

AGNES SCOTT COLLEGE
OFFICE OF ALUMNAE RELATIONS
REUNION FINANCES

How It Works

- Dates, times and costs for all class-sponsored activities are due to the alumnae office by December 4.
- Information about college-sponsored and class-sponsored events will be published in the Alumnae Weekend brochure, which is mailed in early February.
- Classmates will register for all events by sending a registration form and check to the alumnae office. The alumnae office will keep track of headcount and dollars paid for class parties. They will also follow up if an alumna makes a mistake in her registration or amount paid.
- Class reunion planners should let their alumnae relations liaison know when final counts are due to off-campus caterers. The alumnae office will make every effort to have registration information up to date on the day information is due.
- Class reunion planners will prepare a budget that includes all costs associated with their reunion. They should discuss the budget and proposed cost per person with their alumnae relations liaison before publishing the cost. The alumnae relations staff and the reunion chair (or other appointed committee member) will keep copies of the budget, and all expenditures should be cleared with the reunion chair (or other appointed committee member) to be sure that there will be enough money coming in to cover all expenses. If it wasn't budgeted in advance and covered in the class party registration fee, you may not be reimbursed.
- If the class has a party on campus, the alumnae relations liaison will convey final catering requirements and count to the ASC catering staff. The bill will come to alumnae relations and will be paid from funds collected from registration.
- If the class has a party off campus and uses off-campus catering, a member of the reunion planning committee will sign the catering contract and provide a personal credit card number or check to confirm catering. If possible, this person should negotiate with the caterer not to debit the card or cash the check until the month of the event (when that person can also expect to be reimbursed).
- Class members that need reimbursement for reunion party expenses should send all receipts to the reunion chair (or other appointed committee member) for approval. The reunion chair (or other appointed committee member) will submit to the alumnae office for payment.
- Individuals can expect payments one to two weeks after the receipts have been submitted to the college. Requests for reimbursement should be made between April 1 and May 1.
- Any leftover money from reunion party registrations will be donated to the Annual Fund in honor of the class by the class.
- Payments for class directories will be collected separately by the member of the class compiling the directories to cover the expense of putting them together.