



URSULINE ACADEMY *Office of Alumnae*

Class reunions are the linkage which reunites, renews and endures for life the relationship between Ursuline Academy and its alumnae. All classes celebrating a five-year anniversary this year should commemorate with a reunion! If this is a 60th, 50th or 25th reunion year for you, then 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 communication of reunions and will act in an advisory and facilitator role for the class reunion coordinators. The office can provide class lists and mail 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 rosters 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 2-5 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 link 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. Unforgettable will be your recollections of Rally Night, Mission Day, the plays, 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.

- 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 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 summer or fall. We suggest you plan your reunion then or during the Alumnae Homecoming weekend.
- Once a year, the Alumnae Association hosts a fall Alumnae Homecoming (Mass and Brunch) on the second Sunday of November. Homecoming weekend begins with the LaFete Gala and Dinner Dance on Friday evening. 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 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 that one reunion on the same day unless the class chooses the Alumnae Homecoming weekend.

- It is important for your reunion coordinator chair to contact the Alumnae Office as soon as your dates and times have been selected.

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.
- In the reunion letter/emails you will want to include all expenses: including tax, gratuity, the cost of guests 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 for the various events.

Vendor Contracts

- The Alumnae Director will review and sign all contracts along with the reunion chairs.
- Copies of the contract must be mailed 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 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.

Photo Opportunity

- One of the special gifts Ursuline offers to each reunion participant is a class reunion photograph taken in the courtyard at the Alumnae Homecoming in November.
- The school’s Communications Director will take candid shots only at reunions held on campus and post them on the school’s website. (To view photos from past reunions, go to www.ursulineneworleans.org.)
- If the reunion is held off campus, we ask that a few photographs be sent to the Alumnae Office following the event for use in our publications and on our Web site.

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 cost of 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 will 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.
- The Academy President and Alumnae Director, as well as the Development Director are usually invited to attend as representatives of the school. The President and Development Director offer their services for tours 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 sends out a “Save the Date” letter/postcard to all class members and other guests, including those alums that live out of town.
- 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 six weeks prior to the reunion date, the Alumnae Office sends out a detailed invitation of the reunion events along with a return envelope for reunion payment.
- 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.
- The Web site, www.ursulineneworleans.org, is a great tool for communication. After reunion plans are finalized, all pertinent information will be posted on the site as well as photographs.

Office Support

- The committee 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 Web site.

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.					
5.					

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