Lady of Prompt Succor. Reunions are a special time to recall your **“cherished memories”** in the halls of your alma mater.

- **All classes celebrating their reunion year will be asked to participate in the Class Gift program.** The purpose of this program is to encourage “giving back” in honor of your reunion year while increasing the level of alumnae support to the Academy.
- We suggest you plan one gathering with “just the girls” and another one with couples should you so choose.
- Some classes have done a “just the girls” brunch, afternoon tea and/or luncheon held on campus with a school tour on either a Saturday or Sunday, and couples gatherings on Friday evening on or off campus.
- Both gatherings usually consist of refreshments and are selected to reflect the personality of the class.

Selecting a Date and Time

- Reunions are usually held during the spring or fall. We suggest you plan your reunion then or during the Alumnae Homecoming weekend in November.
- Once a year, the Alumnae Association presents a fall Alumnae Homecoming (Mass and Brunch) on the second Sunday of November. Homecoming weekend begins with the La Fête Gala, Auction and Dinner Dance on Friday evening in the main courtyard. Many classes choose this weekend because of the “ready made” events.
- Although all alumnae are an enormous important part of our Homecoming, during that weekend we especially honor the classes celebrating their Jubilee 70th, 60th, 50th and 25th anniversaries, and specially recognize all other 5 year anniversary classes.
- A calendar of available dates will be provided by the Alumnae Office upon request.

- Since the school's President, Development and Alumnae Directors usually attend the reunions, we do not schedule more than one reunion on the same day unless the class chooses the Alumnae Homecoming weekend.
- It is important for your reunion Chair to contact the Alumnae Office to select and confirm dates and times.

Venues

- Your committee decides on the best location for the reunion which reflects the personality and interests of its class.
- When selecting a venue, keep in mind the availability of parking, the size of the room in relation to the number attending, and the type and cost of the event.

Costs

- When choosing off-campus venues, it is extremely important that the cost of the event is affordable for all classmates. The Alumnae Director can assist you in formulating a budget.
- In order for each one to personalize her weekend, price each event/gathering separately and offer options regarding attendance. Some alumnae might choose only to attend the "just the girls" gathering rather than all the events.
- You will want to include in the reunion invitation all expenses: the cost per attendee, Class Gift information and any miscellaneous expenses.
- Payments can be made to "Ursuline Academy" and mailed to the Ursuline Academy Alumnae Office which will pay the vendor invoices directly for the various events.

Vendor Contracts

- The Alumnae Director will review and sign all vendor contracts.
- Copies of the contract must be sent to the Alumnae Office, three months in advance, in order for the office to make timely deposits and balance payments on invoices.
- The Alumnae Office will send out all checks.

Mass

- If you choose to have a Mass at the Shrine associated with your reunion, please discuss and arrange this through the Alumnae Office **early** in advance.
- The office will submit your request for availability to the Ursuline Sisters and the sacristan.

Photo Opportunity

- Ursuline offers the opportunity for each reunion class to have their group photo taken in the courtyard at the Alumnae Homecoming in November.
- If the reunion is held off campus, the Alumnae Director usually attends and takes the group photo. If not, we ask that a few photographs be e-mailed to the Alumnae Office following the event for use in our publications and on our website.

UA Favors/Mementos

- Some classes may like to offer a special UA favor to each of its reunion participants. The Ursuline Academy Bookstore and Gift Shop adds new items often. You may view and/or select items during your initial meeting with the Alumnae Director, who can arrange for purchases. The cost of such an item should be included in the total budget for the reunion events.
- Some classes chose to create a “memory” booklet including such things as biographies, yearbook pictures, and other fun school time events. The Alumnae Office does not provide this service, but can assist in finding yearbooks or pictures for such use.
- You may want to offer to your classmates the option of bringing class materials, photo albums and mementos to put out at your reunion.

Who else to invite to your reunion?

- It is a tradition at Ursuline to invite former teachers to class reunions. The Alumnae Office can assist with locating these teachers and mailing personal invitations to them should the committee so choose.
- The Academy President, Development Director and Alumnae Director are usually invited to attend as representatives of the school. The President and Development Director offer their services for tours of Ursuline and Academy updates.
- Traditionally, the Ursuline Sisters are invited to all events held on campus.

Communication with your class

- Once the dates of the reunion are set, the Alumnae Office, in collaboration with the Communications Office, designs, prints and mails out a “Save the Date” letter/postcard to all class members (and other guests if applicable), including those alumnae who live out of town.
- Remember to keep in mind when setting the cost per person for your reunion that the cost of the printing and mailing of the Save the Dates and invitations need to be figured in to your budget.
- Prior to this mailing, when the committee first meets, we will ask for your assistance in finding information on “lost alums,” those without current mailing addresses, etc.
- If you have current information on a “lost alum,” please forward it to the Alumnae Office as soon as possible.
- Approximately one month prior to the reunion date, the Alumnae Office sends out a detailed invitation of the reunion events.

Office Support

- The Reunion Chair will be contacted periodically and is encouraged to stay in close contact with the Alumnae Office. Please forward all information to the Alumnae Director.

Be sure to download the “Reunion Timeline” also posted on our website.

CLASS REUNION COMMITTEE MEMBERS FORM

Please fill out and return to the Alumnae Office as soon as possible in one of three ways:

- via mail to 2635 State Street, New Orleans, LA 70118
- via Fax at (504) 861-9159
- via e-mail to the Alumnae Office at alumnae@ursulineneworleans.org

	NAME	GRAD YEAR	PHONE (home)	PHONE (cell)	EMAIL
1. (Chair)					
2.					
3.					
4.					

Please list any additional information you'd like to provide the Alumnae Office:
