

volunteer HANDBOOK

Revised | September 2016

**WILSON
COLLEGE**



Dear Volunteers,

Thank you for your willingness to step up and fill a position for your class and/or to participate in activities to support students. Your role is vital in serving as a connection between your classmates, the College and the Alumnae Association.

We appreciate the effort and energy you give as a volunteer. All of us look forward to collaborating to help you complete your duties and enhance alumnae/i interaction with the entire Wilson community. Please know that we welcome your creative ideas, constructive criticism and support. We have much to accomplish and hope to do so in a fun and open manner.

We need you. Wilson needs you. We thank you.

Warm regards,

Camilla B. Rawleigh
*Vice President for
Institutional Advancement*

Mary F. Cramer '91
*President,
Alumnae Association of Wilson College*

Marybeth "Mb" Famulare
Director of Alumnae/i Relations

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*Senior Director of Advancement Services,
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FOR GENERAL INQUIRIES:

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717-262-2010

Alumnae Association of Wilson College:
aawc@wilson.edu

Alumnae/i Relations:
alumnae@wilson.edu

Wilson Magazine: mag@wilson.edu

Advancement Office:
advancement@wilson.edu

Facebook

Alumnae Association of Wilson College
Wilson College @wilsoncollege
AR Wilson

Instagram

AAWC
Wilson College @wilsoncollegepa

Twitter

Wilson College @wilsoncollegepa

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ALUMNAE/I AND STUDENT ACTIVITIES

Wilson College alumnae/i are committed and engaged in opportunities to support all current Wilson students. The degree of involvement and what is gained from the interactions are up to you.

Aunt Sarah Program

At Wilson College, alumnae/i have the unique opportunity to adopt a new relative by participating in the Aunt Sarah Program, named in honor of the College's namesake, Sarah Wilson. Alumnae/i volunteer as "aunts" and students sign up to be "nieces or nephews." An Aunt Sarah will be in contact with their niece/nephew each month through a letter/email or an occasional package to brighten the student's trips to the mailbox and to provide encouragement. The program builds bonds between former and current students. Some of the pairings last a semester, some through commencement and others, a lifetime.

Food for Finals

The end of semester can be stressful as students are very busy preparing for final exams. Alumnae/i have all "been there, done that"—they understand. Each semester there is a "Food for Finals" week where late-night snacks are provided by various campus groups. The Alumnae Association and Office of Alumnae/i Relations are proud to be a sponsor of this program and provide encouragement for our students.

Career Networking

With over 8,000 living Wilson graduates, one or more are certain to be engaged in a career field of interest to students. Many alumnae/i are willing to provide words of advice, job shadowing, internship opportunities and employment assistance. These connections can be a great asset toward building future career paths. It is never too early or too late to develop your network. Reach out to connect and work with us through combined efforts with the Wilson Career Development Center. Opportunities for networking are offered every semester or by request.

Internship Gift Program

The Alumnae Association sponsors an internship gift program to supplement funds needed for a student to complete a desired internship experience. The gift is intended for unusual expenses that might prohibit the completion of the experience, not to be used toward tuition or routine expenses. Alumnae/i make restricted gifts to this fund. Applications are available online or at Alumnae House.

Silver Lining Fund

This fund is made up of restricted gifts to the Alumnae Association available in the case of a student experiencing an immediate crisis situation that directly affects the safety or the ability of the student to continue educational progress at Wilson. The dean of students assists students making connections with resources and support for assistance.

Ring-It-Forward

The Alumnae Association invites alumnae/i to donate their Wilson class ring so it may be passed to the new Wilson generation. This is another great opportunity to pair an alumna/us and a current student to keep the spirit of Wilson traditions alive.

Wilson College Government Association—Alumnae/i Relations Liaison

The liaison is a WCGA volunteer position to represent the Wilson student body. She/he interacts with the director of alumnae/i relations and the Alumnae Association board of directors to discuss concerns or make suggestions to foster alumnae/i student opportunities.

Donor Recognition Dinner

At this event, hosted by the Office of Institutional Advancement, student scholars are invited to assist in giving thanks to generous donors who support Wilson College students philanthropically.

Senior Bash

Alumnae/i volunteers interact and provide a treat at this annual celebration of the graduating class.

Blue and Silver Line

Alumnae/i representatives from all decades lead in the graduates at Commencement to honor and celebrate the graduating class joining the ranks of the Alumnae Association of Wilson College.

Student Workers

The Office of Alumnae/i Relations has work-study positions available through the financial aid office. Students are also hired to assist in the annual Reunion Weekend with themes such as “Proud to be WILSON” and “Many Paths, One Spirit.” Students assist in alumnae/i programming and have a great time getting to know alumnae/i of all ages.

Alumnae/i Emporium

The Alumnae Association and Office of Alumnae/i Relations coordinate the sale of unique Wilson items, ranging from T-shirts and notecards to posters and much more. Items may be purchased online or at our many events.

Contact us:

Alumnae/i Relations at alumnae@wilson.edu or 717-262-2010
Alumnae Association of Wilson College at aawc@wilson.edu

ALUMNAE ASSOCIATION COMMITTEES

STANDING COMMITTEES

Alumnae Engagement encourages interaction among alumnae/i through web pages, social media, and the *Wilson Magazine*. The committee gives insight and feedback into Reunion planning and other alumnae/i-centered events.

- » Alumnae/i outreach
- » Social media
- » Wilson Magazine
- » Reunion
- » Fall Weekend
- » Regional events and club activities

Alumnae Recognition and Stewardship manages the selection of recipients for association awards given during Reunion Weekend. The committee assists the College with fundraising and stewardship initiatives by making calls, writing notes and hosting events.

- » Alumnae/i awards
- » Wilson Fund/Giving Societies
- » Thank you calls and/or letters

Finance Committee assures the continued viability of the Alumnae Association by providing oversight financial management, establishing sound fiscal policies and practices, and developing sources of revenue through limited fundraising efforts. The committee develops an annual budget for approval by the board.

- » Fiscal management
- » QuickBooks assistance/guidance
- » Financial policies, guidelines, and reports
- » Merchandise sales
- » Oversight of the Tours and Travel Ad Hoc Committee

Heritage Committee honors its alma mater and instills pride in current alumnae, faculty, staff and students. The committee works closely with advancement staff and the college archivist to preserve, restore and promote the campus grounds, buildings and furnishings. This serves to promote recruitment of students.

- » Traditions
- » Women-centered programs
- » Preservation and restoration projects

- » Ring-it-Forward Program
- » 150th anniversary of the College
- » Honorary membership AAWC

Nominating Committee maintains the effective function of the Alumnae Association through the recruitment of officers and directors to the board. It provides orientation and support to new board members. Under its governance function, the committee administers management of board policies and procedures.

Student Connections Committee promotes interaction between alumnae/i and current students. It works to establish activities and programs to strengthen the bonds connecting the AAWC, College and students. The committee works closely with the offices of student development and career services to provide networking and mentoring opportunities.

- » Student retention
- » Alumnae/i student outreach
- » Career connections/internships
- » WCGA collaboration
- » Aunt Sarah program
- » Silver Lining Fund
- » Support of athletic programs

AD HOC COMMITTEE

Alumnae Tours and Travel Committee promotes international group travel experiences and regional cultural events/tours. From time to time, the committee will survey alumnae/i for travel interests.

Additional travel program information online at www.wilson.edu/alumnae-i-tours-and-travel

ALUMNAE/I AND CAREER DEVELOPMENT

Alumnae/i are a valuable career resource for current Wilson College students. Your participation in the career development of students offers them insights and opportunities to learn about various career fields and job markets. To be a part of the career development network, there are a variety of volunteer opportunities for you to participate in, including:

- Becoming a mentor
- Offering job-shadowing opportunities
- Informing the career development office of internship and/or job opportunities within your company
- Presenting to students on topics related to professional development and/or career exploration
- Volunteering at programs and events

The best way for you to stay connected is to update your contact information and career status with the Office of Alumnae/i Relations. You can also follow the career development office on LinkedIn Wilson College to see the upcoming events and if you would be able to contribute your professional knowledge to the success of these events. If you would like to post jobs and/or internships, go to LinkedIn Wilson College or send email directly to career@wilson.edu.

You may also contact the director of career development with any questions you may have or opportunities you know of for Wilson College students.

Wilson College
Career Development Office
1015 Philadelphia Ave.
Chambersburg, PA 17201
717-262-2006, ext. 3314
career@wilson.edu

ALUMNAE/I VOLUNTEER INTEREST FORM

Alumnae/i Volunteer Interest Form ~ Reunion 2016

I am interested in: *(mark all that apply)*

- Alumnae/i Student Activities: Aunt Sarah Program ___ Food for Finals ___ Commencement Activities ___
- Career Services: Mentoring ___ Networking ___ Offer Internships ___ Job Posting ___
Temporary Housing Host ___
- Regional/Club events (Indicate Area) _____
- Alumnae Association: Board ___ Committee Volunteer ___ Travel Program ___ Class Volunteer ___
- Athletics ___
- Student Recruitment ___
- Fundraising ___
- Specific Academic Program or Student Club Support: Fulton Farm ___ Single Parent Scholars (WWC) ___
Hankey Center/Archives ___ International Students ___ Orchesis ___ Other _____

How could we engage you and your classmates? How could we serve you better?

Suggestions/Comments: _____

Name: _____ Class Year _____ Phone: _____ Email: _____

CLASS OFFICER/ VOLUNTEER OVERVIEW

In accordance with the Alumnae Association of Wilson College (AAWC) bylaws (available online), class officers are supposed to be voted on every five years at class meetings during Reunion. We acknowledge that in lieu of official elections, some classes take volunteers or write-in candidates. Historically, volunteers from classes without officers have been readily accepted and welcomed without contacting class members. In an effort to keep the priority focus on class connection and participation, elections should be held at Reunion as intended, and to update the Office of Alumnae/i Relations. In the event volunteers come forward to fill vacant class positions, steps will be taken to contact and work with the current class president/co-presidents or to notify general class members through the monthly e-news, email to class members and the next class notes section of the *Wilson Magazine*.

The alumnae/i relations office will keep an updated master list of class officers and will send, at minimum, quarterly communications to everyone on this master list. In addition, the office sends a monthly electronic newsletter which features news and events (target date is the 15th of each month). The e-news is also available online at www.wilson.edu/alumn.

The following class officer/class representative descriptions are a shared understanding between the Alumnae Association, College and class officers. Feedback from current officers and general alumnae/i has been, and will continue to be, considered in any revisions.

In the event of any expressed concern regarding following through on position expectations, the Alumnae Association president and director of alumnae/i relations will follow steps as necessary: first—have a conversation with the individual officer; second—have a conversation that includes all class officers of said class; third—send communication to class members. There is an expectation that class officers will communicate/correspond, at least quarterly, with the alumnae/i relations office (operating on behalf of the AAWC). We respect differences of opinion and ask that each officer keep in mind that they are representing a diverse group of classmates.

All volunteers are encouraged to advocate for her/his class with an understanding that personal views may differ, and to encourage the overall goal of engagement for all. Please be an active participant of the Wilson College community (stay up to date with news and events, and maintain open communications with college staff/AAWC board members).

Class positions—Some classes have all positions filled, most have variations of the following:

- » President or co-presidents
- » Vice president
- » Secretary/treasurer
- » Class correspondent
- » Class ambassador
- » Historian
- » Reunion chair(s)/committee members

CONFIDENTIALITY OVERVIEW

ALUMNAE ASSOCIATION INTRODUCTION TO INFORMATION CONFIDENTIALITY

Wilson College's Office of Institutional Advancement maintains an alumnae/i, parents and friends database containing personal information of those who attend(ed), graduated from and/or support the College. Class and AAWC representatives maintain contacts with alumnae/i and thus, need access to some data to perform the nature of their duties. There are a growing number of laws that impose obligations on those who maintain certain confidential information about others to which Wilson College is subject and which apply to the College's alumnae/i database. To satisfy its obligations under those laws and to protect all of us whose information is in the database, the College created its own confidentiality overview and agreement, which mirrors the one used by the Council for the Advancement and Support of Education (CASE). All volunteers are required to sign the Wilson College confidentiality agreement.

COLLEGE CONFIDENTIALITY OVERVIEW

The Office of Alumnae/i Relations and the entire institutional advancement office have a responsibility to protect the privacy of the alumnae/i and other constituents, while balancing the desire to provide assistance and support for those with legitimate needs for information to carry out programs, communications and events that bring together alumnae/i, donors, faculty/staff, students, parents and friends of the College.

- List requests should be made through the staff working in collaboration with you for a specific project. Please allow a two week turn-around period and ask for a new list prior to any new significant mailing.
- A college confidentiality agreement must be signed before information lists are released. Lists should not be shared with other volunteers or classmates who do not have a signed agreement on file.
- Volunteers working on behalf of Wilson will be provided with only information necessary to perform their duties relative to Wilson College.
- Personal requests will be handled by noting the person(s) of interest, staff contacting the individual(s) to obtain permission to share contact information, and staff follow-through pending degree of permission obtained.

- Information lists or class notes are not published online.
- In all situations, information obtained is considered confidential and is to be used for the sole purpose of connecting people in support of Wilson College. Information provided should not be used for business networking or other purposes.
- A Wilson constituent has the right to request that her/his directory or proprietary information not be shared, or to request no contact, and her/his record shall be coded as such.
- Directory information may be released to other colleges/universities seeking the location of alumnae/i with degrees from both Wilson and the requesting institution. Directory information may also be released to law enforcement and student loan agencies.
- Requests from the media must be referred to the Office of Marketing and Communications.
- The Office of Institutional Advancement and Office of Alumnae/i Relations reserve the right to request a sample copy of materials that are intended to be distributed to the constituents for whom information was requested and provided.
- Requests are considered on a case-by-case basis with any appeal directed to the vice president for institutional advancement. Failure to abide by this policy may result in denial of access to information contained in the advancement database.

Note: Our data is only as accurate as the information received by the advancement services office. Please encourage classmates to contact our office or designated class officer with the most up-to-date contact information. Whenever possible, information received from sources will be confirmed with the individual directly.

You may use the online profile update form on the Wilson website to update your information electronically. This form can be found by going to the Wilson homepage, clicking on “Alumnae/i” and selecting the “Profile Update” link.

WILSON COLLEGE

CONFIDENTIALITY AGREEMENT

Wilson College engages in educational and fundraising activities in support of its mission, programs and priorities. File information maintained for administrative and development purposes is considered proprietary and confidential to Wilson College. Access to Wilson College information and documents is restricted to authorized persons engaged in administrative and development work on behalf of the College. Authorization is given to those who have signed this confidentiality agreement on a need-to-know basis according to their specific request. All need-to-know determinations are ultimately made by the vice president of institutional advancement.

Persons with access to Wilson College paper files and database information will endeavor to protect confidentiality to the best of their ability. No information will be disclosed, except as permitted by Wilson College confidentiality and information management policies and procedures. No personal use will be made of confidential information. Authorization for access to confidential information in the files by external agencies or persons can only be granted with the permission of the vice president of institutional advancement, or designee.

By signing this document, I acknowledge that I have read and agree to abide by the terms of the **Wilson College Information Confidentiality Policy**. Further, I have read and agree to abide by the tenets put forth in the Council for the Advancement and Support of Education (CASE) Statements of Ethics and the CASE Donor Bill of Rights.

Print Name _____

Signature _____

Date ____ / ____ / _____

Feb 2015

**Complete packet with CASE information is available by request and will be provided to new volunteers.*

POSITION DESCRIPTIONS

PRESIDENT/CO-PRESIDENTS

- Act as the “go to” representative of the class for the Alumnae Association, alumnae/i relations and advancement offices.
- Coordinate and collaborate with other class officers on communications, events and updates among classmates.
- Preside over class meetings/dinners and report change of officers and pertinent class information to the Office of Alumnae/i Relations (address updates, nominations and feedback received from classmates).
- Encourage and recruit classmates for participation in events, class giving and filling of class vacancies.
- In the absence of a class correspondent, the president will assume responsibility for two class columns per year in *Wilson Magazine*.
- Provide written notification to alumnae/i relations and advancement offices of class gift designations and authorization to expend class treasury funds.

VICE PRESIDENT

- Collaborate with class president to ensure that all responsibilities noted above are being met.
- Exercise the powers and assume the office of the president in the event the president is unable to complete duties.

SECRETARY/TREASURER

- Record pertinent information at class meetings and provide to class president.
- Collaborate with the Office of Alumnae/i Relations to document class income (dues) and expenses to/from class treasury account.
 - › postage
 - › supplies
 - › reunion special requests
- Communicate with class president in providing written notification to alumnae/i relations and advancement offices of class gift designations and authorization to expend class treasury funds.
- Coordinate with reunion chair/committee to complete reunion special request form, class meeting request form and reunion class officer’s report, and submit to alumnae/i relations.
- If forms are created by officers for sending to classmates, coordinate with alumnae/i relations office prior to mailing to ensure accurate information and procedures are followed.

HISTORIAN

- Collect and/or scribe class information and items for collection in the class files located in the C. Elizabeth Boyd '33 Archives.
- Assist alumnae/i relations in identifying key items to be used during your reunion celebration (example: altar cloth from Class of 1947).

Wilson College Gift Acceptance Policy:

Wilson College's Gift Acceptance Policies and Procedures serve as a guide for the acceptance of all gifts to the College. The policy describes the types of assets that the College will accept and sets the minimum guidelines to be observed by its staff in accepting and documenting the gift of those assets. The Office for Institutional Advancement, and more specifically the vice president for institutional advancement, oversees the acceptance and administration of all gifts to the College in partnership with the vice president for finance and administration. Please contact the advancement office in the event that you wish to make a donation to the College.

From The Hankey Center and C. Elizabeth Boyd '33 Archives:

The Hankey Center, named in honor of retired U.S. Navy Capt. Joan Hankey '59 and her family, was dedicated on June 7, 2003. The Hankey Center is a scholarly research center focused on the history of women's education. It serves as the central resource on the history of Wilson College and uses the materials in the Boyd Archives to support the study of women's history. The staff of the Hankey Center provides support for faculty and students in a variety of academic programs, programming for National Women's History Month and new scholarship on the history of women's education.

The C. Elizabeth Boyd '33 Archives is named in honor of Boyd, who served as the college registrar from 1956 to 1971. After her retirement in 1971, she was granted emerita status for her exemplary service. As registrar, she worked closely with college records and understood their value. From 1979 to 1994, Boyd served as archivist, working doggedly to prevent the destruction and loss of college records. In addition, she encouraged many alumnae and other college friends to donate Wilson-related materials.

The Barron Blewett Hunnicutt Classics Gallery, located in the Hankey Center, was named in memory of Barron Blewett Hunnicutt, lecturer in fine arts at Wilson College in the 1980s, in recognition of her dedication and commitment to the classics and her love of the liberal arts and of Wilson College. The gallery displays exhibits featuring the College's collection of antiquities. The artifacts in the collection were acquired by purchase and donation from alumnae, students, faculty and friends of the College.

CLASS CORRESPONDENT

The primary responsibility of the correspondent is to collect news and updates from their classmates and to share that information with the Office of Marketing and Communications for inclusion in the class notes section of *Wilson Magazine*. Correspondents work closely with the class notes coordinator and serve both the Alumnae Association and the College.

The class notes section of the magazine is one of the most read sections of the magazine, our alumnae/i love reading and staying up to date on the accomplishments and milestones of their fellow alumnae/i—across all generations.

Class notes do more than provide updates about alumnae/i. They build community and bridge the generation gap between our alumnae/i, keep our alumnae/i engaged with their alma mater and assist in student recruitment by highlighting the achievements of Wilson alumnae/i.

Wilson Magazine is published four times a year. Class correspondents are expected to submit notes a minimum of twice per year. Correspondents who do not submit two columns will be contacted by the class notes coordinator to discuss any challenges or concerns that the correspondent may be experiencing. Refer to the volunteer overview on page 9 regarding the follow through of position expectations.

The secondary role of the correspondent is to share association and college news and updates with their class. This will ensure that alumnae/i are up to date on events and volunteer opportunities.

Correspondents should be organized, positive individuals with a desire to help increase engagement between their class, the association and the College.

General Guidelines:

- Notes should be focused on alumnae/i. Class notes are a great way to showcase the accomplishments, big and small, of our alumnae/i. Encourage your classmates to write about their lives. Items to be shared could include recent promotions, life changes, awards and honors, academic pursuits, accomplishments of children and recent travel. Try to keep stories to immediate family to keep the spotlight on the alumna/us.
- Stay connected to classmates through calls, letters, events and social media.
- As you receive updated contact information for your classmates, please forward to the College to help keep our records accurate.
- Compile shared news from classmate correspondence—use class officers to assist as needed.
- To be considerate of others and space considerations, generally a maximum word count of 80 words per person is followed. However, notes do not need to be lengthy. For some alumnae/i, 80 words can be intimidating. Encourage your classmates to contribute within their comfort zone. If a quick six-word,

“We went to Florida in June,” is all someone wishes to contribute, that is fine. Our goal is participation.

- If you hear of the passing of an alumna/us or family member, please contact us with the information so that we can verify and update our records. Once verified, the class correspondent will be notified to share with classmates. In the absence of a class correspondent, the class president will receive the notification. You may include the passing in your submission. The College makes every effort to print a short obituary for all deceased alumnae/i.
- It is our policy to print birth announcements for alumnae/i after the event has occurred; however, expectant grandparents may include their news.
- Try to avoid duplication of information. Keep a record of your submissions and double-check to ensure that information has not been previously published.
- Please verify facts and information included in your submission—if the information doesn’t make sense, ask questions.
- The class notes are not a forum for editorializing. Focus on sharing class news.

Helpful Tips from Seasoned Class Correspondents:

- Create a folder for all updates to keep track of them as they come in. Organization makes the process much easier.
- Read notes upon receipt to determine if follow-up is necessary. Clarifying immediately gives the classmate time to respond and limits stress as the deadline approaches.
- Check social media for updates that can be included in class notes. Be sure to get approval before sending the material for publication.
- Personal contact is important. Reach out to classmates via email or telephone. Share your news with them and encourage them to do the same. Get together with local classmates as often as possible. Mini-reunions are a great way to keep a class connected.
- Always thank classmates for their updates as soon as you receive them. This goes a long way toward building relationships and may net more news in the long run.
- Divide your class into four groups alphabetically and assign each group a magazine issue. Three weeks before the deadline, send an email to the group for news. Send a follow-up request one week before notes are due. This approach may be helpful for larger classes, as it limits the amount of material the correspondent is juggling per issue. It also limits the number of times a year classmates are being asked for updates.
- Send a blanket request for updates at least twice a year.
- Communicate with classmates who do not have email. Postcards are a great way to stay connected with these individuals. When possible, phone calls also help classmates without email feel connected.
- Communicate your deadlines to your classmates. Do not assume that they know when notes are due. Communication is key.

CLASS AMBASSADOR

This position works with the director of the Wilson Fund to:

- Make your Wilson Fund gift/pledge prior to soliciting your classmates to do the same. Lead by example.
- Coordinate request of class list and class giving history.
- Collaborate on the solicitation of classmates (mailing/phone calls/electronic communications).
- Use Wilson College traditions to have a friendly competition among other classes (Odds vs. Evens).
- Communicate specific donor interests or concerns.
- Encourage participation from classmates in college fundraising initiatives.
- Engage in ways to steward your classmates (thank and enhance relationship).

Wilson Fund Overview:

The Wilson Fund is comprised of annual unrestricted gifts received by the College within the fiscal year of July 1 to June 30.

Gifts to the Wilson Fund support:

- Scholarship aid
- Faculty research initiatives
- Academic programs
- Intercollegiate athletics
- Facility renovations

Gifts of unrestricted dollars to the Wilson Fund are critical to our success. These gifts help close the gap between tuition revenue and the actual cost of educating students.

The Wilson Fund is important in sustaining a tradition of excellence.

Alumnae/i participation is a vote of confidence in the College and is a factor that corporations/foundations look at when considering whether to support Wilson.

Giving Club Levels:

President's Circle \$25,000 and more

Buchanan Circle \$10,000 — \$24,999

Silver Key Circle \$5,000 — \$9,999

Sarah Wilson Circle \$2,500 — \$4,999

Founders Circle \$1,000 — \$2,499

Honor Club \$500 — \$999

Charter Club \$200 — \$499

Phoenix Club \$1 — \$199

The Pines and Maples Leadership Society recognizes donors with total annual giving to the college of \$1,000 or more to all funds (Wilson Fund or restricted).

Various gatherings are held throughout the year to feature these leadership donors.

How to make a donation to Wilson College:

Types of gifts accepted by Wilson College:

- Cash gifts (credit/debit card, check)
- Matching Gifts
- Securities (stock)
- Recurring Gifts
- Gifts in Kind
- Planned Gifts

All checks should be payable to “Wilson College” and sent to:

Office of Institutional Advancement
Wilson College
1015 Philadelphia Ave.
Chambersburg, PA 17201

Please note any gift designations in the memo line or with attached correspondence.

Making a gift via credit card or electronic check:

Online: Donors may use our convenient and secure server at www.wilson.edu/makeagift by clicking the GIVE link at the top of the Wilson College home page or visiting the Giving to Wilson section of the website.

Phone: You or your classmates can make a gift over the phone by calling the advancement office at 717-262-2010 or toll-free at 866-446-8660.

Wilson College honors MasterCard, Visa, American Express and Discover credit cards and MasterCard and Visa debit cards.

Matching Gifts:

Many companies will match current or retired employee (or spouse) contributions to a charitable organization. If you are unsure if you (or your spouse) work for a matching gift company, visit the Giving to Wilson area of the website, then click on “Matching Gifts” or visit www.matchinggifts.com/wilson. There is a link to verify if the company participates in a matching gift program. This is a great way to double or triple the impact of your donation to Wilson. You may also contact your employer to verify the process of having your gift matched.

Securities:

If you are interested in making a gift of securities to Wilson, contact the Office of Institutional Advancement to coordinate the transfer of stocks.

Gifts in Kind:

Many people choose to make gifts of art, antiques, books, horses or other personal property. Contact the Office of Institutional Advancement for more information on this type of giving and the appropriate tax forms required.

Planned Gifts:

Planned gifts include:

- Bequests through wills or trusts
- Beneficiary designation of life insurance
- IRAs or other qualified plans
- Life income gifts including charitable trusts and charitable gift annuities

When you make a planned gift to Wilson College, you will be invited to become a member of the Conococheague Society. This society recognizes those generous individuals who have included Wilson in their estate plan and have notified the College in writing of their intent. The Office of Institutional Advancement will work with you to document your planned gift.

There can be significant financial and tax benefits associated with planned gifts when integrated with a donor's overall estate plan. While we can provide information on planned gifts, you should consult with your financial adviser to determine the best option for you.

If you are interested in learning more about planned giving options, contact the Office of Institutional Advancement.

CLASS REUNION CHAIR/COMMITTEE

This position works directly with the Office of Alumnae/i Relations for planning and the Office of Institutional Advancement for class giving.

- Attend Fall Weekend.
- Communicate class interests and assist in planning special class reunion activities.
- Identify any current or retired faculty/staff members to be invited as guests to celebrate with your class.
- Collaborate on the solicitation of classmates (mailing/phone calls/electronic communications) for participation in class gift, attendance during reunion weekend and for assistance in planning your celebration. Many options are available based on your class preferences and samples are readily available from Alumnae/i Relations.
- Understand that gifts made to your class gift for Reunion are for restricted use and are not meant to replace Wilson Fund gifts to assist in the operating expenses of the College. These gifts are recognized separately in the donor recognition report and not with your classmates in the unrestricted Wilson Fund section.

- Nominate classmates with interesting backgrounds or experiences for alumnae/i colleges or for the Alumnae Association of Wilson College Awards.
- Assist class president in executing reunion class dinner festivities.

Key Reunion Weekend Events:

- Alumnae/i Colleges—Alumnae/i are encouraged to come early on Friday to enjoy presentations from faculty, alumnae/i or staff on a variety of subjects.
- Pines and Maples Society Reception—An invitation-only reception with the college president for those who make contributions totaling \$1,000 or more in a fiscal year (July 1 – June 30).
- Picnic on the Green—Welcoming picnic dinner on the green under a tent to celebrate! A great chance to gather, interact with friends, show your class pride and Odds/Evens color spirit.
- Step-Sing/Song Wars—Join us in singing the Wilson songs of yesteryear and current songs and chants of Wilson today. Since 2007, the Odds/Evens trophy is awarded by the director of alumnae/i relations based on spirit, creativity and overall group participation.
- State of the College and Alumnae Association General Meeting—Hear an overview of the work and priorities of the College and AAWC.
- Class Procession/All-Alumnae/i Luncheon—All reunion classes will be introduced and will “parade” into the dining hall for the luncheon. Classes are encouraged to show their class spirit with banners, colors, hats, etc. Class giving and attendance awards are given following the meal. Classes will be called from the dining hall to class photo locations.
- Class Dinners/Class Lounges—Don’t miss your chance to reconnect with your classmates and reminisce about your time at Wilson. Class reunion chairs coordinate and provide class preferences to staff. Depending on the number of classmates registered for Reunion, lounge and dinner spaces may be consolidated. Due to housing requests, we cannot guarantee that your lounge space will be in the same location as members of your class who are staying on campus are located.
- Class Meetings—Elect officers to hold positions until your next reunion, decide on class gift designation and collect information for alumnae/i relations (email/address updates and feedback received from classmates).
- Memorial Chapel Service—A special chapel service held to remember dear friends, faculty and classmates who have passed away over the previous year. Representatives from the class and campus community carry daisies as the names of the departed are read aloud. Reunion attendees are encouraged to join the choir, which typically holds two rehearsals that weekend. Reunion chairs are encouraged to recommend classmates to serve as minister, choir director, organist and readers.

50th Reunion Celebration:

The 50th Reunion Class has designated staff member (s) from the Office of Institutional Advancement to assist with planning efforts.

Items unique to the 50th reunion class include:

- First preference of locations for housing, lounge and dinner.
- Yearbook—includes information and pictures from classmates that is distributed during Reunion. The Class Treasury pays for printing.
- Nametags that include your college photo.
- Class gift presentation during alumnae/i luncheon on Saturday.
- Class photo location is generally on the front steps of Thomson Hall or in Alumnae Chapel, depending on weather.
- Reception prior to class dinner with Wilson College president and other invited guests.
- Dinner program along with served meal during your class dinner on Saturday evening.

We also ask that a representative from the 50th reunion class participate in leading the Blue/Silver Line as grand marshal during Commencement.

Frequently Asked Questions about Reunion:*Who is invited to Reunion Weekend?*

While the focus of each Reunion is on specific class years, all of the Wilson community is invited to attend. The brochure is included in the winter *Wilson Magazine* for everyone. Information may also be found online and in the e-newsletter. Reunion classes will receive personal letters from class officers.

What roles do the reunion committee members play?

Enthusiastic class officers and an organized committee are the keys to a great Reunion. The more volunteers you involve, the lighter the work by dividing the responsibilities. A typical committee is four to six people with at least one local contact for the Office of Alumnae/i Relations.

How do we organize contacting our classmates?

There are countless ways to do outreach and reconnect with your classmates and sister classes. Committee members can and should be creative in this area. Traditional means include phone calls, letter writing and postcards with pictures or class specific memories. Other suggestions include email, Facebook or other social media. Please encourage your classmates to share their email with the Office of Alumnae/i Relations so she/he may receive up-to-date college, class and reunion information. Don't assume that people will automatically return for Reunion. The reality is that with work, family commitments and the economy, it is often difficult for alumnae/i to return. Sometimes all it takes is a personal invitation!

I can't come to Reunion. How can I still celebrate with and assist my class?

Most individuals who cannot attend still enjoy receiving the mailings and are willing to participate in gathering photos and class memorabilia, making calls on behalf of the class and contributing to the class gift. With today's technology, individuals may connect to a class dinner or class meeting utilizing friends' cell phones via Facetime or Skype.

Who makes the decisions about class dinners and class lounges?

Reunion chairs/committees coordinate and provide class preferences to alumnae/i relations. The staff will confirm availability of preferred locations and communicate as needed. Campus locations must use campus dining services. If your final class RSVP is less than 10 people, staff will work with reunion chair/committee(s) to suggest options to relocate to a shared space. Wine, beer, tea and coffee will be included in the price provided by the College for class dinners. The class is charged for any special wine, liquor or decoration requests. A college or association representative will be assigned to each class dinner as a liaison to check your set-up, take a photo and answer questions.

The individual will stay for dinner unless the class declines, and the College will cover the expense of this representative. The alumnae/i relations office may provide ice chests, tables, TV/VCR/DVD or bulletin boards, as available. Beverages and snacks for the lounge are at the class expense. Form for class requests shown on page 25.

Where should I stay?

Lodging is available on campus in residence halls. A list of Chambersburg lodging is provided online and page 32 of this handbook. Please note that many of the on-campus facilities are not air-conditioned and there may be some limitations with water pressure/temperature, accessibility and amenities such as alarm clocks and lamps. A limited number of fans are available to rent for \$5 each. Many reunion committees prefer to make a group reservation for a discounted rate at a local hotel.

Class blocks at hotels may be promoted on our reunion website and in your class specific correspondence. *Over recent years, all participants have fit into Mac/Dav residence hall which has been renovated and has air-conditioning.

How do I register?

There will be a registration form in the reunion brochure (included in your winter *Wilson Magazine*) and available on alumnae/i webpages. You also have the opportunity to make gifts to the College, your class or an AAWC restricted fund with your registration payment. The Office of Alumnae/i Relations works with the advancement office to ensure you and your class are credited for donations as appropriate.

- Reunion registrations are payable to the Alumnae Association of Wilson College.

- Class dues are payable to the Alumnae Association of Wilson College (please note dues and your class year in the memo line).
- Class gifts are payable to Wilson College (please note class gift and your class year in the memo line).

Online registration with credit card payment:

Due to our small size, the Alumnae Association, in conjunction with the Office of Alumnae/i Relations, uses a third-party event registration software where you can register online. The site does charge processing fees for events that have a cost associated with them. To avoid the processing fees, you may fill out the registration, print and mail with a check. The third-party site automatically sends tickets for events—you will not need to bring these tickets to Reunion. We apologize for any inconvenience.

Reunion Giving and Attendance Awards:

At the all-alumnae/i luncheon, classes are recognized for both their donations to Wilson and attendance at Reunion Weekend.

The following awards are given:

Silver Cup

Awarded to the reunion class with the greatest percentage of class members registered for Reunion.

Reunion Bowl

Awarded to the reunion class with the largest number of class members registered for Reunion.

President’s Plaque

Awarded to the reunion class with the highest participation percentage of giving to the Wilson Fund over the past five years.

Silver Tray

Awarded to the reunion class with the highest five-year total for unrestricted and restricted dollars given to the College.

Class Crystal

Awarded to the reunion class whose members have the highest amount of Wilson Fund giving for the current fiscal year.

Each reunion class will present a daisy to the college president for each \$1,000 given to the Wilson Fund for the current fiscal year. Classes are announced in total gift amount order, with the last class (the winner of the Class Crystal) presenting its daisies.

CLASS SPECIAL REQUEST FORM

Please complete and return this form to the Alumnae Relations Office by *the end of February*

Class President/Reunion Chair: _____ Class year: _____

Phone: _____ Email: _____

CLASS LOUNGE AREA: (final assignments pending actual registration numbers)

Location Preference: _____

Special Requests for Lounge: _____

CLASS REUNION DINNER

Location Preference: _____

*If your dinner location is on campus, you must use the Campus Dining Services
If dinner is off campus, indicate location for inclusion on webpage – class specific tab*

Special Requests for Dinner: _____

All class dinners (except the 50th Reunion Class) are served buffet style. In the spring, the Class President/Reunion Chair will be surveyed to assist in narrowing down meal options.

Notes:

- ✓ Final assignments for class lounge, dinner and lodging are pending actual registration numbers
- ✓ If at the Reunion reservation deadline, the number registered for your class is less than 10, staff will work with the Class President/Reunion Chair to suggest options to relocate to a shared space with other celebrating classes.
- ✓ Class Dinners that are held off campus are the responsibility of the class (planning, execution and payment).
- ✓ Lounge and class dinner items (late night food/beverages and decorations) are at the expense of the class (from class treasury or individual donations). Contact the Alumnae/i Relations Office with questions or if you need suggestions.
- ✓ Beer and wine are provided during on campus class dinners through registration.

Alumnae/i Relations Office use only:

Date Received _____

Confirmed with class contact: Y / N Date: _____



Award Nomination Form

Date Submitted: _____

Name of nominee: _____ Class: _____
(You may nominate yourself)

Award Nominated For: _____

Awards:

- Distinguished Alumna Award
- Distinguished ADP (Adult Degree Program) Alumna/us Award
- Outstanding Young Alumna Award
- Tift College Award
- Faculty Award
- Ruth Redding Leitch Recruitment Award

Reason: _____

Nominated by:

Name: _____ Class: _____

Phone number(s): _____

E-mail: _____

Submit form electronically to: alumnac@wilson.edu

Mail paper nominations to:

Wilson College, Alumnae/i Relations Office, 1015 Philadelphia Ave., Chambersburg, PA 17201-1285

Awards and Criteria

Distinguished Alumna Award – Established in 1983 – presented in June at Reunion for an alumna who has distinguished herself in her professional or voluntary career and who has shown continuing service, interest and support in the growth and quality of Wilson College. She must have demonstrated service to the College that spans a period of five to ten years or longer.

Distinguished ADP (Adult Degree Program) Alumna/us Award – Established in 2012 in celebration of the 30th anniversary of the Adult Degree Program – Presented in June at Reunion to honor an alumna/us who has distinguished herself/himself in her/his professional or voluntary career and who has shown continuing service, interest and support in the growth and quality of Wilson College. She/he must have demonstrated service to the College that spans a period of five to ten years or longer.

Outstanding Young Alumna Award – Established in 1989 – presented in June at Reunion to honor an alumna who has graduated within the last 20 years and who has brought honor to herself and to Wilson College through her intellectual and professional growth and her contributions to her communities through professional and/or volunteer activities.

Tift College Award – Established in 1989 – presented in June at Reunion to an alumna who has demonstrated exemplary efforts to promote the continuing growth of Wilson College. This award is in appreciation for the example and assistance given by members of the Wilson family to the alumnae of Tift College in their efforts to save their college.

Faculty Award – Established in 1998 – presented in June to a former faculty member who gave a minimum of 10 years of dedicated service to Wilson College.

Ruth Redding Leitch Recruitment Award – Established in 1988 – presented in the fall to recognize an alumna for outstanding service in acquainting prospective students with Wilson College.

Version: Updated Spring 2016

Alumnae/i must not be currently serving on the Alumnae Association Board of Directors to be eligible for these awards.

RESOURCE MATERIALS

Check out the Alumnae Association of Wilson College on Facebook and Instagram!

Stay connected with the Alumnae Association of Wilson College by following us on Facebook and Instagram.

Learn about upcoming events, interact with alumnae/i across generations and around the globe, share your Wilson stories and discover how you can support Wilson students.

Alumnae/i from all disciplines and programs are welcome and encouraged to join.

Facebook: Alumnae Association of Wilson College

1. Type "Alumnae Association of Wilson College" in the Facebook search bar
2. If the Group does not appear, click the "Groups" tab on the top of the page
3. Request to "Join" the closed group

Instagram: aawcsocialmedia

1. Search: aawcsocialmedia
2. Request to join and photos will appear once you have been approved!

Welcome and Enjoy!

Don't forget you may friend or follow Marybeth Famulare, Director of Alumnae/i Relations, on Facebook. Look for AR Wilson

Do you use
amazon.com?



You shop. Amazon gives.

- Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the Alumnae Association of Wilson College.
- AmazonSmile is the same Amazon you know. Same products, same prices, same service.
- Support AAWC by starting your shopping at AmazonSmile, link below.
- Proceeds benefit alumnae/i student activities

Link to AmazonSmile: <https://smile.amazon.com/ch/23-1352581>



Alumnae Association of Wilson College Silver Lining Fund

In 2015, the Alumnae Association of Wilson College established the Silver Lining Fund. It came about due to instances where students needed emergency funding in the face of an immediate crisis. These crises directly impacted the students' ability to continue their education at Wilson. The Fund provides the student with a limited amount of immediate cash to get through the initial crisis and begin to focus on solving the problems which are creating the emergency. Restricted donations will provide the money to have on hand for such gifts.

The Board of the Association recognizes several principles in creating such a fund. These are:

1. Students have the right to have their anonymity protected in such situations.
2. The assistance offered is a gift not a loan and is not expected to be reimbursed.
3. For these purposes, a student at Wilson will be defined as someone currently enrolled for at least three credits in a degree program offered by the college.

Guidelines:

1. A student experiencing an immediate crisis situation which directly affects the safety or the ability to continue educational progress here at Wilson, contacts the Dean of Students. The Dean will meet with the Director of Alumnae/i Relations for disbursement of support from the Silver Lining Fund. Some examples may be: a student suddenly left homeless or without adequate resources for food, a student with a transportation emergency. These are by no means the only circumstances under which funds may be granted.
2. The student makes the case for assistance, describing the crisis and what other steps have been/are being taken to alleviate the problem. In each case the Dean of Students will help the student make connections with resources and support for further assistance.
3. If the student has demonstrated a need, the Director of Alumnae/i Relations has the authority to give up to \$75 worth of assistance to the student. For any amount over \$75, the Director of Alumnae/i Relations will contact the chair of Student and Parent Relations Committee for review and decision.
4. Students are only eligible for this emergency gift once per term.
5. The Director of Alumnae/i Relations will report to the Alumnae Association Board at each meeting any disbursement from the Silver Lining Fund through the Student Parent Relations committee while maintaining confidentiality.
6. These guidelines can be changed by the Student and Parent Relations committee bringing a request to the Alumnae Association Board.

Donations payable to AAWC with Silver Lining Fund in the memo line.
Mail to AAWC, 1015 Philadelphia Avenue, Chambersburg, PA 17201

June 2016

Aunt Sarah Program

At Wilson College, alumnae/i have the unique opportunity to adopt a new relative by participating in the Aunt Sarah Program, named in honor of our namesake Sarah Wilson. Alumnae/i volunteer as "Aunts" and students sign up to be "nieces or nephews". An Aunt Sarah will be in contact with their niece/nephew each month through a letter/email or an occasional package to brighten the student trips to the mailbox and to provide encouragement. The program builds bonds between former and current students. Some of the pairings last a semester, some through commencement and others, a lifetime.



For decades students have enjoyed developing a relationship with their Aunt Sarah, hearing and sharing Wilson stories/traditions, as well as, career and other personal life adventures. For alumnae/i, it is an opportunity to remain connected to campus life and give back in a personal way.

Traditionally, Aunt Sarah was a secret connection with hints and clues to discover identities. However, over the years with new technology, many decide to email, text, Facetime, Skype or even meet face to face for ongoing interaction. A secret connection is still possible with letters or packages going back and forth utilizing staff in the Alumnae House.

Should you choose to take part in this popular tradition, fill out the attached form and return to the Alumnae House or complete online at <http://www.wilson.edu/alumnae/news-events/index.aspx>

We hope this is the beginning of a special connection to those with shared life journeys at Wilson College!

Warmly,

Marybeth "Mb" Famulare
Director of Alumnae/i Relations

Cynthia Fink Barber '73
Alumnae Association Board of Directors

Student Information

Name _____ Gender _____

Wilson

Email _____ Grad Year _____

Wilson Mailing Address _____

Major/Field of Study _____

Interests _____

Note any special treats or allergies _____

Birthday Month _____

___ Prefer only a female pairing

___ No preference on pairing

Alumnae/i Information

Name _____ Gender _____

Email _____ Grad Year _____

Address _____

Field of Study/Occupation _____

Interests _____

Birthday Month _____

___ Prefer only a female pairing

___ No preference on pairing

Wilson College Ring It Forward
Donor Card



Donor's Name	Year of graduation	Date of donation	Donor narrative or statement to share with recipient (optional)
Donor preference or restrictions on giving?	Donor's major area of study	Received by	
Notes on condition of ring and/or engraving			
Ring It Forward Program Statement of Understanding:			
<p>* Donations of rings are not tax-deductible or considered gift in-kind as neither Wilson College nor the Alumnae Association maintain long term possession.</p> <p>* Recipients will be matched via a small committee of alumnae and campus staff.</p> <p>* An Alumna with a specific recipient in mind may give directly without the involvement of this committee, however, please notify the Alumnae/i Relations Office of this exchange for record keeping purposes.</p> <p>Do you want to be present for the student presentation?</p>			

Donor Signature _____

Date: _____

The Ring-It-Forward program matches alumnae/i willing to donate their Wilson class rings with current students and, at times, other active alumnae/i. These legacies “ring it forward” to a new generation of Wilson alumnae/i in a ceremony held twice a year.

The Alumnae Association of Wilson College is grateful for the generosity of these donor alumnae/i. The rings’ new owners will add their Wilson stories to those of the alumnae/i as they participate in this tradition. Since the program began in 2013, there has been a total of 20 pairings.

This is your Flat Phoenix.

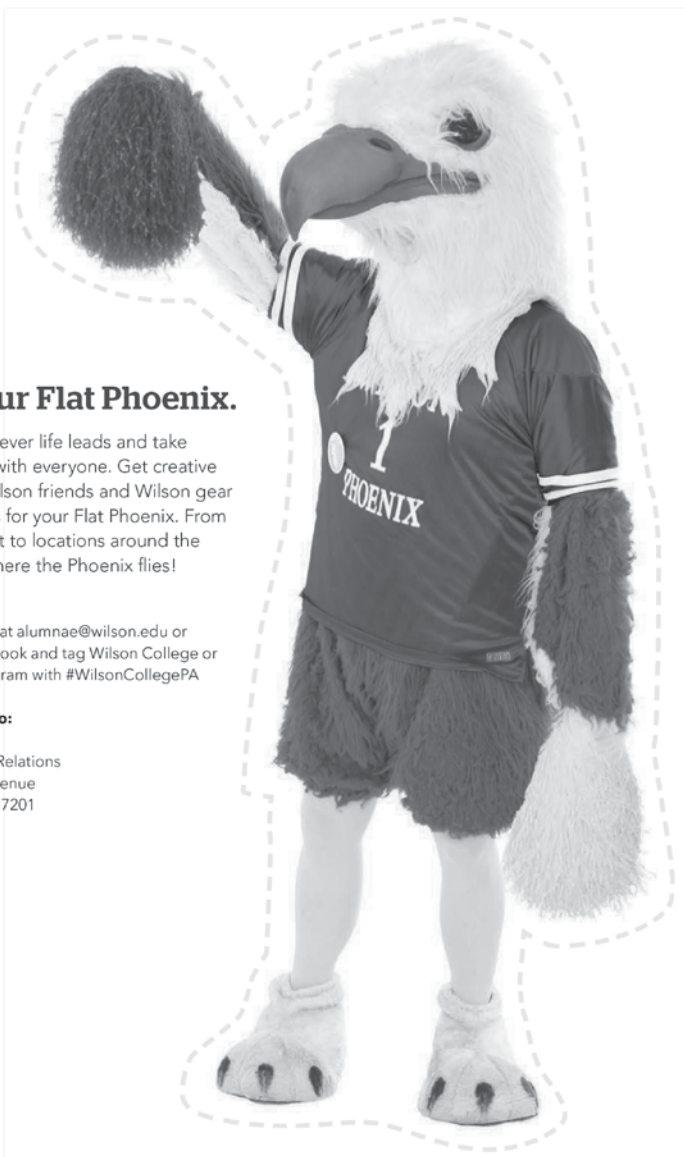
Travel with it wherever life leads and take pictures to share with everyone. Get creative too—add your Wilson friends and Wilson gear or find adventures for your Flat Phoenix. From your local hangout to locations around the globe, let's see where the Phoenix flies!

For Digital Images

- » Email images to us at alumnae@wilson.edu or
- » Post them to Facebook and tag Wilson College or
- » Post them to Instagram with #WilsonCollegePA

Send Photo Prints to:

Wilson College
Office of Alumnae/i Relations
1015 Philadelphia Avenue
Chambersburg, Pa. 17201



CHAMBERSBURG AREA LODGING OPTIONS

HOTELS:

Best Western

211 Walker Rd
I-81, Exit 17
717-262-4994
www.bestwesternpa.com

Candlewood Suites

231 Walker Rd
I-81, Exit 17
717-263-2800
www.ihg.com

Clarion Inn

1123 Lincoln Way East
I-81, Exit 16
(717) 263-9191
www.choicehotels.com

Country Inn & Suites

399 Bedington Blvd
I-81, Exit 17
717-261-0900
www.countryinns.com

Days Inn

30 Falling Spring Rd
I-81, Exit 16
Just East on Route 30
717-263-1288
www.daysinn.com

Fairfield Inn by Marriott

1122 Wayne Rd
I-81, Exit 14
Just East on Rt. 316
717-264-1200
www.fairfieldinn.com

Hampton Inn

955 Leshner Rd
I-81, Exit 14
717-261-9185
hamptoninn3.hilton.com

Holiday Inn Express & Suites

1097 Wayne Ave
I-81, Exit 14
717-709-9009
www.chambersburgexpress.com

La Quinta

199 Walker Rd
I-81, Exit 17
717-466-0770
www.laquintachambersburg.com

Quality Inn

1095 Wayne Ave
I-81, Exit 14
717-263-3400
www.qualityinnchambersburg.com

BED & BREAKFASTS:

Craig Victorian Mansion

756 Philadelphia Ave
717-263-3371 or
toll-free 877-236-3399
www.craigvictorian.com

The Inn at Ragged Edge

1090 Ragged Edge Rd
717-496-8372
www.theinnatraggededge.com

Lillie's Garden

65 Norland Ave
717-261-6593
www.lilliesgarden.com

ANNUAL REMINDERS

FALL

- Student Orientation Activities—Join us in greeting new and returning students.
- Convocation—Open for alumnae/i to join in this tradition.
- Fall Weekend—Volunteer training (all officers).
- Donor Recognition Dinner (invitation only).
- Alumnae Association of Wilson College Board of Directors Meeting.
- Verify with alumnae/i relations that all current class officer positions are up to date (class president).
- Coordinate and collaborate with class officers on communications, events and updates among classmates (class president).
- Request class list and class giving history, and collaborate on the solicitation of classmates (class ambassador, director of the Wilson Fund).
- Communicate class interests and assist in planning class reunion activities (class reunion chair/committee, alumnae/i relations).
 - » Class dinner location request
- Identify any current or retired faculty/staff members to be invited as guests to celebrate with your class (class reunion chair/committee, alumnae/i relations).
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).
- Aunt Sarah Program promotion and sign-ups.

WINTER

- Christmas Vespers—Open for alumnae/i to join in this tradition.
- Food for Finals—Open for alumnae/i to provide encouragement to students.
- Alumnae Association of Wilson College Board of Directors meeting.
- Complete reunion special request form (secretary).
- Complete class meeting request form (secretary).
- Collaborate on the solicitation of classmates for participation in class gift, attendance during Reunion, and for assistance in planning your celebration (class reunion chair/committee, director of the Wilson Fund, alumnae/i relations).
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).
- Notify classmates of reunion plans (class reunion chair, director of the Wilson Fund, alumnae/i relations).
 - » Include plans for class dinner and activities

- » Program agenda for class dinner and meeting
- » Identify ideas for class gift designation
- Reunion brochures included in the Wilson Magazine.

SPRING

- Aunt Sarah Program promotion and sign-ups.
- Wilson College Golf Classic.
- Muhibbah International Club Dinner.
- Coordinate class dinner program (50th class only) with alumnae/i relations office by the end of March (reunion chair, class president).
- Identify key items to be used during reunion celebration (historian, if applicable, or reunion chair).
- Spring Fling—Open for alumnae/i to join in this tradition.
- Student Research Day and Academic Awards presentation—Open for alumnae/i to get a firsthand look at student projects.
- Food for Finals—Open for alumnae/i to provide encouragement to students.
- Graduating Senior Activities—Join in welcoming new alumnae/i.
 - » Senior Bash
 - » Blue and Silver Line at Commencement
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).

SUMMER

- Celebrate Reunion Weekend held in June—Open for all alumnae/i to join us in this tradition.
- Preside over class meetings/dinners and report change of officers and pertinent class information to alumnae/i relations (class president).
- Provide written notification to alumnae/i relations and advancement offices of class gift designations or authorization to move class treasury funds (class president/treasurer).
- Record pertinent information at class meetings (secretary).
- Hold nominations and election of new class officers.
- Complete the reunion class officer's report and submit to alumnae/i relations (secretary).
- Alumnae Association of Wilson College board of directors meeting.
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).



WILSON COLLEGE



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