



Trinity University Alumni Weekend

Reunion Chairs

2015-2016

Alumni Weekend creates an opportunity for alumni to catch up with old friends, reunite with favorite professors, and reconnect with their alma mater at reunion events on campus. Each Alumni Weekend is successful because of the efforts of many alumni volunteers. Volunteer efforts for each reunion class are coordinated by the reunion's Executive Committee, comprised of a Reunion Chair, Event Chair, and Reunion Gift Chair.

Duties and Responsibilities

- **Reunion Chair**
 - Serve as liaison to Division of Alumni Relations and Development and is supported by staff devoted specifically to assisting reunion.
 - Coordinate reunion planning and activities with the Event Chair and the Reunion Gift Chair.
 - Help Event Chair identify, contact, and build a Reunion Committee, typically 6-12 alumni.
 - Coordinate with Reunion Gift Chair for calls and e-mails to classmates; share and receive class gift updates.
 - Serve as emcee for the reunion dinner.
- **Event Chair**
 - Compile list of professors and extend invitations to join reunion events.
 - Select class member to carry the class year flag during commencement.
 - Work with alumni relations staff on the event planning, including menu, room set-up, and decorations.
 - Ask committee members to call or e-mail classmates to encourage attendance at Alumni Weekend.
 - Give reunion evaluation to staff to help improve the reunion program for next year.
- **Reunion Gift Chair**
 - Solicit Reunion Chair and Event Chair. Help identify and recruit a committee of diverse classmates.
 - Work with Reunion Giving staff on fundraising plan for the class, providing leadership and updates for the Reunion Gift committee. Communicate giving progress to Reunion Chair and Event Chair.
 - Review and sign correspondence asking class members to make a gift to Trinity; make personal contacts to select classmates. Send personal thank you notes to classmates for all new Associate-level gifts.
 - Attend, or select a designee if you are unable to attend, the presentation of the "Class Gift" to Trinity during Alumni Weekend.
 - Supported by Office of Annual Giving Programs with direct mail appeals and e-mail blasts, Reunion Giving web pages, phone calls made by Trinity students.

Resources

- **Office of Alumni Relations:** *Mary Kay Cooper, Senior Director of Alumni Relations*


Came to Trinity University Alumni Relations in 2006 with 14 years of prior experience in enrollment management and student recruitment.
Oversees all aspects of alumni relations and works directly with the National Alumni Board. Multiple degrees culminating with Doctoral degree in Administration and Leadership from Indiana University of Pennsylvania.
marykay.cooper@trinity.edu, 210-999-8490
- **Reunion Giving, Office of Annual Giving Programs:** *Carissa Costello '03, Associate Director of Reunion Giving*


Recently promoted to Associate Director of Reunion Giving and works with alumni volunteers celebrating upcoming reunions.
Previously Assistant Director of Phonathon for Trinity University for 7 years and coordinated fundraising events and managed volunteers for KLRN-Public Television, San Antonio for 4 years.
cqillies@trinity.edu, 210-999-8537
- **National Alumni Board, National Association Committee:** Reunion Chairs are also supported by the NAB committee as part of their mission.