

Reunion Committee Guide

Dear Catholic Law Reunion Committee Members,

Thank you for serving as a class reunion committee member.

This year we are celebrating the classes ending in 2 and 7:
1962, 1967, 1972, 1977, 1982, 1987, 1992, 1997, 2002, 2007, 2012 & 2017.

As ambassadors of the law school, your participation ensures the success of your reunion celebration. Our team at the law school will assist you in outreach to your classmates, organize committee meetings, and deliver a memorable event for all in October.

Reunion weekend is a unique time to catch up with your classmates, favorite faculty, and alums from other class years. A behind-the-scenes experience at the law school and across campus is a highlight, as well as the annual talk with Dean Stephen C. Payne in his "State of the Law School Address."

Save the Date

A "Save the Date" postcard has been sent to your mailbox and the email was delivered to your inbox on Jan.6, 2022.

This handbook offers some general information and a general timeline to help you and your classmates in making this celebration fantastic.

Reunion weekend is: **September 30 - October 2, 2022.**

Whether you are a new volunteer or have previously served on a reunion committee, we appreciate your loyalty and continued dedication.

Contact the Alumni Relations Main Office:

1-887-7CUALAW or 202-319-5670

Reach us by email cualawalumni@law.edu.

Class Contacts in the Office of Development and Alumni Relations

Louise Lydon

(lydonl@law.edu)

Coordinating class years: '67, '77, '82

Aubri O'Connor (oconnorau@law.edu)

Coordinating class years: '17, '12, '07, '02, '97

Reunion Committee Goals

We look to committee members to create enthusiasm for the reunion, make connections with your class and inspire classmates to register, make a gift and attend. A class gift to raise funds towards support of the Law School is a way to engage classmates this year and into the future with ongoing support of both time and treasure.

Reunion Gifts

Reunion committee members are also asked to make a gift and to lend their names to solicitation letters to encourage class gift donations. We will work with the committee to set targets and goals for their class gift, draft and send out solicitation letters to support each class reaching monetary and class participation goals.

Class Awards

On reunion weekend, awards are presented by the Dean to those classes that have achieved gift and attendance goals.

Criteria for Nomination:

- **Robinson Bowl** – Award goes to the class in the Robinson Society classes celebrating 45th, 50th, and 55th reunion that contributes the largest class gift among those three classes.

- **Leahy Award** – Award goes to the class NOT in the Robinson Society that raises the largest gift overall.
- **Alumni Cup** – Awarded to the class with the highest attendance at reunion.
- **Dean's Cup** – Awarded to the class with the highest number of donations.

Planning Timeline April - June

- Class committees convene and are brought together via zoom to review and finalize the first draft of the solicitation letter for each class. Once approved, the 1st solicitation letter will go out to each class in late May – early June.
- Outreach by committee members to encourage attendance and class giving.

July – August

Invitations and the schedule of events scheduled to be mailed to all Reunion classes.

- The 2nd solicitation letter drafted with details of reunion weekend events, including costs and location of events; 2nd letter to be mailed by the end of July.
- Follow-up calls and emails to classmates by law staff and committee members, encouraging participation in a Class Gift and attendance at Reunion Weekend activities and events.

September

- Final round of phone calls and e-mails to classmates.
- 3rd class solicitation letters are mailed.
- Mid-September - Email version of the 3rd class solicitation letter is sent 2 weeks prior to the Reunion weekend.

Event Date: 2022 REUNION Weekend – September 30-October 2, 2022

Reunion planning is a team effort. Enthusiastic committee members will make your Reunion enjoyable and memorable. We encourage you to invite other classmates to join you on the committee.

Thank You!