

## **Guidelines for the Class Hosting the Reunion**

By tradition, the members of the class celebrating the 50<sup>th</sup> anniversary of their graduation host the reunion. This class is responsible for planning the event which includes:

- reserving a location
- hiring a caterer
- composing the program,
- sending reunion information to class coordinators and the school district's website coordinator (see note below)
- inviting guests

In addition, the hosting class performs all administrative tasks which includes:

- collecting all monies
- keeping a record of reservations made
- paying bills
- reconciling the Association's checking account
- determining where money in the Association's account in excess of \$6,000 is to be donated

Finally, the host class ensures that the succeeding class has the information needed to host the reunion the following year including:

- the Association checking account information
- properly registered account signatories
- any other documentation that could be of assistance (e.g.: class coordinator list, former faculty addresses, etc.)

Reunion guests include members of the school district's administration, usually the Superintendent and/or the President of the Board of Education, and a four family members of each inductee to the Hall of Fame. At the discretion of the hosting class, guests may also include former faculty members and individuals having special association with the program.

Finally, the hosting class must make every effort to ensure that the succeeding class has \$6,000 in the Association's account to help ensure the success of the following year's reunion.

Note: There are three documents on the BurgWeb, [www.burg.k12.oh.us](http://www.burg.k12.oh.us), that need to be updated each year: Information Flyer, Reservation Form and Class Coordinators.