

# Yale University



## YALE COLLEGE CLASSES

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## ASSOCIATION OF YALE ALUMNI

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TO: 2007 Reunion Chairs  
FR: Jenny Chavira, Janet Cappiello, Debby Jagiellow, Karen Jahn, and Jennifer Julier  
RE: Workshop Follow-up  
DA: September 26, 2006

Thanks to all of you who traveled to New Haven for the Reunion Chairs Workshop. Your enthusiasm made for a productive afternoon. We look forward to our planning partnership with you over the next eight months.

As discussed at the workshop, we will support your efforts throughout the year with periodic memos, in addition to individual conversations, emails and meetings. These memos will include reminders of upcoming deadlines, as well as relevant templates & samples. **We will send memos by email, by mail, or both,** depending on your preferences. If you would like to change this at any time, please contact your AYA liaison.

We are sending this memo to those of you with email via the new Reunion Chairs listserv that was created in response to your suggestions at the workshop. The listserv will allow you and us to brainstorm together as a group. To send emails to everyone on the listserv, send your message to: [reunionchairs@ayalists.yale.edu](mailto:reunionchairs@ayalists.yale.edu). When you click REPLY to an email sent via the listserv, your response will go to everyone on the list. (To send a private reply to just the person who sent the email, you will need to cut and paste their email address into a forwarded message.) For questions about how the listserv works, please feel free to contact your AYA liaison.

Other updates and notes:

- The AYA Reunion website ([www.aya.yale.edu/reunions](http://www.aya.yale.edu/reunions)) has been updated with 2007 dates and your names as reunion chairs. (If you would prefer a different listing of your name, such as a nickname, please just let us know.)
- We enclose the notes from Mark Dollhopf's opening session for your reference.
- In addition, we enclose an updated contact list for all reunion chairs which reflects a number of changes submitted to us at the workshop. Please let us know if you find any inaccuracies.

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### *Reunion Chair Next Steps*

#### *1. Reunion Kick-Off letter*

Please give some thought to your first class communication: a cover letter for the Kick-Off mailing to be sent in November. Please have your text for this letter to your AYA staff liaison by **October 20**.

Multiple sample letters are provided in your planning manual (refer to the blue pages in tab 4); additional examples are available if you would like them. The Classes of 1972 and older are encouraged to include widows/widowers in this mailing; you may either address one letter to both groups, or send a different letter to the widows.

A copy of the kick-off mailing from 2006 was provided at the workshop (a 7" x 10" folder with 2006 class years on the front). Here is a reminder of the information that we will include for you:

- A brief summary of reunion program highlights to look forward to.
- Hotel and campus housing information, including hotel rates, contact information, and conference codes for making reservations now. (Campus housing reservations are made with reunion registration in the spring; we include basic descriptive and pricing info now for reference purposes.)
- For the Classes of 1972 and younger, we also enclose general information about children at reunions and our childcare program.
- A reply card to mail back to AYA with a classmate's intention to attend reunion. Classmates will also have the option of responding online via the AYA website ([www.aya.yale.edu/reunions](http://www.aya.yale.edu/reunions)). Names are posted on the website as soon as responses start coming in. For this reason, the reply cards and website include a "negative check-off" for classmates to have their name omitted from the online list. Some of your classmates will object to their names appearing on the web without their permission.

Your letter can focus on:

- Reminding your classmates of the reunion dates and building excitement about the reunions
- Recruiting individuals to serve on your reunion committee and/or assist in attendance building efforts
- Asking classmates to contact you with reunion ideas (class panels, entertainment, etc.)
- Encouraging classmates to respond to this mailing either by returning the postcard, or replying on the web (and bookmarking [www.aya.yale.edu/reunions](http://www.aya.yale.edu/reunions) for future updates.)

## **2. *Organize Reunion Committee***

Whether your committee will meet in person, by email, or by conference call (or all of the above), you can get them started now thinking about class program ideas and attendance-building efforts. We do ask that committee members work through you as much as possible, so that you will continue to be AYA's main point of contact for your class.

## **3. *Reunion logo and letterhead***

If you plan on having a logo created for your reunion, it is a good idea to get started on it now so you can maximize its use by including it on letterhead and any reunion publicity you do from now on. If your reunion committee does not include a graphically-inclined individual, your AYA staff liaison can assist you with finding outside resources. Most classes opt to incorporate reunion logos in an electronic "letterhead" rather than printing stationery; your AYA staff person can help with this if you need guidance.

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## ***AYA Next Steps***

### **1. *Budget Estimates***

Among the next step for AYA will be to prepare preliminary budget projections. Look for this information by late October. These preliminary figures will be helpful as you plan your class program over the next few months.

### **2. *Headquarters Assignments***

We hope to have enough information about campus renovations to confirm your reunion headquarters assignment no later than early November, pending confirmation of the University construction schedule.

### **3. *Building Your Class Program***

We will be in touch with each of you individually in the next few weeks to get a sense of your preliminary schedule ideas. We will then provide a draft schedule, combining your plans with the AYA programming for all alumni.

### **4. *Preliminary Menus***

We plan to schedule meetings or conference calls in November and December to discuss preliminary menu suggestions for your class.

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In closing, we look forward to collaborating with you to plan a terrific reunion for your class. Please feel free to contact us at any time.

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Jennifer Julier	203/436-8014 jennifer.julier@yale.edu	<i>Classes of 1952, 1957, 1962, 1967</i>
Debby Jagielow	203/436-8013 deborah.jagielow@yale.edu	<i>Classes of 1972, 1977, 1982, 1987</i>
Karen Jahn	203/432-1954 karen.jahn@yale.edu	<i>Classes of 1992, 1997, 2002</i>

### ***Enclosures***

- Reunion Leadership contact list
- Mark Dollhopf session notes