



OTTERBEIN
UNIVERSITY

Class of 1973
50th Reunion Volunteer Guide



Class of 1973 50th Reunion
Thursday September 14 – Saturday 16, 2023
www.otterbein.edu/1973 | goldenreunion@otterbein.edu

General Roles & Responsibilities

Your 50th – or “Golden Anniversary” – reunion is right around the corner – September 14-16, 2023! In this guide you will find information about serving on your class’s reunion planning committee, including the overall goals of the committee, as well as specific responsibilities of key volunteers within the group. Otterbein staff will assist and guide your committee through the process, which will be a fun and rewarding way to both reconnect with your classmates and give back to your alma mater.

Purpose of the 50th Reunion

1. Honor alumni celebrating the 50th anniversary of their graduation from Otterbein and recognize the wide range of accomplishments and talents.
2. Provide opportunities for classmates to reconnect and to reminisce about their days at Otterbein, and remember classmates who have passed.
3. Recognize the significant financial contributions given to Otterbein by the class.
4. Update the image of Otterbein today.

Role of the Committee

1. Connect with fellow classmates to enhance/rekindle friendships.
2. Encourage classmates to attend your 50th reunion.
3. Generate interest and support for the class gift to Otterbein.

Strategies for the Committee

1. Personal outreach to all classmates through telephone calls, emails, notes, Facebook, etc.
2. Encourage participation in the Memory Book, including special memories of Otterbein, personal stories since graduation, updated biographical information, etc.
3. Encourage attendance at reunion, making all classmates feel welcome.
4. Encourage classmates to make a financial commitment to the class gift.
5. Develop a meaningful and personal class program.
6. Identify additional activities for Reunion Weekend, including activities that will make non-Otterbein spouses/partners feel welcomed and included.
7. Greet all classmates upon arrival to reunion and/or each class event.
8. **Have fun!**

Specific Role Descriptions

Reunion Committee Chair(s)

- Serve as liaison between Otterbein staff and the committee.
- Help set agendas for and run monthly committee meetings (via Zoom).
- Monitor committee progress.
- Act as a strong advocate for Otterbein and your 50th reunion.

Legacy Subcommittee (class gift)

- Assist Otterbein staff with the class's fundraising efforts.
- Identify classmates for personal outreach by Otterbein fundraising staff.
- Serve as signatories for fundraising appeals.

Communications Subcommittee

- Draft text for monthly emails which are sent to class by Otterbein staff.
- Maintain and update the class Facebook page (if applicable) with relevant reunion information.
- Lead efforts to encourage attendance; facilitate "affinity" outreach (e.g., Greek, choir, sports, etc.)

Memory Book Subcommittee

- Edit and format Memory book entries.
- Encourage classmates and committee members to write Memory Book entries.
- Draft an opening message for the Memory Book.
- Edit and format any additional entries submitted post-publication as part of the creation of a Memory Book addendum.

Programming Subcommittee:

- Create the class program, which may include remarks from the co-chairs; reflections from a member(s) of the class; special music; singing of the Love Song, etc. (Otterbein staff will coordinate the venue and menu and print the program).
- Work closely with Otterbein staff to determine any other activities for your reunion (a gathering at the home of a local class member, for example).

50th Reunion Timeline

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|-------------------------------|---|
| November-December 2022 | <ul style="list-style-type: none">• Recruit committee members.• Set January meeting date for full committee.• Save-the-date message emailed to the entire class.• Reunion webpage goes live.• Preliminary fundraising |
| January 2023 | <ul style="list-style-type: none">• Organize committee, select roles• Monthly Zoom full-committee meetings begin.• Begin monthly electronic communications to class.• Committee members begin their Memory Book entries. |
| February-March 2023 | <ul style="list-style-type: none">• Memory Book project launches to class.• Outreach to classmates focusing on attendance and Memory Book entries |
| April-May 2023 | <ul style="list-style-type: none">• Outreach to classmates focusing on attendance and Memory Book entries• Memory Book project closes May 31. |
| June 2023 | <ul style="list-style-type: none">• Reunion Registration opens.• Committee members register early for Reunion.• Outreach to classmates focusing on registration. |
| July-August 2023 | <ul style="list-style-type: none">• Outreach to classmates focusing on registration.• Class program finalized. |
| September 2023 | <ul style="list-style-type: none">• Final push for attendance and fundraising/participation• Reunion! |
| October 2023 | <ul style="list-style-type: none">• Reunion recap message crafted and emailed• Memory Book addendum (digital only) open for new entries. |
| November 2022 | <ul style="list-style-type: none">• Memory Book addendum completed and distributed (digital only). |

Staff Contacts



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