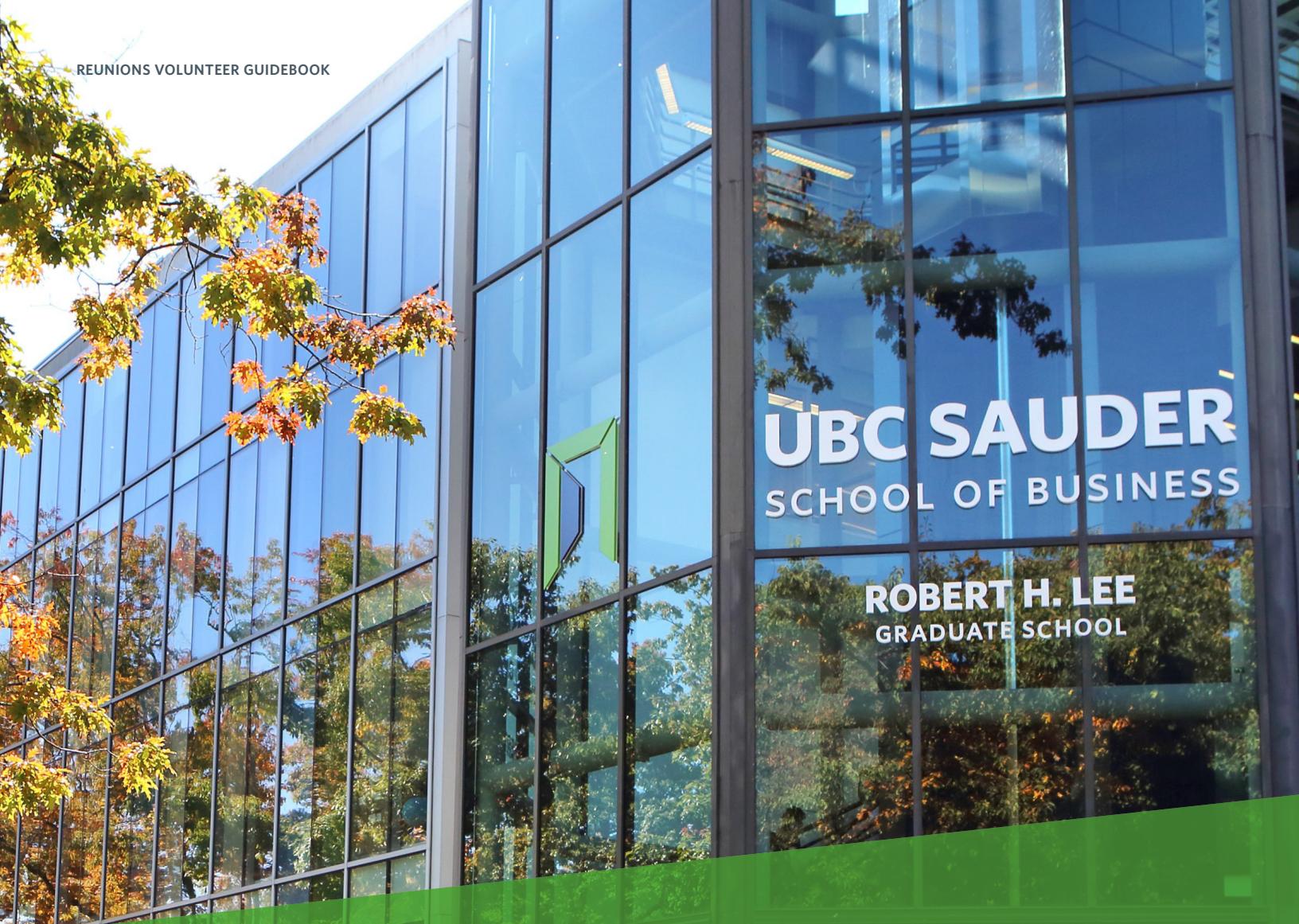




# Reunion Volunteer Handbook



UBC SAUDER  
SCHOOL OF BUSINESS

ROBERT H. LEE  
GRADUATE SCHOOL

You've reached a milestone reunion year with UBC Centre for Business Ethics  
Sauder / Commerce Faculty.

Peter P. Dhillon  
Reunions offer a special opportunity to share,  
reminisce, and catch up with people who were part of  
your journey during your university years. A successful  
reunion takes time and planning. Your willingness to be  
a part of this effort is appreciated by all.

# UBC Sauder Alumni Reunions

## Your Reunion

Reunions are a volunteer-led opportunity to celebrate and reconnect with your classmates and alma mater.

Reunions take place throughout the year but if you are unsure of when to host, we recommend centering your event around UBC's Homecoming weekend. Homecoming is a celebrated tradition to kick-off the academic year and is a time to welcome back our alumni.

Use this guide to kickstart your planning and celebration! You will be given additional resources and examples as you get deeper into planning.

## Your Staff Supporters

We are here to help every step along the way and ensure you have the tools to succeed in planning your reunion. Our goal is for you to have a great time reconnecting with your classmates.

## Celebrating Milestones

UBC Sauder celebrates the following milestones for all of our programs: 5, 10, 15, 20, 25, 30, 40, 50, 55, and 60. Reunions are volunteer-driven and supported by us, your UBC Sauder Alumni Engagement (AE) Office.

## How We Will Help



Supplement your reunion's budget



Help promote your reunion via email reminders to your classmates



Invite special guests such as professors and staff



Keep track of registration and attendance



Share photos of your reunion on social media



Provide essentials such as nametags



Offer fun UBC Sauder-themed prizes!

# Get Started

## Reunion Class Ambassadors

Reunion Committees of 3-5 volunteers, known as Reunion Class Ambassadors, will be established to represent your class and act as liaisons between your reunion class and the school. Ambassadors are team players who are strong communicators, relationship builders, influencers in the community, or proactive contributors who take initiative.

## Getting In Touch

The Alumni Engagement team will provide a contact list and send two formal invitations, but it's up to you to reach out and personally connect with your classmates. This is the most time-consuming part of the planning process, but it's also the most effective way to boost attendance and gather input on the celebration. Use emails, phone calls, LinkedIn, or other social media to spread the word and maximize turnout.

## Who To Invite

In addition to your classmates, it's up to the committee to decide whether guests such as partners or spouses are invited. If you wish to extend an invitation to faculty or staff, we will happily facilitate this request on your behalf.

## Your Responsibilities



Spreading the word and building excitement among your classmates



Choose a date and time



Determine additional invitees beyond your classmates



Manage and arrange the event day schedule and activities



Decide how to award the UBC Sauder-themed prizes



# Choose Your Event

## Go for the Classic Henry Angus Event...

The Henry Angus experience can help you and your classmates tap in to the memories of the "good old days!"

Take a tour of the building, led by a current student, before enjoying a reception with light refreshments on the 9th floor of Henry Angus. You can keep the night going with a reservation at Browns CraftHouse on campus for dinner and drinks.

If you choose this option, the Alumni Engagement team at UBC Sauder will coordinate the catering and venue logistics, enabling you and your class to enjoy a nostalgic experience!

## ...Or Shape your Own Experience!

Alternatively, if you have a vision for your reunion or want to plan a different activity, you are welcome to plan a custom event. These may include off-campus venues and restaurants, a classmate's home, or any other activity the Ambassadors decide.

The customized experience will entail more hands-on, active planning on the committee's part than the Henry Angus experience, but may feel more personal to your cohort. The decision is completely up to you!



# Wrapping Up

## Make Your Mark

Reunion giving is a powerful way to mark your milestone anniversary and to create a meaningful class legacy. Without the generous support of alumni like you, many of our programs, scholarships, and upgrades would not be possible.

As a reunion committee member, you can consider a philanthropic component to your celebration. Encourage other classmates to join you by signing up to become an advocate or helping identify the best classmate to champion the class gift. For those unable to attend, giving is the one way all alumni can participate in the party. We are grateful to all of those who are inspired to give back as part of their reunion celebrations and contribute to supporting future generations of business students.

## Privacy and Confidentiality

UBC Sauder is committed to protecting the privacy and confidentiality of your personal information. We require all ambassadors to sign and return a confidentiality agreement to ensure the protection of personal data of your classmates.

## Time to Reminisce

Following the event, we will send out a survey to your classmates to get feedback on the event and share the results with you. This will help inform future events to continue to improve offerings. If a photographer is at your event, the photos will be shared with everyone to enjoy. Any photos from attendees can also be shared. Now you get to reminisce and look forward to celebrating your next milestone!

## Ready to get started?

Meet with our Alumni Engagement team to get started on planning your reunion celebration!

For more information, please contact:

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