



Alumni Weekend

September 19-22, 2019

Organizing Your Reunion

CLASS HANDBOOK

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Alumni Weekend

Alumni Weekend is an annual event sponsored by the University of Alberta Alumni Association. We encourage class members to organize a reunion in conjunction with Alumni Weekend in order to take advantage of the activities planned by the Alumni Association, and to celebrate with other U of A alumni. Along with faculties and departments on campus, the Association strives to provide a program that appeals to a wide range of ages and interests and to provide opportunities to reconnect with your friends from your time on campus.

Classes celebrating a major anniversary (e.g., 25, 40, 50, etc.) are the focus of reunion organization but **all alumni** are welcome and encouraged to take in the weekend's events.

Last year we had a great turnout and we look forward to an outstanding event again this year. With organizers like you we can surely make this happen.

Alumni Weekend 2019 will be held **September 19 to September 22** - only a few months away. So let's get started!

Reunion Class Organizers

Class Organizers play a very important role in making reunions a success. Without the enthusiasm of one person who is willing to say to classmates, "Let's get together!" most reunions would never happen. Your role as Class Organizer is to serve as a contact person for your class, liaise with the Alumni Association, encourage classmates to participate, and help make decisions about how your class will be involved.

We appreciate your commitment to the University and your class. You don't have to do this alone. You are encouraged to contact other classmates and to form an organizing committee—this helps encourage attendance and builds enthusiasm for events.

The Alumni Association will do all we can to ensure that organizing your class reunion is as easy as possible, and we handle many of the details related to planning your reunion.

What we do:

1. Organize campus-wide events that your class can participate in.
2. Advertise and promote Alumni Weekend 2019 to all U of A alumni.
3. Copy and mail letters to inform your classmates of reunion plans.
4. Prepare and distribute Alumni Weekend registration packages.
5. Arrange for your group to sit together at reunion events such as the Golden Grads Dinner.
6. Provide you with a class list to help you contact your classmates.
7. Offer advice on souvenirs and get-togethers.

8. Help reunion classes connect with their faculty.
9. Provide access to office equipment (telephones, copier, computers, and fax machine) to help you communicate with your classmates.

Alumni Weekend Planning Timeline

The Office of Alumni Relations is busy with preparations for Alumni Weekend.

November - April

- Recruitment of Class Organizers
- Confirmation of events
- Preliminary advertising of Alumni Weekend

December - March

- 1st letters written by Class Organizers are submitted to Alumni Relations and mailed to classmates

April

- Optional: Class Organizer Information Session (April 9)
- Request for 2nd letter sent to Class Organizers

May

- 2nd letter from Class Organizers to classmates sent out
- Complete event details are posted on website
- Alumni Weekend registration begins

June

- Class Organizers are encouraged to do a phone campaign
- Request for 3rd letter sent to Class Organizers

July

- 3rd letter written by Class Organizers is sent to classmates

August

- Alumni Weekend information will arrive in *New Trail* Magazine

Tentative Schedule of Events

Most faculties will arrange other faculty-specific events that are not listed here (e.g. luncheons). A full schedule of events will be available on our website beginning in May (visit uab.ca/aw2019). In August, an advertisement with more information will be sent to alumni in *New Trail*.

THURSDAY, SEPTEMBER 19

Alumni Awards Ceremony & Reception

Jubilee Auditorium | 7 p.m.
Free
Business wear

The Alumni Association will honour up to forty distinguished graduates at this inspiring event. The ceremony will be followed by a complimentary dessert reception and a chance to meet the award recipients.

FRIDAY, SEPTEMBER 20

Cap 'n' Gown

Free
Convocation Hall, Arts Building | 10 a.m.

Graduates of the Class of 1969 are invited to return and mark their graduation at this celebratory event. A reception and light lunch will take place in the foyer following the ceremony.

Faculty Open Houses & Special Events

Various locations and times on campus
Complete details will be posted on our website at uab.ca/aw2019.

Hospitality Centre

Alumni Lounge, Students' Union Building | 9 a.m. - 6 p.m.

Green and Gold Day (TBC)

Quad | Noon - 1 p.m.

Watch the campus turn green and gold as alumni and students alike don school colours to celebrate the pride they have for the U of A. Quad will be bustling with activities and fun events all aimed to show off our school spirit!

Campus Tours

Various locations and times on campus

Has it been a while since you've been on campus? Rediscover old haunts and catch up on what's been happening on campus by joining our knowledgeable and friendly UAlberta Ambassadors. Tours will depart from the Hospitality Centre.

SATURDAY, SEPTEMBER 21

Hospitality Centre

Alumni Lounge, Students' Union Building | 9 a.m. - 5 p.m.

Family Events

10 a.m. to 4 p.m.

Join us for a variety of kid-friendly activities including indoor performances, a picnic on Quad, and family events presented by the Faculties of Science, Engineering and Native Studies.

U of A in a Day

10 a.m. to 4 p.m. (TBC)

Head back to class for a day — without the stress of studying, homework or exams. Choose from an exciting catalogue of lectures and learn just for the fun of it from some of the U of A's best profs and researchers.

Faculty Open Houses & Special Events

Various locations and times on campus.

Complete details will be posted on our website at uab.ca/aw2019.

Golden Bears Football Game

Foote Field, South Campus | 1 p.m.

Join hundreds of UAlberta alumni for football at Foote Field and cheer on your Golden Bears! (Please note that this date and time will be confirmed when the season schedule is released.)

Golden Grads Dinner (1979 & earlier)

Edmonton Convention Centre | Cocktails 5:30 p.m. - Program 6:30 p.m.
Semi-formal (suits for men, cocktail wear for women)

Salute our alma mater in style. All Golden Grads and their guests are invited to the Edmonton Convention Centre for fine dining in a relaxed atmosphere. Reminisce about the past with classmates, and learn about the U of A's future from President Turpin (TBC). There will be lots of time for conversation and laughter as we honour you and your classmates at this event.

SUNDAY, SEPTEMBER 22

The University Symphony Orchestra & Symphonic Wind Ensemble in Concert (TBC)

Convocation Hall | 1 p.m.

Tell us how your reunion went!

New Trail would love to run extended class notes from this year's Class Organizers, especially about the 25th, 40th, 50th and 60th class reunions. We ask that organizers compose a short letter (about 500 words) immediately after Alumni Weekend, sharing details about which of their classmates attended and what those classmates are doing now. A couple of photos from your reunion, to publish with the letter, would also be welcome.

See below for a sample, and contact Lisa Cook, Associate Director, Communications, at lisa.cook@ualberta.ca or 780-492-6321 if you have any questions.

Nursing Class of 1962 (SAMPLE)

"Congratulations to all of our classmates who came back to campus for Alumni Weekend 2012! It was great to see so many familiar faces back on campus—and a few we haven't seen in a long time. Jean Sharp (Charnaw) flew in from Halifax, NS, for this weekend's events (and to see her six grandchildren, who all live in Edmonton). Jean and her husband, Raymond Sharp, moved to Halifax 10 years ago to start the Waves End bed and breakfast, and love their "retirement." Peggy Papan also flew some distance to join us: Peggy has lived in Iqaluit, NU, for the past 18 months, where she's director of a public health program for women and children. But the prize for most air miles goes to Janet Madill (Ferguson), who flew all the way from Great Torrington, a village in Devon, England, where she's been living for the past 35 years. After graduating with a nursing degree, Janet worked as a nurse at the Royal Alexandra Hospital here in Edmonton, before realizing her dream to become a landscape gardener. In 1966, she moved to England to get her master gardener's certificate from Kew Gardens, and she's been happily digging in the ground ever since.

Also attending the Class of '62 Nursing reunion were several of our local classmates: Valerie Mason (Trofimuk), Christina Boberg (Cummings), Marianne Feledichuk, and Phyllis Pelzer (Tokarsky) ... etc, etc..."

—Mary Ellen Quinn (Young), Class Organizer

Strategies for Success!

As Class Organizer, you may find the following strategies helpful in making your reunion a success:

Contact other classmates to form an organizing committee — this helps encourage attendance and builds enthusiasm for events.

Have another classmate (or several others) co-sign the letters being sent. Showing that many people from your class are interested in participating can be very motivating for those who receive the letter.

Have one class member serve as the class historian, collecting anecdotes, stories, and archival material from the group to be shared during the Reunion (e.g. one-page bios from each classmate).

Encourage classmates to participate in the major events planned over the four days. Decide early on if a separate event will be organized by your class.

Most classes find it more convenient to participate in events planned by the Alumni Association. Our resources are put into the planning of these events so there is a minimum amount of work for the Class Organizer. If you decide to organize an extra event exclusively for your class, it is strongly recommended that you keep it informal and inexpensive. See page 10 for more information on planning private events.

Create class letters that complement Alumni Weekend 2018 promotional pieces sent by the Office of Alumni Relations. Up to three letters may be sent on your behalf to your classmates. The suggested schedule of letters is as follows:

1st Letter (January/February)

To help make this task easier for you, we will provide a form letter for you to use/edit. The purpose of this letter is to ask your classmates to mark their calendars with the dates of Alumni Weekend 2019.

2nd Letter (April/May)

The Alumni Weekend website will be updated with event details and the registration site will open by mid-May. The second letter is to update your classmates with this information.

In this letter you may want to provide an update on classmates, mention individuals planning to attend the reunion, and request assistance with a phone campaign or other volunteer roles that are required.

3rd Letter (June/July)

An advertisement about Alumni Weekend will be included in August's *New Trail*. An additional mailing will be completed in June or July to provide further details to your classmates, provide a list of people already registered, and to encourage anyone who has not yet registered to do so.

With mailings to anniversary classes occurring approximately every two to three months until your reunion, momentum is built around the idea of coming back to celebrate.

Spearhead a phone campaign - optional but effective (and enjoyable!)

A very effective means of getting people to attend their reunion is to personally call them. This is when it is helpful to have an organizing committee so there are a few of you to share the task. These phone calls are a friendly reminder and often result in more people attending. Former Class Organizers tell us that this is one of the most enjoyable and effective methods of contacting classmates.

You may contact your classmates from home and submit your long-distance bill for reimbursement. Please contact our office to receive approval BEFORE you begin to call.

You and your classmates are also welcome to use the telephones in the Office of Alumni Relations to call classmates after our office hours. Please call our office to make arrangements.

Arrange for a Class Gift

Your reunion provides an opportunity to coordinate a special gift to the University of Alberta, which is a very rewarding way to leave your legacy. You direct a gift specifically to a project of choice (such as a scholarship or special project) or simply to the area of greatest need. Tax receipts are provided on all donations.

If you are interested in creating a class gift, please contact the Office of Alumni Relations. Your Faculty Development Officer (pages 20-21) is also able to assist you.



Hotel Accommodation

To receive the negotiated rate, please make your reservation by the date indicated by each hotel. Rates are subject to availability so be sure to book early. To ensure that you receive the rate given, please quote "U of A Alumni Weekend 2019" when making your reservation or, if applicable, use the Reservation Code provided. For the most up to date information please visit uab.ca/aw2019.

Campus Tower Suite Hotel

11145 - 87 Avenue, Edmonton, AB
T6G 0Y1

780-439-6060 | 1-800-709-1824

Premium Junior Suite: \$179
Premium Suite: \$179
Premium Two Bedroom Suite: \$259
Rates are based on double occupancy

Please reserve by August 27, 2019.
Reservation Code: ACT-GFC3351

Fairmont Hotel Macdonald

10065 - 100 Street, Edmonton, AB
T5J 0N6

780-424-5181 | 1-800-257-7544

Fairmont: \$239 Fairmont View: \$269
Deluxe: \$269 Deluxe View: \$299

Fairmont Gold King: \$389

Fairmont Gold King River View: \$439

One Bedroom Suite: \$489

Fairmont Gold Executive Suite: \$639

Please reserve by August 20. To
book, please visit
<http://www.passkey.com/Fairmont/>

U of A Conference Centre

116 Street and 87 Avenue,
1-044 Lister Centre, Edmonton, AB T6G 2H6

780-492-6056
guest.services@ualberta.ca

1 Queen Bed: \$99
1 Queen with Sofa Bed: \$99
2 Double Beds (1-2 people): \$99

Please reserve by August 22, 2019.

The Westin Edmonton

10135 100 Street NW
Edmonton, AB T5J 0N7

Phone: 780-426-3636

Traditional Room: \$159

To reserve, call 1-888-627-8530 and identify yourself as a University of Alberta Alumni Weekend attendee.

Please reserve by August 20, 2019.

Courtyard by Marriott

One Thornton Court NW
Edmonton, AB T5J 2E7

Phone: 780-423-9999

Run of House: \$169

To reserve, call 1-800-MARRIOTT (1-800-621-1468) and identify yourself as a University of Alberta Alumni Weekend attendee.

Please reserve by August 20, 2019.

Finding Missing Classmates

Although the U of A tries to maintain accurate information on all of our alumni, you will notice that we have “lost” some people on your class list or may have out-of-date information. If you would like to put some extra effort into trying to track down some of these missing classmates, here are some resources that you may wish to use.

Other Classmates

Classmates may have kept in touch with some of the “missing” class members. In the first letter that goes out to your classmates, a list of these people can be included. Asking others about a classmate’s whereabouts can often prove quite effective.

Professional Organizations

If you graduated from a field that typically requires members to be licensed (e.g. Engineering, Nursing, Education), provincial licensing organizations may be able to help you find missing classmates. These agencies will also be governed by FOIPP regulations, but they may be able to forward a letter to your classmates on your behalf. Some organizations (e.g. APEGA) also publish directories of their current members.

Web Search Tools

Many reunions not only use Facebook to help find missing classmates, but to also plan events.

Other useful sites for trying to find persons in Canada include *canada411.com*, and for people in the U.S., *infospace.com* or *people.yahoo.com*.

Fill in as much information as you know to narrow the search.

Note: If you do track down a “lost” alumnus, please have them contact our Alumni Records Department at alumrec@ualberta.ca, 780-492-3471 or toll-free in North America at 1-866-492-7516 to be added to your list.

FOIPP

FOIPP stands for Freedom of Information and Protection of Privacy and is provincial legislation designed to protect personal information. The University of Alberta is bound by this legislation which permits us only to release contact information for Class Representatives and Class Organizers, and only for the purpose of reunions and other alumni activities. Class Organizers only receive information about their classmates after signing a Confidentiality Agreement which outlines their responsibilities. A copy of this agreement is available in Appendix A (page 16).

When you are preparing for your class reunion, you are NOT allowed to share any personal information about a classmate with other people unless the person has given consent for you to share this information.

For example:

You cannot share phone numbers and/or addresses on a mailing list unless you have

permission from that classmate. For example: You would like to prepare a list of phone numbers & addresses to distribute to your classmates. You are not allowed to do so unless you have each person's permission to include them on such a list. Please use the form in Appendix B (page 17-18) to track permission granted by your classmates.

You must not give out any information about a classmate to another classmate unless they have given you permission to do so. For example: Sue calls and asks for Bob's phone number. You cannot give it out to her unless you have permission from Bob. A good way to get around this is to contact Bob and let him know Sue wants to contact him, if that's OK with Sue!

If you have your own website, you cannot post names of classmates and contact information unless they have specifically consented to having their information posted on the website.

Using information inappropriately has serious consequences. If you release personal information without permission, you are violating the Confidentiality Agreement that you have signed. The classmate now has the right to take legal action against you for the indiscretion.

Private Functions

Much of Friday and Sunday have been left open for those classes wishing to hold a private event. Private events can be very rewarding and are enjoyed and appreciated by reunion attendees.

We have put together a list of a few key items that will help make the planning of a private function easier on you, the organizer, as well as more enjoyable for your classmates.

Keep it Simple!

Because planning events often requires focusing on many small details, the simpler your event is, the easier it will be on you.

Survey for Interest

It's a good idea to send out a survey with a couple of suggestions asking your classmates to send the survey back to you (or phone or email ideas) to gauge their interest. There is nothing worse than planning an event (e.g. golf tournament) and exerting a lot of time and energy only to have a poor turnout (what if everyone in your class dislikes golf!). A sample survey can be found in Appendix C (page 19) and it is recommended that these are sent early in the planning stages. The Office of Alumni Relations can include a survey with the first or second letter to your classmates along with a return envelope to be returned to Alumni Relations. We then forward the surveys on to you to assist you in your survey planning.

Some different types of events to consider for your private reunion function include:

- Dinner/Lunch/Reception – potluck, at a restaurant, catered event at a hotel
- Pub Night – a more casual event

- Family Oriented Activities – barbecues, picnics
- Recreational Activities – golfing, curling
- Billiards/Games Night – pool, bowling
- Symphony/Theatre/Art Exhibit
- Varsity Athletics – Bears or Pandas athletic events

What, Where, When....

When planning your event, it is important to provide as many details as possible to your classmates.

Type of Event:	Where:	Gratuities:
Date:	Who:	RSVP to:
Time:	RSVP by:	Cost: Paid in advance or at the door?

Some additional things to consider including are:

- Is parking available?
- Is parking free or how much does it cost?
- What is the dress code?
- Will the venue provide separate bills?
- Is there a private room available for the group?

Collection of Money

This is often one of the most troublesome aspects of planning a private event. It is a good idea to have a set price for the event and have people send you a cheque or email transfer the money in advance. Another option, if you choose to have your function at a restaurant, is to have people pay individually for what they order. If you choose this option, we suggest that you ask your server to divide your group up into smaller segments (e.g. four people per bill) to make it easier to calculate who owes what. Unfortunately, our office cannot collect monies for your event (e.g., cheques cannot be made out to the Alumni Association).

RSVPs

If your event is being catered or is based on how many people attend, it is important to take RSVPs. Again, this may be a matter of including a form that people send back to you (with their payment) or simply requesting that they call or email you to let you know if they will be coming to your event. Online tools like Facebook or Eventbrite can assist you with managing invitations and collecting information from people.

Our office is not able to assist you with the tracking of RSVPs as our priority is taking RSVPs for the University-wide events.

We can forward any RSVP slips that we receive, however past volunteers have usually indicated that it is more efficient for them to receive RSVPs directly.

Sponsorship

If you are able to secure a corporate sponsor to offset some of the costs of your event, you are in charge of recognition of the company at your event. The University of Alberta is not able to issue a charitable tax receipt for any sponsorships received for your event.

It is a good idea to recognize the contribution of any sponsors either before, during, or after your event. You could borrow a banner or make up table cards with the company logo to display during your event, or you could include the logo on invitations/letters that you send to your classmates.

Décor

Remember that décor can be expensive and time-consuming, and it isn't the reason people will be coming to your event. So don't invest too much in it. If you would like to have décor, two good options are to ask the facility if they are able to provide centerpieces and/or candles, or to build in the cost of décor into the ticket price so that you can purchase or rent it. An excellent source for renting or buying items for events is Special Event Rentals (780-435-2211), located at 6010 – 99 Street in Edmonton.

Balloons are an inexpensive way to make a big impact. A \$30 balloon bouquet at the entrance to your event is larger than a \$30 flower arrangement, although less formal. In a similar way, a few candles strategically placed around a room can create a very nice atmosphere, in contrast with the standard overhead fluorescent lights.

Having your event in a private home reduces the need for signs (to the event room, to the bathroom, etc.) or decor. Make sure that your directions/addresses are very clear to avoid confusion for your guests — you may want to send out a map along with any date/time information.

If you have any specific questions about how to plan and carry off a successful event, please do not hesitate to call us. We are happy to help in any way we are able, given the very busy time that our office faces in the months leading up to Alumni Weekend 2018.

These are just some of the issues that you might run into when planning a private event for your classmates. Keep in mind that your classmates will probably just want time and space to catch up with what everyone has been doing more than anything.

The Office of Alumni Relations

We are here to help you with your plans. Many classes have a very enjoyable time attending only the major events already organized by the Office of Alumni Relations, so don't feel that you have to go to a lot of extra work to coordinate a great reunion.

If you do need assistance with your plans, do not hesitate to call our office. We are happy to give advice and support. Please contact:

Emma Radford | Coordinator Special Events
780-492-1835 | org@ualberta.ca

Rob Curtis | Coordinator Special Events
780-492-6530 | org@ualberta.ca

SUGGESTED RESTAURANTS

Seats	Private Room	Seating Capacity	Breakfast	Brunch	Lunch	Dinner	Buffet	Average Cost	Group Menu
175	Yes	46 dinner; 74 cocktail			Yes	Yes		\$25-\$40	Yes
175	Yes	175	Yes	Yes	Yes	Yes	Yes	\$13-\$38	Yes
200	Yes	30			Yes	Yes		\$23-\$38	Yes
200	Yes	12; 14; 20; 50			Yes	Yes		\$25-\$50	Yes
140	Yes; on main floor			Yes	Yes	Yes		\$24-\$35	Yes
250	Yes	Varies	Yes	Yes	Yes	Yes	Yes	\$15-\$49	Yes
30-50	Yes	25-45		Yes	Yes	Yes		\$18-\$38	Yes
250	Yes	20; 30; 60				Yes	Upon request	\$27-\$42	Yes

The Creperie 111, 10220 103 St.
P: (780) 420-6656 | F: (780) 426-5020
thecreperie.com, reservations@thecreperie.com

The Derrick Club 3500-119 St.
P: (780) 437-1833 | F: (780) 434-3100
derrickclub.com, catering@derrickclub.com

Sorrentinos 10162 100 St.
P: (780) 424-7500
sorrentinos.com, downtown@sorrentinos.com

Characters 10257 105 St.
P: (780) 421-4100
characters.ca, chef@characters.ca

La Ronde 10111 Bellamy Hill
P: (780) 420-8366 | TF: 1-800-661-8801
chateaulacombe.com, laronde@chateaulacombe.com

The Royal Glenora Club 11160 River Valley Rd
P: (780) 482-2371 | F: (780) 482-0867
royalglenora.com, jay.gordichuk@royalglenora.com

Upper Crust Café 10909 86 Ave
P: (780) 758-5599
cafeuppercrust.ca, catering@cafeuppercrust.ca

Von's Steakhouse 10309 81 Ave
P: (780) 439-0041 | F: (780) 431-1431
vonssteakhouse.com, info@vonssteakhouse.com

Top Tips & Hints

Each year we survey the Class Organizers of Alumni Weekend to find out how their experience was. The following are some of the best tips that might be useful to you in your planning.

- Start early and try to form a committee, creating a broader contact base.
- Recommend at least 2 separate events on different days to allow more people to attend.
- Get the money up front!
- Shop around for what's available. Collect prepayment or have some guarantee that costs can be met. Be certain the planning committee is aware of the details of the function, all costs and a plan to cover any shortfall.
- A luncheon works, especially if it can be near the university campus.
- Hold your private event at the same time and location (if possible) as Alumni Weekend – be part of the whole university.
- Use a classmate's home – it's much more comfortable.
- Keep locations small and intimate.
- Keep things simple! Let people know well ahead of time so they can plan their vacations around the reunion. Try not to make things too expensive. Request payments early and many times.
- Encourage early payment with a draw or a gift. The first cheques are important for down payments re: dinners, etc.

Previous Organizers' Comments

What advice can you offer other Class Organizers?

- *"It is most important to have one evening set aside for 'just visiting'."*
- *"Have a get-together for the planning committee before hand."*
- *"Get separate bills at a restaurant, that way it is easy to organize."*
- *"Reserve an area or room. Design the event so that people can sit and talk."*
- *"...Whatever is planned must be perfectly clear. All possible costs should be the individual's responsibility, especially alcohol."*
- *"Contact classmates well in advance to find out what type of function would receive the best response."*
- *"All money should be collected well in advance - do not order meals until the money is received."*

- *“Payment collection should be agreed upon ahead of time.”*
- *“If the reunion is being held separate from the University, find one caterer who can make all the arrangements at once.”*
- *“Have a website where those who cannot attend can provide an update of what they are doing.”*
- *“Have early decisions on the specifics of private class events.”*
- *“Phone each individual as that was the best way to get people interested.”*

What was the most rewarding aspect of your organizing experience?

- *“Meeting everyone again during Reunion: classmates, professors, etc.”*
- *“Having had a part in bringing together some people that hadn’t seen each other in a long while.”*
- *“Getting back in touch with the U of A again. I would not mind organizing again!”*
- *“The follow-up telephone call after the second letter, as we were able to catch up with those who weren’t able to come and it was more personal.”*
- *“Having those who attended enjoy all of the events planned...”*
- *“Finding individuals who had never before been to a class reunion and convincing them to come.”*
- *“Being involved with the U of A.”*
- *“I got the chance to visit with a group I hadn’t seen in 50 years.”*
- *“The President’s talks about the present and future of the U of A - makes me proud to be an alumnus!”*



Class Organizer Confidentiality Agreement

I understand that my role as a volunteer for the University of Alberta – Class Organizer Program – will involve working with personal information of alumni, donors and friends. The reputation of the University of Alberta and the Alumni Association could be negatively affected by misuse – or disclosure – of the information to which I have access.

The Freedom of Information and Protection of Privacy Act (FOIPP) governs the collection, use and disclosure of personal information.

With this in mind, I would like to access to the following class list:

(Please specify year and area of study for the list you are requesting – eg. 1967 Education)

All personal information to which I will be privy in my role (including alumni, donor and related information) will be used solely for the following stated purposes:

1. To develop and support ongoing relationships with alumni, potential donors, donors and friends of the University of Alberta and the Alumni Association.
2. To support ongoing activities of the University of Alberta and the Alumni Association by communicating information on programs and events to alumni, prospects, donors and friends.
3. To support the fund-raising initiatives and activities of the University of Alberta and the Alumni Association.

I abide by the provisions of the FOIPP Act that this information shall not be made available or disclosed, either intentionally or accidentally, except for the purposes in which it was collected. When the information is no longer needed, it will be securely destroyed by means of shredding paper files and/or deleting electronic information.

All alumni, donor, prospect and friend information maintained by the University of Alberta shall be considered information in the custody and control of the University of Alberta.

I acknowledge that I have read and understood the above information.

Signature

Date

Name (Please Print)

Witness

Appendix B Information Sharing Agreement

SEE NEXT PAGE

Please use the following form to track when permission is given by your classmates to distribute their contact information, either among your class or to the University of Alberta. This will provide you with helpful information in case there are any questions or concerns raised.

Due to the Freedom of Information and Protection of Privacy Act (FOIPPA), you are unable to distribute another person's contact information without their consent. This will impact you if:

- You are interested in creating a contact sheet for all classmates to access, or
- you wish to provide the University of Alberta with updated contact information so the information given to you for future reunions is accurate

Simply fill in the form with the name of the alumnus/alumna, the date when permission was granted and check off who you are able to share information with.

Appendix C Sample Questionnaire

PRIVATE CLASS EVENT

Class of 1969 Agriculture Reunion Questionnaire

As you know, our class reunion is being held at the University of Alberta, in conjunction with Alumni Weekend, to celebrate our 50th anniversary. On Friday, September 20, we are planning a private class event. To help us plan this function, we would appreciate if you could let us know what activities you would like to participate in to celebrate this exciting anniversary.

Contact Information (so that we can contact you with further details):

Name: _____

Email: _____

Address: _____

Phone: _____

Fax: _____

Activities you'd like to see:

Please rank the following from 1 to 5, with 1 being an activity you'd most like to participate in, and 5 being an activity you'd least like to participate in.

_____ Golf tournament Friday afternoon

_____ Private class dinner at Fred's house

_____ Tour of Fort Edmonton Park

_____ Coffee reception with our former professors

_____ Meet at Mayfield Dinner Theatre for dinner/show

_____ Other (please specify) _____

Do you think you're coming?

At this point, what is the likelihood that you'll be able to join us for our reunion?

_____ Very Likely _____ Possible _____ Very Unlikely

Additional Comments/Suggestions:

Please return questionnaire to Jeff Doe by April 28th.

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Monday - Friday

8:30 a.m. - 4:30 p.m. (Sept. - Apr.)

8 a.m. - 4 p.m. (May - Aug.)

CLOSED DURING LUNCH

