Welcome Back to Carleton!

Thank you for your interest in working with us on the plans for your 50th reunion! We are grateful for your time and efforts and will join you in creating a fun, memorable reunion weekend for you and your classmates. We hope the weekend will strengthen your ties to your class and the College and will also reawaken that part of you that remains forever 19.

Quotes from 50th Reunion Classes, past and present:

My good fortune to having been a graduate of Carleton College was greatly enhanced by the experience of attending my fiftieth reunion this year. Probably my most rewarding memory will be the charm of the young people who waited on us so graciously.

I left with a very good feeling about Carleton and realized more deeply that it was a happy time in my life and that I certainly picked the right school for me.

Even after 50 years we still felt as though very little time had gone by in renewing old friendships.

Reunion weekend at Carleton was great! My compliments to all who were involved in making it happen! After nearly 20 years away from campus, it was fun to enjoy the beauty of the campus, as well as see all the growth and changes.

The students gave us such a warm welcome. Everywhere we went those eager students were at the ready.

I am looking forward to a most significant gathering. Some of the people unknowingly shaped my life forever. We CAN “reach out and touch someone.”
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Reunion Committee Composition and Responsibilities

The 50th reunion committee is usually composed of 34-36 classmates, who work primarily on one of three major sub-committees: program, publicity, and gift. Co-chairs are identified by College staff in consultation with class officers, class members who are or have been Carleton volunteers, and other class members. The chairs oversee the recruitment and subsequent activities of the sub-committees, with the help from Alumni Affairs Office and Development Office staff.

It is best to involve as many classmates as possible in some aspect of reunion planning, but most core committees number around 34 people. Ways in which people can be involved without serving as core committee members include writing and/or calling classmates, searching for lost classmates, and greeting, coordinating or assisting with an activity, serving as “party host,” or helping in a number of ways (at the reunion).

The more people who are involved in the planning of your reunion, the more who will attend and the better the reunion will be. Whatever committee you are on, however you are helping, we hope you will have fun and will communicate that excitement to your classmates.

Publicity Committee

Publicity committee members are the heralds of the reunion class; it is their job to make sure classmates receive interesting and informative communications about the reunion at regular intervals so classmates will want to attend the big event! With Alumni Affairs Office staff, this committee will decide which mailing pieces will be sent to the class, when they will be sent, and how to create them. It is recommended that an initial communication be sent to classmates about the reunion no later than one and one-half years before the event.

The Alumni Affairs Office coordinates printing and mailing of all pieces. Alumni Affairs works with the Carleton Publications staff to help design compelling publicity items for 50th reunion classes.

Special items the publicity committee may decide to create and send include:

- Holiday and birthday cards (New Year’s, Valentines, etc.)
- A “new” Carletonian (comprised of funny, interesting or particularly evocative articles from Carletonians of the class’ era) or a photo montage featuring photos from your time at Carleton.
- Refrigerator magnet with the reunion theme and dates.

Biographical booklets are highly recommended, and the publicity committee will decide what format will be used and solicit responses from classmates. In recent years, classes have sent the bio book out in advance of reunion—usually in early March along with Reunion registration materials—to further stimulate interest in attending reunion. In addition, publicity committee members will craft letters and share tidbits about reunion
plans (as they are developed by the program committee) to inspire their classmates’ attendance.

All projects must be approved in advance (for budgetary reasons) by Alumni Affairs Office staff and should be incorporated with gift committee mailings into an overall publicity calendar to avoid the problem of too many mailings being sent too close together.

**Program Committee**
What exciting or nostalgic events will take place during your reunion weekend? That’s what the program committee is all about—putting together an interesting weekend with activities that will appeal to many, while leaving enough time for lots of “catching up.”

There are several all-class activities the Alumni Affairs Office schedules every year—such as the Parade of Classes, the Alumni Convocation and the chapel service. The program committee’s goal should be to develop several activities that are unique to your class, and to suggest speakers or topics of interest. An outline of some regular reunion highlights appears on page 7, and reunion schedules from past years will be provided to the committee.

Some programming ideas:
- A class panel on a particular topic of interest
- A classmate who can speak on a topic of interest/juggle/perform/dance/lead a bird walk/etc.
- A special program during one or more of your class dinners. (*Some classes have had sing-alongs, talks by beloved faculty members, memorabilia auctions, trivia contests, slideshows, talks by former class clowns or leaders, and much, much more.*)
- A gathering (*usually a cocktail hour*) in the designated class lounge on campus.

Program items already in place:
- Saturday morning parade and convocation
- A reception for your class at Nutting House with the President
- Bands for the Saturday evening dances

The ideas of the program committee—and the entire class reunion committee—are critical to the success of the reunion and the involvement of a broad section of your classmates. Start thinking now about the people who made Carleton the interesting place it was when you were here…carefully review the class lists you’ll receive from the College staff for people who had unusual or notable occupations…a panel or a speaker idea might just jump out at you!

Also under the purview of the program committee are such things as:
- Recruiting and coordinating greeters
- Decorating the class lounge (with student help)
- Making sure class social gatherings (*in your assigned residence hall lounge*) go smoothly
- Collecting from and/or soliciting classmates to bring memorabilia to display (in conjunction with publicity)
• Deciding (in consultation with the Alumni Affairs Office) if additional class identification (i.e. a button, cap, visor, sash) is needed for the class to wear throughout the weekend—and especially during the Parade of Classes. Staff will take care of ordering the item.

This committee is also responsible for the class party on Saturday (President’s reception is usually on Friday). This means deciding on the types of food wanted and taking care of any hard liquor that is desired. The College will provide beer, wine and soft drinks for the 50th reunion class as well as cups, ice and some appetizers.

And, as the weekend unfolds, the committee will oversee all the specific class programs that were planned.

**Gift Committee**
The purpose of the Gift Committee is to organize the class’s reunion gift. A 50th reunion gift is a special, one-time gift to the College, part of which will be used for a particular capital or endowment need. This gift becomes part of the Carleton College endowment, or other permanent aspect of the College such as a building or other “bricks and mortar” project. In addition classmates will be asked for continued gifts to the Alumni Annual Fund, which supports the day-to-day operating budget of the College. All gifts—to the 50th Fund and the Annual Fund are recognized in the overall 50th Reunion Gift.

The Gift Committee is responsible for organizing and participating in a review session which will help to identify the class’s giving capacity. Members of the committee will also contact classmates by letter, telephone calls, and/or meetings to ask them to participate in the 50th Fund. The College’s Development Office will assist members of the Gift Committee with their solicitations as needed. The Gift Committee is also responsible for deciding, on behalf of the class, the purpose of the reunion gift after reviewing a list of College needs. The list ranges from student or faculty aid to buildings and other campus enhancements.

**All Committees**
Each year, the Alumni Association awards Distinguished Achievement and Exceptional Service Awards to alumni. Distinguished Achievement awards honor achievement in a career or in community service; Exceptional Service awards honor service to Carleton College. If there are classmates you would like to nominate for these awards, please complete a nomination form (sent in June in the year prior to reunion) and return it to the Alumni Affairs Office by November 1. The Alumni Council Awards and Nominations Committee selects from those nominated, focusing on nominees from the reunion classes. Awards are given to recipients during the reunion weekend convocation.

**Meetings and Expenses**
The committee will meet five times during the three years immediately prior to the reunion. Locations and dates for the meetings are decided by the committee co-chairs in consultation with College staff. We attempt to have meetings in locations easy to reach
by direct flights from all over the country. Arrangements for the meetings are made by staff. Mary Niebur in the Development Office makes housing and meal reservations for the group. (See page 10 for staff contact information). Generally speaking, meetings begin at 5 p.m. on a Friday, continue with all-day meetings on Saturday, and end after dinner on Saturday night. Committee members are free to return home at their convenience on Sunday.

The question of expenses comes up frequently. Out-of-pocket expenses (travel and hotel costs particularly) incurred in attending committee meetings can be receipted for tax purposes. Or, if you prefer, Carleton also will reimburse you for your expenses. While we cannot reimburse expenses for spouses who are not members of the planning committee, we do hope they will join us for receptions and meals, which are included as part of the weekend.

Many committee members make the reunion committee meetings part of an extended trip, perhaps combined with visits to family or vacation. If you drive a long distance to a meeting rather than fly, we will reimburse or credit you for either the mileage or the cost of an advance-purchase round-trip airfare or senior coupon, whichever amount is lowest. Reimbursable/creditable nights at the hotel are Friday and Saturday nights of the meeting, usually not Thursday or Sunday except if people are traveling a long distance, or in circumstances that have been previously approved by staff.

At each meeting we provide committee members with an expense form to fill out and return for reimbursement or tax credit. Receipts for all reimbursed expenses are required by our Business Office. If you have questions about expenses at any time, please contact staff at the College.

**Highlights of Carleton College Reunions**

**Oral History Program**
Members of the 50th Reunion Class have an opportunity to participate in a group interview for the Carleton Oral History Program, which was started by Zoe Donnell ’55. This interview is usually held once or twice during reunion weekend to make it available to as many as are interested, and generally lasts 1½ hours. A moderator is present to explain and direct the proceedings. The interview is taped and the tapes are kept in the Archives as part of the permanent historic record of the College. Everyone involved in this enjoys the recall of memories and lively exchanges. Each individual witnessed the past in a unique way and this recall and resulting discussion make the event rich in memory and valuable to the historic record. The Program Committee includes this event in its planning.

**Parade of Classes/Convocation**
The Parade of Classes is now a reunion tradition, having begun in 1988. Each class sports some type of identifying item—buttons, hats, sashes, t-shirts, etc.—and it’s a thrill
to see the various generations go by, each celebrating and commemorating their own unique Carleton experience. The Parade is led by the oldest alumni in attendance at reunion, usually someone from the 70th reunion class.

The convocation immediately follows the parade on Saturday morning. Featured in the convocation are the College president and the Alumni Association president, who presents and recognizes the class with the highest percentage of (living) classmates attending. In addition, an Annual Fund director provides a fund update, and 25- and 50-year class gifts are announced, and the Alumni Association Awards are presented to recipients.

Class Photos
During reunion, photos are taken of all classes. Immediately after the class photo, class members can order their own copy, which will be available on Sunday morning to take home! The photo also appears in the Voice after Reunion.

To ensure that people will be properly identified, numbered cards are used. Class members are asked to write their names as they wish them to appear in the Voice, on the back of the cards. For the first picture, each person holds the card near their face. Then the cards are collected, and the final picture is taken. To make the job easier, we ask that only class members (not spouses, unless spouses are in the class) appear in the photo. Also, please help us by making sure class members do not change places between the first and second pictures!

Faculty Speakers/Topics
Faculty speakers 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 contact the Alumni Affairs Office with your ideas.

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

Book Signing
We invite anyone who has had a book published to participate in the book signing on Saturday. The author contacts the Carleton Bookstore and tells the director what book(s) they want ordered. On the day of the signing all the authors gather, with pens in hand, and sign their book(s) for alums who wish to purchase them.

Alumni Art Exhibit
The alumni art exhibit is a popular attraction and is displayed throughout the weekend in the Carleton Art Gallery. Alum artists are encouraged to bring their art work for display. Student artists assist in mounting the works on Friday and taking them down on Sunday.
Chapel Service
An alumni-led chapel service is held on Sunday morning. Religious leaders from various reunion classes participate along with the Carleton Chaplain. The alumni choir, whose members range from recent grads to the distinguished alums who graduated 70 years ago, does a beautiful job of topping off a memorable weekend. If you are aware of any religious leaders in your class who might be interested in participating in the service, please notify the Alumni Affairs Office, who will initiate contact.

Reunion Weekend Logistics

General Information
Registration forms, including a preliminary schedule of the weekend’s events, are sent to all alums in reunion-year classes in early March of the reunion year. The “early bird” registration deadline is usually May 1st, with the final deadline in early June.

The 50th Reunion Class will be guests of the College during the weekend for on-campus housing and meals, and class members need only pay a modest registration fee and airport shuttle costs, if applicable.

It is also 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. We advise you to register as soon as you receive your registration form if you plan to stay on campus. More than 2,300 alumni and friends attended Reunion 2006!

Airport Shuttle Service
The College provides transportation to and from the Minneapolis/St. Paul airport only (for approx. $60 round trip per person). Advance registration via the registration form is strongly encouraged to guarantee a seat on the shuttle.

Special Needs
We can and will accommodate people with special needs; staff should be notified of any needs or special circumstances as far in advance as possible. Examples include dietary allergies, wheelchair needs, request for room near a bathroom, etc. We have wheelchairs available during the weekend and can provide extra student help if necessary. All buildings and rooms used by the 50th Reunion Class are accessible.

Housing

Residence Halls
The College provides housing in the residence halls for one to three nights. Residence halls are assigned to classes and rooms are assigned by the Alumni Affairs Office staff as registration forms are received. The 50th Reunion Class is usually housed in Watson Hall, which has elevators and air-conditioning, with overflow housing in nearby Myers or Nourse Hall. Watson and the other dorms have single and double rooms; all beds are
twin-sized and a pillow, blanket, sheets and towels are provided. Each floor in Watson is in the shape of a square, with rooms around the outside of the square and men’s and women’s bathrooms in the center. Each floor also has a small kitchenette and lounge with balcony. Those who can are encouraged to bring extra pillows (as desired), hangers, travel alarm clock and/or reading light, and a blanket.

What the College Provides

Student Workers
All student workers are dressed in maize-and-blue striped or sold color shirts so they are easily identifiable. We provide four student hosts for the 50th year class, in addition to the registration staff at Watson, and they are available to help with luggage, locate rooms, and assist (within reason) with any needs your class may have. If you have any questions, just look for a reunion shirt, and the student wearing it should be able to help. They will also know how to contact Alumni Affairs Office staff.

Ice/Cup/Party Supplies
Cups and ice are provided for class parties. We do not provide liquor though non-alcoholic beverages, coffee, light appetizers, and some beer and wine are provided for the 50-year class. Your student workers know where to get the ice and cups, and are helpful in locating liquor stores. (A listing of local stores may also be found in the back of each reunion schedule.)

Balloons and other decorating items
Balloons are available for use during the parade and for decorating class lounges. The College also provides streamers, a “Class of 1960” banner, masking tape, scissors, and ribbon.

Bands
Two bands—one rock-'n- roll and one big band/swing—are hired for Saturday evening. Beer, soft drinks and snacks are provided throughout the evening.

Folders/Reunion Information
Registered alums receive folders containing nametags, maps of the campus and the city of Northfield, schedules of the weekend activities, and any other important information and notes. If there are things that your class needs to be reminded of or made aware of that weren’t included in the last mailing to your class, we would be happy to put the information in their folders if we receive all the information 10 working days before reunion.

Staffing
Alumni Affairs and Development staff are assigned to your class and will serve as your committee’s primary contact persons as you plan your reunion. Alumni Affairs staff will work with the Program and Publicity Committees; Development staff will work with the Gift Committee.
**Mailings**
The Alumni Affairs Office will assist with the preparation, printing, and mailing of items that are planned and scheduled by the publicity committee. The Development Office will assist with gift committee mailings.

**Directories**
The Alumni Affairs Office oversees the compilation of class address directories. Ideally, these should be mailed no later than September 2009.

**Answers to Questions**
The Alumni Affairs Office and Development Office staff are 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. Our phone system has voice mail capability, so please feel free to leave a message and we will get back to you as soon as possible.
50th Reunion - Frequently Asked Questions and Answers

When is reunion? Reunion weekend is generally held the third weekend of June each year, the weekend following Commencement. (Thursday at 3 p.m. through noon Sunday). Upcoming dates: June 14-17, 2007; June 19-22, 2008; June 18-21, 2009; June 17-20, 2010.

How much does it cost and when do we sign up? Once you arrive on campus, you are guests of the college with complimentary room and board. We request a registration fee sent in advance with your registration form (approx. $45 per person); airport shuttle service costs approximately $40 round trip per person. Registration forms will be mailed to everyone three months prior to the reunion.

Where will we stay? The 50th reunion class has traditionally stayed in Watson Hall, an air-conditioned residence hall with elevators and a large main floor lounge. Rooms are assigned on a first-registered, first served basis.

What should I expect from a dorm room? The dorm rooms are clean and spare. Twin beds will be made up with sheets, blanket and pillow, and towels/washcloth are provided. There are generally either no hangers or very few hangers in the closets. Each floor in Watson is in the shape of a square, with men's and women’s bathrooms in the center, and rooms and a lounge/balcony/kitchenette around the outside.

What should I wear? The program committee will recommend comfortable, seasonal clothing. Keep in mind that Northfield weather in June can be unpredictable; we’ve had temperatures from the 50s to 105 during reunion. The Saturday evening dinner will be the most dressy – “you may want to spiff up.”

What should I bring with me? We suggest you bring the following: camera, scrapbooks/photos, light jacket, comfortable shoes, umbrella. If you are staying on campus you may wish to bring extra pillows, a reading light, bathrobe, and alarm clock. We cannot provide blow dryers, irons or fans. If you plan to use the athletic facilities you may wish to bring your swimsuit and/or tennis racket (and balls) and extra towels.

Can I park on campus? Yes, parking is available in lots near Watson and also in the streets. We ask that everyone keep the front of Watson clear of parked cars, for use as a loading/unloading zone throughout the weekend. Several handicapped parking spots are available as well, near the ramp approach to Watson.

How will I know if my friends are going? The publicity committee will begin compiling a list of those who are planning to attend, which will be mailed periodically to the class. The best way to know, however, is to contact your friends! A class directory will be mailed to everyone.

Will there be activities for my spouse/guest? Yes. In addition to special class activities, the weekend is filled with choices—faculty- and alumni-led lectures and discussions, tours of the campus, Arboretum, concerts are art shows, tours of historic Northfield, tennis and other athletic activities, and more.

What if I need assistance getting around campus? Watson is accessible to those in wheelchairs, as are the other locations we will use for class programs. We have wheelchairs available for use during the weekend. We also provide van and golf cart shuttles around campus and to special class events.

Other special needs? We can address special needs if notified in advance. Examples: special dietary requirements, assistive listening devices, room located near a bathroom. We have a few rooms (not in Watson) with private bathrooms that will be assigned as requested. The Alumni Guest House rooms are reserved for alumni celebrating their 65th-75th reunion.