Carleton College
Reunion 2011

Planning Guide
# Teens, Children and Reunion

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Welcome Back to Carleton!

Thank you for volunteering to plan your next reunion. Carleton College, the Alumni Council and the Alumni Annual Fund Board are grateful for your dedication of time and energy to this weekend.

The Alumni Relations Office and the Alumni Annual Fund staff look forward to joining you in creating a reunion that strengthens your class ties to the College and to each other, reawakens that part of you and your classmates that remains forever 19, and helps assure the future of Carleton.
REUNION TESTIMONIALS

We had the freedom to enjoy people and great evenings in such a great setting— it was easy to relax and enjoy things because details were taken care of.

It was great to see how many students are into public service and how articulate they are about values and commitments.

Recalling positive memories helped put negative ones in perspective.

My family loved seeing the beautiful campus and they had a great time!

Enjoyed class hosts—very hard-working, polite, good-spirited.

Booksing opportunity with Carleton alumni was great.

My family had a great time exploring the campus and my kids loved the Camp Carleton program.

Renewing friendships and making new ones was a powerful and wonderful experience.

This weekend was the highlight of my year.

I feel extreme pride in Carleton.

Overall this was a PERFECT reunion.

Loved being in a stimulating intellectual environment for the weekend.

Good balance of a lot going on, time to socialize and wander around.

Thanks for providing special programs for teens!

This is where the feeling of College comes back.
THE CARLETON REUNION EXPERIENCE

Carleton alumni enjoy reconnecting with each other and the College, and the strength of the College reunion program has increased with time. Alumni from the 5th to 75th reunions come back in percentages that are among the highest in the country. Reunion volunteers create class-specific outreach and program plans, in addition to the general College programs planned by the Alumni Relations Office.

The focus of Carleton’s reunion program is to encourage as many class members as possible to connect during the reunion year, to return to campus and to raise an increased Alumni Annual Fund class gift. The following charts show the records for reunion attendance, gifts, and gift participation over time.

Attendance Records

One of the most important roles of the committee is to make a concerted effort to contact everyone in the class personally to encourage them to attend reunion.

<table>
<thead>
<tr>
<th>Reunion</th>
<th>Class</th>
<th>Year Record Set</th>
<th>Percent Attending</th>
<th>Number Attending</th>
<th>Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>2003</td>
<td>2008</td>
<td>53.75%</td>
<td>258</td>
<td>480</td>
</tr>
<tr>
<td>10th</td>
<td>1989</td>
<td>1999</td>
<td>43.50%</td>
<td>214</td>
<td>492</td>
</tr>
<tr>
<td>15th</td>
<td>1987</td>
<td>2002</td>
<td>26.68%</td>
<td>131</td>
<td>491</td>
</tr>
<tr>
<td>20th</td>
<td>1987</td>
<td>2007</td>
<td>30.78%</td>
<td>153</td>
<td>497</td>
</tr>
<tr>
<td>30th</td>
<td>1973</td>
<td>2003</td>
<td>20.11%</td>
<td>74</td>
<td>368</td>
</tr>
<tr>
<td>35th</td>
<td>1961</td>
<td>1996</td>
<td>33.50%</td>
<td>77</td>
<td>230</td>
</tr>
<tr>
<td>40th</td>
<td>1954</td>
<td>1994</td>
<td>34.20%</td>
<td>79</td>
<td>231</td>
</tr>
<tr>
<td>45th</td>
<td>1961</td>
<td>2006</td>
<td>38.53%</td>
<td>84</td>
<td>218</td>
</tr>
<tr>
<td>50th</td>
<td>1959</td>
<td>2009</td>
<td>50.00%</td>
<td>115</td>
<td>269</td>
</tr>
<tr>
<td>55th</td>
<td>1950</td>
<td>2005</td>
<td>24.54%</td>
<td>66</td>
<td>269</td>
</tr>
<tr>
<td>60th</td>
<td>1941</td>
<td>2001</td>
<td>25.55%</td>
<td>35</td>
<td>137</td>
</tr>
<tr>
<td>65th</td>
<td>1932</td>
<td>1997</td>
<td>15.79%</td>
<td>12</td>
<td>76</td>
</tr>
</tbody>
</table>

Strong attendance levels strengthen class ties and friendships, and alumni who attend reunion are much more likely to support Carleton and attend Carleton events in the future. "Supporting Carleton” means connecting with other alumni and with the College in myriad ways from attending events, volunteering, supporting the College financially, and keeping up with College news and priorities.
Reunion Giving

Reunion giving is a critical component of the College’s annual budget. Alumni support of Carleton, through donations to the Alumni Annual Fund, provides a meaningful portion of the annual operating budget and supports things like faculty research and financial aid.

As President Rob Oden noted, “What Carleton is all about is not facilities or endowments or numbers. Carleton is all about people. Carleton is all about assembling here above the eastern bank of the Cannon River talented and diverse faculty, staff, and students, and then setting them free. It’s the setting them free which requires uncommon support, and you are the people providing this support. And beyond your support, and responsible for your support, is your ongoing engagement with the College."

Reunion Giving Records

<table>
<thead>
<tr>
<th>Reunion</th>
<th>Class</th>
<th>Giving Total</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>2004</td>
<td>$43,693</td>
<td>2009</td>
</tr>
<tr>
<td>10th</td>
<td>1991</td>
<td>$101,295</td>
<td>2001</td>
</tr>
<tr>
<td>15th</td>
<td>1991</td>
<td>$219,702</td>
<td>2006</td>
</tr>
<tr>
<td>20th</td>
<td>1986</td>
<td>$181,875</td>
<td>2006</td>
</tr>
<tr>
<td>25th</td>
<td>1962</td>
<td>$1,428,635a</td>
<td>1987</td>
</tr>
<tr>
<td>30th</td>
<td>1976</td>
<td>$396,978</td>
<td>2006</td>
</tr>
<tr>
<td>35th</td>
<td>1962</td>
<td>$529,249</td>
<td>1997</td>
</tr>
<tr>
<td>40th</td>
<td>1962</td>
<td>$766,292</td>
<td>2002</td>
</tr>
<tr>
<td>45th</td>
<td>1962</td>
<td>$804,617</td>
<td>2007</td>
</tr>
<tr>
<td>50th</td>
<td>1952</td>
<td>$262,657b</td>
<td>2002</td>
</tr>
<tr>
<td>55th</td>
<td>1952</td>
<td>$190,939</td>
<td>2007</td>
</tr>
<tr>
<td>60th</td>
<td>1936</td>
<td>$94,766</td>
<td>1996</td>
</tr>
<tr>
<td>65th</td>
<td>1935</td>
<td>$73,084</td>
<td>2000</td>
</tr>
</tbody>
</table>

a Originally unrestricted. Eventually designated $78,880 to Alumni Annual Fund: $1,349,755 to restricted Reunion Fund.

b For their 50th Reunion Gift, a restricted fund, the Class of 1952 raised $28 million.
Carleton is judged by many standards. One of them is participation, measured not only by the size of gifts, but by the number of alumni who give. National publications, such as the *US News & World Report*, as well as corporations and foundations, consider alumni participation rates an important indicator of loyalty and satisfaction with the College.

As you can see from the reunion records below, this effort has yielded terrific results. Over the past eight years, reunion classes have increased total giving from just over $1 million to an average of $2 million, and have increased total participation from 48% to 60%.

<table>
<thead>
<tr>
<th>Reunion</th>
<th>Class</th>
<th>Participation</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>1997</td>
<td>67%</td>
<td>2002</td>
</tr>
<tr>
<td>10th</td>
<td>1994</td>
<td>69%</td>
<td>2004</td>
</tr>
<tr>
<td>15th</td>
<td>1993</td>
<td>66%</td>
<td>2008</td>
</tr>
<tr>
<td>20th</td>
<td>1985</td>
<td>61%</td>
<td>2005</td>
</tr>
<tr>
<td>25th</td>
<td>1962</td>
<td>86%</td>
<td>1987</td>
</tr>
<tr>
<td>30th</td>
<td>1978</td>
<td>64%</td>
<td>2008</td>
</tr>
<tr>
<td>35th</td>
<td>1972</td>
<td>72%</td>
<td>2007</td>
</tr>
<tr>
<td>40th</td>
<td>1964</td>
<td>93%</td>
<td>2009</td>
</tr>
<tr>
<td>45th</td>
<td>1961</td>
<td>78%</td>
<td>2006</td>
</tr>
<tr>
<td>50th</td>
<td>1954</td>
<td>77%</td>
<td>2004</td>
</tr>
<tr>
<td>55th</td>
<td>1941</td>
<td>70%</td>
<td>1996</td>
</tr>
<tr>
<td></td>
<td>1954</td>
<td>70%</td>
<td>2009</td>
</tr>
<tr>
<td>60th</td>
<td>1949</td>
<td>68%</td>
<td>2009</td>
</tr>
<tr>
<td>65th</td>
<td>1941</td>
<td>53%</td>
<td>2006</td>
</tr>
</tbody>
</table>

*Based on the number of actual donors in a class divided by the number of solicitable alumni in the class. Includes non-graduates.*
## Reunion Planning At A Glance

Please use the timeline below as a tool to help plan your committee tasks and communication to the class throughout the year. It includes solicitation deadlines, the College-directed mailing calendar and recommended conference call schedules.

| Reunion Gift  
(Alumni Annual Fund) | Program & Outreach  
(Alumni Relations Office) |
|----------------------|------------------------|
| **Class Solicitation Letter** draft due at Workshop  
*Class Solicitation Letter* mailed  
Volunteers make own AAF commitment  
Attend CAVE | **August & September**  
*First Reunion Letter* with class address directory and bio surveys mailed in September.  
Set up committee email listserv as desired |
|  | **October**  
*Bio Book reminder* sent, include web address if ready.  
Class web page: ready by November 1.  
Prepare alumni award nominations (Due Nov. 15)  
Committee conference calls re: outreach plan  
Faculty invitee list finalized |
| **Elements: Report on Giving** mailed with pledge envelope to all alumni  
*Conference call:* TOPs solicitation  
Solicitation of TOPs completed by Oct. 1 | **November**  
Completed Bio Book questionnaires due Nov. 1  
Alumni award nominations due Nov. 15  
*Conference call:* program ideas and reunion schedule  
*Second Reunion Letter* due Nov. 15. |
| **Opening Doors** mailed to non-donors  
Solicitation of Volunteers completed by Nov. 1  
Check the AAF volunteer portal for updates | **December**  
*Second Reunion Letter* mailed with bio books  
Add classmates to your holiday card lists! |
| **Calendar Year End Solicitation** sent to non-donors  
Solicitation of assigned classmates, Groups A—E completed by Dec. 31 | **January**  
Attendance outreach emails/calls  
Preliminary program details due Jan. 15. |
| “Volunteer for Carleton” student stewardship event  
Check the AAF volunteer portal for updates | **February**  
Outreach continues  
Class identity item finalized  
*Conference call:* attendance push, final program details decided  
Alumni Awardees announced  
Faculty save the date invitations |
| **Opening Doors** mailed to non-donors  
*Conference call:* Mar. 15 cut-off and participation  
Complete all solicitations to meet March 15 cut-off for Preliminary Donor Letter | **March**  
Registration materials mailed  
Email to announce online registration  
Online registration open  
Online attendance lists go live  
*Third Reunion Letter* due March 1. |
| **Preliminary Donor Letter** mailed to all alumni  
Check the AAF volunteer portal for updates | **April**  
*Third Reunion Letter* mailed  
Final program details due April 1 |
| Check the AAF volunteer portal for updates | **May**  
Early-bird registration deadline (5%): May 1  
Final push for attendance  
On-campus volunteers finalized |
| **Opening Doors** to non-donors and non-pledgers  
Targeted email & letter solicitations  
*Conference call:* reunion push | **June**  
Final registration deadline: June 1  
Reunion!! June 16-19, 2011 |
| **Pledge Reminder** with *Opening Doors* insert mailed to all pledgers on June 1  
Targeted email solicitations by class and College  
*Conference call* (post-reunion): June 30 deadline |  |
Reunion is a once-every-five-years opportunity to reconnect with people in your class on campus. Creating and executing an outreach plan that utilizes email, phone and personal contacts is the secret to a successful reunion.

It’s important to keep in mind that in any given year, less than half of your class will be able to come back to campus for reunion. A well-thought-out outreach strategy that focuses not just on attendance but on reconnecting can help keep everyone connected over time and build momentum for future reunions.

The major responsibilities include:

**Planning and executing an attendance strategy** — regional phone or email “trees,” contacts by floor/interest group/teams/major/etc., or regional mini-reunions — to encourage classmates to return for Reunion.

**Composing** three inspirational and informative communications to be sent to the class in fall, winter and spring (Alumni Relations will handle logistics of distribution). Identify opportunities for use of e-mail and social networking sites like Facebook.

**Designing a questionnaire/survey** for a biographical book, if desired, to accompany the fall mailing.

Creating a **class web presence** and maintaining it through reunion.

Identifying and organizing **class-specific programs** for the reunion schedule.

**Committee Communication**

The staff can assist you with keeping in touch during the coming months.

- **Conference calls**: recommended at least every other month between September and June, to keep momentum going, discuss important decisions before deadlines, and check in on how outreach is going. We recommend identifying during CAVE a day/time that will likely work for the group to make scheduling these easier.

- **Email listserv**: staff can set up a listserv called, for example, 71reunion@lists.carleton.edu, and add all committee members to it. That way you only need to send a note to one address to reach the entire committee.

- **Google docs** — a great way to share documents and edit collaboratively. Ask your staff liaison if you’d like to pursue this or want more information.
PART I: Planning Your Reunion

The best reunion plans, based on years of feedback from alumni, provide the following:

- Informal, but scheduled, time for socializing: a time when everyone in the class knows that they’ll be in the same place at the same time.
- One or two programs highlighting class members and/or a topic of general interest – classmates as individual speakers, as panel participants or performers
- Time with favorite faculty
- Attention to appropriate programming for family and children, if applicable
- Formal, brief remarks at each class dinner, perhaps recognizing class volunteers or providing a simple welcome to the reunion from the committee.
- Special effort to engage Twin Cities-area alumni in the weekend.

Program Ideas
The program includes any events you would like to include in the reunion schedule. For instance, would your class like to challenge another reunion class to a game of Ultimate, or reserve the tennis courts for a round-robin? Some classes organize a class panel to discuss a topic of timely interest to your class, such as raising children in a two-career family or preparing for retirement. Is someone in your class a renowned professor, politician, musician, athlete, artist, magician, dancer, etc., whom you would like to have speak or perform?

Carleton’s reunion weekend has traditionally highlighted the talents of Carleton faculty, students and alumni; we do not have funds available for non-Carleton speakers or performers, beyond the Saturday evening bands. (See the “Highlights” section for what is already planned by the Alumni Relations Office and for an outline of what the reunion weekend schedule will look like to assist in your planning.)

All program ideas should be in final draft form by January 15 in order to be included in the preliminary schedule which is part of the March registration information. Staff will discuss with you appropriate timing for the events your class is planning, and will need from you the titles of panels or talks, as well as names and bio information as applicable of any participants.

The deadline for all final reunion schedule copy is April 1. By this date we need to know about any technical needs for your events and other special requests. Once staff has a chance to review the overall reunion program with all the class activities, they will assign locations appropriate to the estimated group size and needs.

Space: The Final Frontier
As you plan your reunion program, think about the kind of space you’d like to have for your class events. For example, should your class panel be a formal presentation, or informal with breakout space for small group discussion? Will you have technical needs? Are there people in your class with limited mobility?

One of Carleton’s strengths is our small class sizes. However, given the generally high reunion attendance, this means there are few venues on campus that are large enough for reunion classes to utilize. We also give some preference to the 25th and 50th reunion classes as we assign venues.
The Alumni Office staff will carefully consider your class’s wants and needs for reunion, and appreciate volunteers remaining flexible as the staff work to balance the needs for 12 reunion classes and around 2,000 total attendees. Assignments are based on approximate numbers expected, seniority and accessibility factors, and the specific program needs.

Class Social Hours, Budgets, and Alcohol

The College provides a quantity of snacks, soda, water, cups and ice for informal class social gatherings throughout the weekend. For classes with many children, we can substitute juice for some of the soda.

Your class has a budget for additional refreshments, currently fixed at $8 per pre-registered adult (including non-alum guests). This fund can cover things like cheese trays or other special food requests, and alcoholic beverages.

The reunion committee (or its designated point person) is responsible for deciding what kinds of alcoholic beverages you would like the staff to order in advance through the College’s identified provider. A cost sheet with lists of available options will be provided to help as you make your decisions. Orders must be placed no later than 10 days prior to reunion.

It’s important to keep in mind quantity for each day of reunion, beginning on Thursday, and your Alumni Office staff contact can help estimate this.

Pre-ordered alcohol will be delivered to the class headquarters at a pre-arranged time by our student staff.

Things to keep in mind about alcohol:

- Please note that students are not permitted to purchase additional alcohol on your behalf during reunion weekend.
- Purchasing alcohol through our preferred providers means they absorb liability/risk.
- Glass containers should not be brought onto athletic fields—help keep our student athletes safe.
- Reunion catering is provided by Carleton’s Dining Services, Bon Appetit, which has a MN liquor license. They will provide and serve wine at the class dinners. MN state law prohibits people bringing their own alcoholic beverages to our dinner venues. (It would be the equivalent of bringing your own beer to the Rueb.)
- Large reunion parties may need to have a Bon Appetit bartender assigned to help manage the event and eliminate the risk of underage drinking. (Unfortunately, Carleton’s reunion has become something of a magnet for local teens, and there are also underage Carleton students on campus during the summer.)

Reunion Tip

Remember: leave enough space in the class reunion schedule for informal conversations, also known as “structured hanging out.”
**Things to keep in mind as you plan your reunion schedule**

- Does the plan reflect the broader interests and makeup of the class? Are there specific groups who have not come back in the past? If so, is there a way to engage them through involving them in the program?

- Does your plan balance social and intellectual content?

- Does the plan balance scheduled time and free time? In addition to class-specific programs, reunion weekend features many general programs, from Arb tours to faculty talks to intergenerational panel discussions on major topics of interest.

- If you contact class members to participate in reunion programs, confirm their titles and obtain a bio, if applicable. Think about whether your program will require any audio/visual support and discuss with staff as plans develop to see what’s possible.

- How will faculty interact with your class? As invitees to dinner, or as part of your reunion programs? Contacts with faculty should be initiated through the Alumni Office, to be sure faculty members don’t receive competing invitations.

- A spirit of flexibility is key to enjoying reunion.

- Your Alumni Relations staff contact is happy to provide advice and direction throughout the year on best practices, and will set up an email listserv and regular conference calls to help committee members to work remotely.

**Faculty**

The Alumni Relations Office invites faculty to offer talks and presentations throughout the weekend. If you or your classmates have a favorite professor you would like to hear speak, or have a particular topic which you would like to see addressed, please list them on your worksheet.

Remember the special professors who really made a difference in your life? Would you like to have them join you for social hour and dinner? Faculty may be available Friday or Saturday evening. Indicate on your worksheet which faculty members your class would like to invite to dinner. Final lists are due by January 15.

The Alumni Relations Office coordinates invitations so faculty won’t receive multiple invitations for the same evening, and so that senior classes have the first option to invite retired faculty. (Staff makes sure each class has the opportunity to see at least a few of their “top ten”.) It’s important to identify someone on the committee who will welcome the faculty at the reunion dinner and publicly introduce them to others in the class.
Alumni Association Awards

Each year, the Alumni Association awards Distinguished Achievement and Exceptional Service Awards to alumni who have attained outstanding achievement in professional or community service endeavors, or have a record of significant service to the College. Another award honors alumni from the most recent 15 classes: the In the Spirit of Carleton Award, in recognition of significant contributions to community or professional organizations.

The best source of nominations for these awards is fellow classmates. A list of alumni who may be good candidates is included in the information provided during the Reunion Workshop, along with the Convocation program from the most recent Reunion, and a list of past award recipients (see page 20).

Nomination forms are available online and an e-mail message will be sent to all members of the reunion classes. Completed nomination packets must be returned to the Alumni Relations Office by November 15. The Alumni Council selects from those nominated and recipients receive their awards during the reunion weekend convocation on Saturday morning.

Distinguished Achievement Awards
These awards honor outstanding achievement by Carleton College alumni within a particular field or fields, including community service.

Exceptional Service Awards
These awards are presented to Carleton alumni and friends honoring exceptional service that contributes substantially to the well-being of the College.

In the Spirit of Carleton Award
This award is presented to an alum from one of the most recent 15 classes who has made a significant contribution to civic or professional organizations, who demonstrates the attributes of Carleton’s liberal arts education, and who has exhibited creativity, purposefulness, and a commitment to quality and improving their community.

Past Award Recipients from the 1s & 6s Reunion Classes

DA= Distinguished Achievement
ES= Exceptional Service

Class of 1951
Asp, Meem Wahlquist (ES, 2001)
Wade, Betsy (DA, 1996)
Brenner, Edgar (DA, 2001)
Goodwin, Ann Daly (DA, 2006)
Hausknecht, Richard U. (DA, 1996)
Ligare, Carol Smith (ES, 1995)
Nordholm, Richard C. (ES, 2001)
Oliver, Richard C. (DA, 1991)
Pejsa, Jane Hauser (DA, 1988)
Van Slyke, Lyman P. (DA, 1996)

Class of 1956
Baysdorfer, Carolyn Schuetz (DA, 2001)
Gister, Earle (DA, 2001)
Harmon, Judson (ES, 2006)
Keithahn, Mary Nelson (DA, 2006)
McManus, Bruce (DA, 2006)
Robertson, Mo Ostrom (ES, 2001)

Class of 1961
Brandenberger, John R. (DA, 2001)
Palmer, Parker J. (DA, 2001)
Pearson, Dan F. (ES, 2006)
Hughes, Joyce A. (DA, 1969)
Utley, Garrick (DA, 1971)
Vig, Norman J. (DA, 2006)
Whittemore, Nena Thames (ES, 1992)

Class of 1966
Berkeley, Edward (DA, 1991)
Broom, Dorothy (DA, 1996)
Golding, Susan (DA, 1991)
Jarvela, Dennis (ES, posthumous, 2001)
Osborne, Barrie M. (DA, 2001)
Schultz, Peter H. (DA, 2006)

Class of 1971
Hasse, John Edward (DA, 1996)
McCamant, Robert (DA, 2006)
Thiel, Alan C. (ES, 2001)

Class of 1976
Grace, Marjorie E. (ES, 1996)
Krane, Susan (DA, 2006)
MacDonald, R. Heather (DA, 1996)
Schrader, Duane A. (ES, 2001)
Tsai, Eugenie (DA, 2006)
**Class of 1981**
Elhai, Robert A. (DA, 2001)
Gramit, David (DA, 2006)
Scholz, Karl (DA, 2006)
Sundquist, Wes (DA, 2006)

**Class of 1986**
Ruskin, Gary (In the Spirit of Carleton - 2001)

**Class of 1991**
Simons, Daniel J. (In the Spirit of Carleton – 2006)

**Class Identity Item**
Class Identity Items foster a sense of class solidarity and serve as an easy way for classmates (as well as other classes) to recognize one another across the campus. They also add flair to the parade, so encourage your classmates to wear or bring their identity item on Saturday morning during Reunion.

**February 15** is the deadline for deciding what item(s) you would like the Alumni Relations Office to order for your class, in addition to class buttons. Check with your staff contact to discuss options. Previous classes have ordered items such as temporary tattoos, keychains, hats/visors, water bottles, “bubbles,” mardi gras beads, etc. imprinted with class or reunion years.

These items are mainly worn or carried during the Saturday Parade of Classes, but some classes wear identifying items throughout the weekend. The College provides $6.00 per registered classmate for these items. If you choose something more elaborate, individual class members will need to pay the difference as they check in at your class lounge.

**Lounge Decorations/Supplies**
The Alumni Relations Office provides:
- Yearbooks
- Zoobooks
- Message Boards
- Postcards
- Napkins
- Markers
- Crepe Paper
- Poster Board and Foam
  - Core board (if requested)
- Construction Paper
- Balloons

If there are specific items, either from Carleton or from the era of your college years that are of nostalgic value to your class, please consider rounding them up from your classmates to be used either as decoration or to place in your lounge for review and reminiscing. You may wish to encourage classmates to bring iPods/CDs and a stereo/boom box for the lounge. The Alumni Relations Office has a limited number of sound systems available.

Please remember not to leave anything valuable – sound systems, laptops, alcohol – unattended in the class lounge at any time.

**Identification of Planners for the Next Reunion**
As you are preparing for and ultimately enjoying your upcoming reunion, think about whether you want to commit yourself to working on your next reunion. Whether you do or not, look for other classmates who could serve as volunteers for your next class reunion.

You can approach classmates individually, announce the opportunity at one of your class dinners, include a note in your class reunion folders, or recruit volunteers in any other way that you think will work.
Carleton Reunion Schedule 2011
(GENERAL/preliminary)

This is a general outline to assist reunion committees with planning.

Thursday, June 16
1 p.m. Golf outing (Carleton Open)
3-10 pm Registration open; dorms open at 3 p.m.
6:30 am-7 pm Recreation Center open
3-5 pm Reunion committee and student staff decorate class lounge
5-11 p.m. Taste of Northfield—Sample foods from local restaurants
in Northfield’s Bridge Square.
7:15 p.m. Re-enactment of the James-Younger Gang Bank Raid
Post-dinner Available time for informal class gathering, for early arrivals*
*Student and/or staff assistance (setup, catering, van support, etc) is not available on Thursday evening.

Recommendation from past reunion attendees: take some time to explore campus and downtown Northfield before reunion activities get underway on Friday. Scheduled time for classmates to gather is recommended.—8 or 9 p.m. is a good time.

Friday, June 17
All day Recreation Center, Gould Library & Bookstore open
8 am-9 pm Registration open, Sayles-Hill
9:30 - 10:30 am Presentation by Carleton’s President and faculty
11:30 am-1 pm Heywood Society Luncheon
11:30 am-1 pm All-Class Lunch
1- 3 pm Faculty & Staff presentations
2-3 p.m. Reception for post-50th (Class of ’56 and senior) alumni, with President Poskanzer
3-4:30 pm Available time for class programs
3:45-4:45 pm Faculty/alumni/student presentations
4-5:30 pm Academic Department Receptions; Bald Spot Carnival
4:30 pm ’66 Class Picture
5 pm ’86 Class Picture
3:45 pm ’56 Class Picture
5:30-6:30 pm ’86 Reception with President Poskanzer
6 pm Class Receptions/Social Hours
6:30 pm (varies) Class Dinners
Evening Various events; all-class ice cream social
10:15 p.m. Reunion Fireworks
Saturday, June 18
All day Gould Library and Bookstore open
7 am-8 pm Recreation Center open
8:30 am-10 pm Alumni Art Exhibit open for viewing
8:30-9:30 am Intergenerational Reunion Conversations at Breakfast
8-9:30 am Available time for class program
10 am Parade of Classes
10:30 am Alumni Convocation
12-1 pm All-Class Lunch; ‘C’ Club Hall of Fame Luncheon; ‘61 Luncheon
12:30-2:30 p.m. Alumni and Faculty Booksigning
1-3 p.m. Arb Walking Tour
1:15 p.m. ‘76 Class Picture; ‘81 Class Picture
1:30-4:30 pm Open for class programs and other activities
1:30 pm ‘06 Class Picture
2 pm ‘91 Class Picture
2:30 pm ‘01 Class Picture
3 pm ‘96 Class Picture
3:20 pm ‘71 Class Picture
4-5 pm Alumni Choir Rehearsal
5:15 pm ‘61 Class Picture
5:30 pm (varies) Class Receptions/Social Hours
5:45-6:45 pm ‘61 Reception with President Oden
6:30 pm (varies) Class Dinners
8:30-11:30 pm All-Reunion Entertainment

Sunday, June 19
8:30-10:30 am ‘01 and ‘06 Breakfast with the President
10:30 am Alumni Remembrance Chapel Service
Noon Check-out - see you in 2016!

*Class Picture times subject to change based on class program schedules, class years of ‘C’Club Hall of Fame inductees, etc.
PART II: Communication

Class Communication
Generating enthusiasm through personal and all-class communication throughout the year is the cornerstone of a successful reunion.

Recommended Strategy:

The first letter, to be composed at the workshop, is sent out in September. It is mailed with a class address directory produced by the college and a biographical questionnaire for the class bio book (if desired; see next page). Suggestions: emphasize dates, include some preliminary ideas about the reunion program, ask for classmate input, and include basic text about the Alumni Association award nominations, ask for help finding “lost” classmates, encourage classmates to use the directory to reconnect with their classmates and to send their email to Carleton if it’s not already in the directory—since many class communications about reunion will likely be through email.

The second letter is mailed in December with the bio book. A draft of the letter is due in the Alumni Relations Office by Nov. 15. Suggestions: re-emphasize dates, mention bio book if applicable, alert people that registration materials will be sent in March, include class web address if applicable, and any program updates. Good time for nostalgic prose as well to get people thinking about reconnecting.

The final letter is mailed in April with final details about class-specific reunion programming. A draft is due March 1. Suggestions: final program details, urge to register by May 1, remind people to check the web for attendance lists.

Samples of letters and biographical questionnaires can be found in the back of this booklet.

The Alumni Relations Office will send registration materials by mail to 25th and senior classes, with email to all others, in March; online registration opens in March. The majority of reunion attendees register online, for all classes.

E-mail
Broadcast e-mail is a terrific way to catch your classmates’ attention. The Alumni Relations Office can send text that you create to everyone in your class for whom we have an e-mail address. Text should be short, time-sensitive (e-mail is great for reminders) and coordinated with other publicity from the planning and gift committees.

<table>
<thead>
<tr>
<th>Class</th>
<th>Alumni</th>
<th>Emails</th>
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<tbody>
<tr>
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<td>1961</td>
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<tr>
<td>2006</td>
<td>505</td>
<td>452</td>
<td>89%</td>
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</tbody>
</table>

Sending your class e-mail
Alumni Relations has a broadcast email system that avoids most spam filters, tracks whether email is opened, and can easily resend the message to those who haven’t opened it. Because the office also has access to the most updated email addresses, they will send email text that you compose through this system.

Staff can make it appear that the message is coming from a specific person or from a class reunion committee, rather than the College.

Remember: Personal contact is the most effective strategy to build enthusiasm for reunion.
Biographical Questionnaire
Would your class enjoy the chance to read about what others have been doing during the past five years? If so, a biographical questionnaire can be included in the September mailing (samples in this section).

The Alumni Relations Office will collect the questionnaires and put them together in a booklet that will be mailed to all alumni in the class in December. Why December? Alumni tell us that many of them make plans for the summer when they are with their families over the holidays, and reinforcing the reunion dates before then is important.

Interested in an online bio book? Talk to your Alumni office staff contact. Aim to have these completed in December as well, and encourage classmates to submit entries early.

Personal Contact Plan
Based on past reunion committee experiences, we strongly recommend developing a phone tree or e-mail tree, based on geographic regions, majors, or freshman or senior dorms. Contact the Alumni Relations Office if you need specialized lists for this purpose. We can also provide lists based on team or other student activity affiliation.

Evidence is overwhelming that personal contact from a classmate can make all the difference in their interest in attending reunion. Committees are encouraged to schedule attendance phonathons to encourage reunion attendance.

We encourage you to utilize the online alumni directory to create targeted lists – for example, you can pull Class of ’06 biology majors who live in Chicago. The directory can be found at www.carleton.edu/alumni/directory.

You may wish to develop a separate, additional strategy for alumni in the Twin Cities area. These alumni are more likely to show up without pre-registering, or drop in for a few hours. Alumni from out of state have been vocal about their disappointment that more “locals” aren’t around all weekend. Some classes have successfully hosted informal Twin Cities-area pre-reunion gatherings to strengthen connections and talk about reunion.

Class Web Site
Reunion classes find that a good way to communicate about reunion is through a class web site. Class pages generally include reunion program details, pictures of classmates, comments from reunion attendees, link to lists of attendees, progress on the class gift, zoo-book photos, and many other things, limited only to your imagination.

To obtain the maximum benefit from having a class web page, it is helpful to get it up as soon as possible, and by mid-November at the latest so that it can be advertised in the second class mailing.

The person(s) in charge of the class pages will provide design and content, in addition to arranging for server space to host the site. It is important to respect individual privacy. Personal information about your classmates, such as contact information and biographies, cannot be included without asking permission.

Pages that are simple in design, yet provide the necessary reunion information, have worked the best. Visit http://www.carleton.edu/alumni/classpages.html for examples.

Carleton can provide space on its own server for class web pages, and volunteers have access to update the pages themselves. However, the web page design program is limited in scope. If you choose to have pages on Carleton’s server, you will be able to provide the
basics—schedule, links to letters and bio forms, attendance list, etc.

If you choose to host pages elsewhere, Carleton will link to those pages from the main Carleton reunion site, and will issue gift credit or reimburse for service space fees (up to $15 per month) for up to 10 months prior to and three months following reunion. Invoices or receipts must be provided. No reimbursement can be made for page design or content creation.

It’s important to include links to the general reunion site from your class-specific site.

If you have any questions about web pages for your class, please contact the Alumni Relations Office.

The Alumni Relations Office has a general reunion web site: go.carleton.edu/reunion. Links should be made between this site and the class pages.

Lists of those who have registered to attend (automatically updated daily, beginning in March), comprehensive information about reunion weekend and a “photo album” from the most recent reunion are available on the general Carleton reunion web site.

Here are some good things to advertise to your classmates about the weekend:

- **Register early!** This is especially important for committee members—we do not make assumptions about your attendance or registration preferences. Housing is assigned on a first-come, first-served basis; some residence halls are full by mid-April.

- Bring your camera, scrapbooks, Carleton memorabilia, music, and anything else that will make the weekend special.

- June weather can be unpredictable; we recommend bringing a light jacket, umbrella, sunscreen, and mosquito repellent.

- Carleton’s athletic facilities and fields will be open throughout reunion weekend; bring your swimsuit, racket, softball glove, Frisbee, etc. and check your final schedule on arrival for open times.

- If your children are enrolled in Camp Carleton, we recommend that you bring a cell phone so you can be reached in case of emergency.

- Think about labeling your camera, cell phone and other valuables before coming to campus. People get distracted and leave things behind. Every year, items are found that cannot be returned to their owners.
PART III: Reunion Weekend Start To Finish

Check the Carleton Web site
Complete information about reunion will be available on the Reunion Web site, go.carleton.edu/reunion

Registration
Registration forms, including a preliminary schedule of the weekend’s events, are sent to all alumni in reunion-year classes in March (by email to 20th and younger classes, mail to everyone else). Online registration is also available at go.carleton.edu/reunion beginning in March, and we will email all reunion alumni when it’s ready.

We encourage committee members to register as soon as possible. We do not save rooms or make assumptions about committee members’ housing plans.

The final registration deadline is June 1, with a special “Early Bird” discount rate available for those who register before May 1. Typically, many dorms fill up prior to May 1. Register as early as possible for the best chance to be housed near classmates.

The weekend package rate, including housing and all meals, was $195 per adult for Reunion 2010. It is possible to register for rooms and meals separately. Not everyone will stay for the entire weekend, and some may choose to stay in a local hotel or at friends’ homes rather than on campus. The “a la carte” cost of the weekend in 2010: $75 registration fee per adult; $40 per bed (for entire weekend); meals range from $10 - $20. Children’s fees (5-12) are approximately half the cost of adult fees depending on housing choices (bed vs. floor).

Airport Shuttle Service
Chartered motorcoach shuttle service is available for approximately $50 round trip, between the Minneapolis/St. Paul International Airport and Carleton on Thursday at 2:30 p.m., 5 p.m., and 8:30 p.m.; Friday, 11 a.m., and Sunday, 8 a.m., 10:30 a.m., and 1 p.m. Preregistration is necessary; if no one has registered in advance for a particular shuttle time, a shuttle will not be provided. Unfortunately, children’s car seats are not available.

IMPORTANT NOTE: If you are arriving at the Humphrey Terminal, call us at 1-800-729-2586 at least two weeks in advance to make special arrangements. (Airlines that fly into Humphrey are Sun Country, Southwest, Midwest, Air Tran, Champion and Iceland Air.)

On arrival at the main airport (Lindbergh Terminal), proceed to the lower baggage claim level and check in at the Carleton information booth (look for signs). Carleton students will assist you. Remember to allow one hour for travel time between Carleton and the airport.

Coming by Train or Bus?
EcoTrans, formerly CareTenders, provides transportation from and to the St. Paul AmTrak and bus stations, and the Red Wing AmTrak station, in addition to the Mpls./St. Paul airport. Cost is approximately $85 one-way. Check www.goecotrans.com for complete information and updated prices.
Missed your Shuttle?
If you miss your shuttle, the airport shuttle coordinators will assign you to the next one. If you miss the last shuttle of the day, your options are limited to taking a taxi (approximately $75 one way) or renting a car. As you make your plans, please allow for possible delays. Thunderstorms are common in June.

Parking
Parking on campus is limited. Cars may be parked overnight on Northfield streets. On-campus shuttle service will be provided all weekend between Watson Hall and Sayles-Hill, and for special events for the 50th and senior reunion classes.

Reunion Weekend Housing
Various housing options are available for alumni attending Reunion. For those who wish to stay on campus, reunion classes will be housed together in residence halls whenever possible; alumni — including committee members! — should register before May 1 for the best chance to be housed near classmates. Some residence halls fill by mid-April. If your registration form and payment are postmarked by May 1, we will confirm your residence hall assignment in advance.

Check-in begins Thursday, June 16, at 3 p.m. Residence halls will not be open before that time. (Students move out of the dorms on June 11 and the custodial staff needs as much time as possible to complete cleaning the dorms.) Check-out is noon on Sunday, June 19.

While we encourage people to stay on campus, we want to be sure that they know what to expect. We explain the following in the reunion registration packet:

- Residence hall accommodations are clean and spare. They feature bathrooms down the hall from your room (except Davis, Severance, and Evans, which have private/semi-private baths). Showers normally do not have grab bars.

- A linen packet, including sheets, blanket, pillow, and towels, is provided for each bed. Soap is provided.

- Children who do not have a reserved bed do not receive a linen packet and should pack towels, pillow, etc.

- Residence halls are not air-conditioned (except Davis, Nourse, Watson, and the townhouses); all beds are twin-sized and have mattress pads.

- You may wish to bring the following items which are not available in the rooms: reading lamp, hang- ers, small fan, alarm clock, earplugs, something in which to carry your toiletries, and extra blankets or pillows if needed.

- Cribs, irons and ironing boards are not available.

- A limited number of fans are available at registration for use during the weekend.

If you would like a list of hotels and campgrounds in the greater Northfield area, call the Alumni Relations Office at 800-729-2586 and we will mail or fax a list to you, or check www.carleton.edu/alumni/hotels.html.

If you are staying off campus, please note on your registration form where you will be staying in case we or your classmates need to contact you.
Tentative Plan for 2011 Housing Assignments
Residence halls are assigned to classes by the Alumni Relations Office, based on seniority and number of expected registrants. The Alumni Relations Office staff assigns rooms as registration forms are received. When the “class dorm” is full, alums are assigned to other available rooms on campus, nearby, if possible. We make every effort to accommodate special needs and ask that alumni notify staff in advance.

Assignments may change depending on registrations, and are based on class size, seniority, and other considerations. Once the residence halls below are full, later registrants will be housed wherever rooms are available.

Class of 1951       6th & 7th Watson
Class of 1956       Nourse
Class of 1961       Watson
Class of 1966       Townhouses
Class of 1971       Memorial
Class of 1976       Davis
Class of 1981       Myers
Class of 1986       Burton/Sevy
Class of 1991       Memorial
Class of 1996       Parish/Rice/Hill
Class of 2001       Evans
Class of 2006       Goodhue

Musser: Student staff housing and overflow reunion housing

Reunion Weekend Meals
Reunion weekend meals are prepared by Bon Appetit, Carleton’s catering service. All costs reflect actual charges which includes the cost of hiring well over a hundred temporary staff for the weekend and renting additional equipment.

We hope to offer lower-priced dinners for the 5- and 10-year reunion classes, based on requests we’ve received from past reunion attendees.

Since a limited number of meal tickets will be available for purchase during reunion weekend, we strongly recommend everyone reserve meals in advance.

All meals include beverages and dessert. Vegetarian meals are always available. For classes with many children, we are looking into child-friendly options and will have additional beverages like milk and soy milk available.

Special Dietary Needs
Alumni with special dietary needs, including severe food allergies and requests for vegan, kosher or gluten-free meals, are asked to indicate this on their registration form. Carleton’s executive chef contacts people with allergies personally to make sure we can meet their needs.

Class Lounges
Each class is assigned a gathering space, usually the main lounge in its residence hall. Student staff members decorate the gathering spaces with generic items, but you are also invited to decorate with class memorabilia (college-days photos, past reunion photos, items sent by a classmate who could not attend, etc.). See page 15 for more details.
**Camp Carleton**
The reunion children’s program provides interesting and fun age-appropriate activities for children ages 5 to 11 (5-year-olds must have completed kindergarten). Kids’ meals are included in the cost of the program. Please see the special section on the registration form to register your child in advance.

Activities usually include a mix of art, music, and computer activities and games, swimming, movies, a visit to a local farm, and a walk in the Arb led by student naturalists.

For a complete schedule, visit: go.carleton.edu/reunion or contact the Alumni Affairs Office. Parents must sign an emergency medical authorization slip at registration for each child attending.

**Teen Program**
Kids ages 12–17 who are registered for Reunion are welcome to participate in any of the scheduled reunion activities. In addition, there will be a program of events specifically planned for this age group on Friday and Saturday. Activities usually include time at the computer center to play games, a Frisbee golf/Ultimate Frisbee session, an arts and crafts event, pizza and movie evenings, and events around Northfield.

A Teen Center will serve as a central location to find other teens, meet with current Carleton students—who will be available all weekend to give directions, and suggest and share in activities—or just hang out. The Teen Center is close to the video arcade, cable TV, pool table, and ping-pong.

**Babysitters**
A list of area babysitters is available upon request from the Alumni Affairs Office. This list is compiled by Barb Howe, long-time director of the children’s program. We encourage you to make reservations well in advance, as the sitters are usually booked prior to reunion weekend. You are responsible for making arrangements for payment (approximately $9/hour) and for transporting the sitter to and from campus.

**Housing and Children**
Parents can reserve/pay for beds for their children when registering, or opt to bring sleeping bags/pillows/towels for a no-cost housing option.

Remember: most rooms at Carleton are doubles. Depending on your class housing assignment, triples, quads or quints may be available. Early registrants with children are more likely to be housed away from lounges in quieter areas.
Housing and Children
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Towards A Greener Carleton Reunion
The College implemented new efforts in 2007 to drastically reduce the amount of waste generated during reunion weekend, as part of Carleton’s overall commitment to sustainability.

- All meals held in tents feature compostable bioware – biodegradable utensils, plates, cups, packaging and napkins that will be taken to a nearby compost site after reunion. Our student “compostables crew” will help you dispose of your bioware appropriately.
- We’ve saved nearly 14,000 pieces of paper each year by eliminating reunion folders containing multiple pages of information. Please pay attention to all posted signs in your residence halls and in Sayles-Hill with important information about weekend programs.
- At registration you will receive a water bottle. Water coolers are located in each residence hall and in Sayles-Hill. We hope to eliminate as much plastic waste as possible by limiting quantities of bottled water.
- We encourage everyone to participate in the College’s recycling program during reunion by putting glass, paper, newspaper, plastic bottles and aluminum into the appropriate blue containers you’ll see around campus.

Special Assistance
Carleton College is committed to providing equal access and reasonable accommodations for individuals with disabilities. If you or a classmate have special needs, please contact the Alumni Relations Office as far in advance as possible.

Emergency Contact Information
In the event of an emergency, or if someone needs to reach you during Reunion, call 507-222-4205 during registration hours (see schedule). After registration closes, or if the main number is busy, campus security can be reached at 507-222-4444.

significant quantities of paper as well as reducing costs for printing and postage.

A new practice we’ve begun is for the 25th and younger reunion classes: we usually send emails first and send mail to classmates for whom we do not have email addresses.
Highlights of Carleton Reunions

**Faculty and Alumni Presenters**
We invite a number of Carleton faculty and alumni to speak or perform during reunion weekend, a “reunion alumni college” that is included in everyone’s registration fee. If you have faculty or alumni to request or recommend, please notify the Alumni Relations Office.

**Alumni Art Exhibit**
We encourage alumni artists to bring a sample of their work to Reunion for the alumni art exhibit. Prior to Reunion, we ask that alums send information about the art medium, size of the work, and any special display requirements to the Alumni Relations Office.

Exhibitors are asked to bring their work to the designated location on Friday before 5 p.m. Art professionals will be on hand to help display the works, monitor the exhibit on Saturday, and then to help exhibitors take down their displays Sunday morning (all displays need to be taken down by 12 p.m.). If you know alums who are thinking about participating, please notify the Alumni Relations Office.

**KRLX D.J.s**
Did you have a radio show when you were at Carleton? Have you been yearning to play those records/CDs/MP3s once again? During reunion weekend the KRLX radio station will be open for any alum who would like to participate. No experience is necessary; our student experts will help you get acquainted with the station and will help if needed during the show. Check the box on the registration form (mailed in March) if you’d like to sign up.

**Intergenerational Table Talks**
Get up early Saturday morning to participate in lively, intergenerational discussions on a variety of topics. Please encourage classmates to suggest a topic or volunteer to facilitate. Call the Alumni Relations Office before April 1 at 800-729-2586 to volunteer.

**Parade of Classes/Convocation**
The Parade of Classes is a Reunion tradition and a highlight of Reunion for all classes and families.

On Saturday at 9:45 a.m. alums (guests and families welcome) line up in order of class year around the Bald Spot with the senior classes near Sayles-Hill and the younger classes stretching toward the Chapel. The parade begins as the most senior
alumni, riding in golf carts and convertibles, parade past all the younger classes on their way to the Alumni Convocation in the Chapel. The next youngest class then falls in behind. This allows all alumni to be both spectators and participants, and emphasizes the bond present among all Carleton alumni.

During the Saturday morning Alumni Convocation in Skinner Memorial Chapel, the Alumni Association President will present the Alumni Association Exceptional Service, Distinguished Achievement, and In the Spirit of Carleton awards. Nominations for these awards come from classmates, Carleton faculty and staff members, or professional colleagues; nomination deadline is Nov. 15.

The convocation will feature remarks by Carleton’s president, Steven Poskanzer, and the presentation of the 25th and 50th reunion gifts to Carleton.
**Class Photos**

Class photos are taken at scheduled times during reunion. To ensure that people will be properly identified, numbered cards are used. Class members are asked to write their names on the back of the cards. For the first shot, the cards are held near one’s face. Between shots, student workers collect the cards. Then, final shots (without the cards) are taken. To make the job easier, we ask that only class members appear in the photo.

Following the photo session, alumni may order and pay for an 8x10 print of the class photo which is processed overnight and ready for pick up on Sunday morning. (An identification key is mailed after reunion.) Class photos will appear in the *Voice* along with an order form.

**Alumni Choir**

Everyone 18 and older is welcome to join the Alumni Choir, which performs at the chapel service and is directed by Lawrence Henry ’76. Rehearsals are held Saturday afternoon and Sunday morning before the service. We have had at least one alum from every reunion class (‘30s-’00s) participate each year in this wonderful collection of voices.

**Religious Services**

An Oneg Shabbat (Shabbat reception) is held in Reynolds House on Friday. On Sunday, an alumni-led service is held in the Chapel. Ministers from several reunion classes participate along with the Carleton Chaplain and the alumni choir.

If you are aware of any ministers in your class who might be interested in participating in the service, please notify the Alumni Relations Office. A schedule of other religious services in the Northfield area is available at the reunion registration desk.
What the Alumni Relations Office Provides

**Mailings**
We can prepare, print and send three to four printed mailings per class. All mailings are sent first class; please allow 7-10 working days for production of the letter or postcard. All you need to do is write the text, send us the text and signatures to be included, and we’ll take care of the rest. For classes 25th and younger, we usually send emails first and send mail to classmates for whom we do not have email addresses.

**E-mail**
Broadcast e-mail can be a terrific way to catch your classmates’ attention. The Alumni Relations Office can send text that you create to everyone in your class for whom we have an e-mail address. Text should be short, time-sensitive (e-mail is great for reminders) and coordinated with other publicity.

**Directories**
We can compile class address directories and mail them out with your first letter to the class. They consist of the most recent information in the college records (including e-mail addresses when available) and a geographical listing. Letters were mailed to reunion classes in the spring requesting updated information for this directory. Your class may also decide to foster connections through Carl-Town or the online directory.

**Ordering**
After you have chosen the class identity items (buttons, visors, etc. – if you need ideas, ask staff for a catalog) for your class, contact the Alumni Relations Office and we will handle the ordering and receiving. The items will be delivered to your assigned residence hall on the Thursday of reunion weekend.

**Student Workers**
All student workers are dressed in reunion staff shirts so they are easily identifiable. We provide at least two student hosts per class, who are available to help with luggage, locate rooms, and assist (within reason) with other needs your class may have.

If you have any questions, just look for a staff shirt and the student wearing it should be able to help. Student workers are not allowed to drink alcohol while on duty. They are also not allowed to leave campus to purchase items for you without express permission from staff. We appreciate your assistance in making sure reunion weekend is a good experience for our future alumni.

You are welcome to express your appreciation to the class hosts by presenting them with a tip. Envelopes are provided for this purpose in everyone’s folder.

**Ice/Cups/Party Supplies**
Pop, chips and pretzels, cups and ice are provided for class social hours. Students will be making periodic deliveries of cups and ice; we do not have an unlimited supply. Additional snacks and alcoholic beverages are the responsibility of the class. As noted on page 12 some funds are available to defray costs. The social coordinator can arrange to collect extra money if needed from classmates.

**Balloons**
Helium-filled balloons are available for use during the parade and for decorating class lounges.
**Answers To Questions**
The Alumni Relations Office staff is available from 8 a.m. to 5 p.m. weekdays to answer questions and help you figure out anything needed to make your class reunion a success.

**Staff**
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