

# Reunion Year Overview For Class Volunteers

Welcome to your Reunion year! We are eager to work with, get to know, and support you and your class. Thank you for volunteering and partnering with our team to plan a memorable reunion year.

Your HAA staff liaison will be your partner in planning reunion year activities, including both traditional activities that take place in Cambridge in late spring, now the week after Commencement, as well as sustained virtual and regional class engagement throughout the year. Your staff liaison can also advise you on approaches that have worked in recent years and facilitate introductions to Reunion Chairs from other classes who are happy to share their experiences. While the HAA helps you with your planning, we hope that you and your committee will be able to focus on what you do best—customizing program content to capture the spirit of your class and engaging your classmates and encouraging them to attend through strategic outreach. Most importantly, your role as a volunteer is to ensure that this is a fun and joyful time for all classmates, whether as event attendees or volunteers!

More information about reunions, including the dates for in-person programming in 2025, can be found on this Harvard Alumni Association website here: <https://alumni.harvard.edu/reunions/register>. More information for you and your classmates will be added here as it becomes available.

This document is part of a series of resource documents that capture some of the key information and milestones for you to reference as we develop your program together. This is a living document; if you see something missing or that you would like to add, please let us know. Volunteers for the 5th and 10th Reunions should also review the documents for entering these reunions (that have a little more information specific to the recent graduate cohort as you plan your first reunions), which can be found here: <https://officerslounge.classes.harvard.edu/article.html?aid=230>.

## **Office Overview**

The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide. The purpose of the HAA is to promote the welfare of Harvard University and to establish a mutually beneficial relationship between Harvard University and its alumni.

The Reunions & Classes (R&C) team in the Harvard Alumni Association (HAA) works in close partnership with Harvard and Radcliffe College class leaders to build and sustain class community, host quinquennial Reunions, engage in non-reunion programs, keep classmates informed through communications, and more. The Class Report Office, which edits the Red Books, is also part of the College Alumni Programs team.

The Reunions & Classes team structure recently shifted to better support and steward you as College volunteers, and R&C team members now carry class portfolios based on four alumni lifecycles (e.g. undergraduates – 10th Reunion; 11 years out – 30th Reunion; 31 years out – 50th Reunion; and post-50th Reunion, which is the Crimson Society). By working with classes within a common cohort, we are better able to support engagement across classes and between reunions, ramp up upcoming Reunion classes, and build stronger, sustained relationships between volunteers and staff members. More about the R&C team can be found here: <https://officerslounge.classes.harvard.edu/article.html?aid=3>.

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The Harvard College Fund (HCF) fosters a philanthropic community in support of Harvard College's students and its mission of truth, excellence, and inclusivity. This broad base of donors and volunteers contributes gifts at all levels to the Harvard College Fund each year. Their flexible, current-use gifts are used immediately to ensure that the College is accessible to all, and that each student has the resources they need to succeed.

The HAA and HCF are two collaborative groups within Alumni Affairs and Development (AA&D). AA&D inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement. AA&D programs and volunteer opportunities respect the rights, differences, and dignity of others. Those taking part in AA&D activities are expected to demonstrate honesty, integrity, and civility in those activities, and are accountable for their conduct there with University alumni, students, parents, volunteers, employees, and invitees. AA&D reserves the right to suspend services to and to exclude from participation in AA&D programs any person whose inappropriate behavior adversely affects the safety, well-being, and inclusion of community members.

## Reunions Overview

Harvard reunions are held every five years (currently 5<sup>th</sup>-70<sup>th</sup>). Additionally, the Crimson Society, which is made up of all Harvard and Radcliffe College alumni who have already celebrated their 50<sup>th</sup> Reunion, holds annual celebratory events.

There are three major aspects of a Harvard reunion, which allow for different forms of engagement:

- *Come back*: Attend virtual and in-person programming
- *Give back*: Make your best gift to the Harvard College Fund as part of a class-wide fundraising campaign
- *Share your story*: Submit your Class Report entry

We invite you and your class to think of your reunion as a year-long celebration rather than only an in-person celebration taking place over a single weekend. This approach is an opportunity to strengthen the bonds of community by emphasizing inclusion and welcoming those who might otherwise not be able to engage in the on-campus programming. This will also allow your class to feature more content-rich sessions throughout the year, ahead of your celebratory gathering on-campus in June.

There could be four different types of programming in your reunion year:

- Virtual class programming in the fall, winter, and spring, as desired, planned by your reunion committee in partnership with your HAA staff liaison.
- Regional in-person class programming in the fall, winter, and spring, as desired, planned by your reunion committee in partnership with your HAA staff liaison. These are referred to as "pre-reunion events" but should be thought of as your reunion programming.

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- Virtual programming planned by the HAA for all reunion classes and the Crimson Society featuring Harvard faculty, administrators, and other special guests in the fall, winter, and spring. Your staff liaison will keep you informed as these programs are planned and will ensure that these broader programs are integrated into your reunion schedule.
- In-person reunion finale programming on-campus in Cambridge in June, now the week after Commencement, planned by your reunion committee in partnership with your HAA staff liaison.

The HAA will host Harvard Alumni Day (previously called the Annual Meeting of the Harvard Alumni Association) during the Reunions on Friday, June 6. This will feature the alumni parade and a featured speaker.

The Class Report, also known as the “Red Book” is an enduring Harvard tradition that began in the mid-1800s. Every five years, aligned with reunions, the Class Report is assembled from classmate submissions. This is an opportunity to share your story in your own voice with your class and to reflect on your life over the last five years. Class Report submissions are usually collected in the summer or fall. The books will be mailed to alumni before the in-person finale programming. Everyone in the class will get a copy of the book for free regardless of if they submitted an entry or not.

## Timeline

Your reunion year begins in July preceding your June in-person finale programming on the Harvard campus. Your staff liaison will be in touch with the appropriate class leaders when it’s time to begin planning for the year and recruiting the committee, so you will not need to begin planning until these conversations begin.

As part of the initial planning, your HAA staff liaison will host an intake conversation to learn more about the experiences of your class, including as students, in alumni life, and throughout your past reunions. Following the conclusion of your reunion, your staff liaison will hold a similar conversation with the Reunion Chairs in order to capture best practices that might be helpful for your next reunion five years later, as well as to share with the class behind you as they head into their reunion year.

## Reunion Committees and Class Committees

The purpose of reunion committees is engagement with your class and Harvard during your quinquennial reunion year. Reunion committees will begin to form in late summer or early fall, but classmates are welcome to join the reunion committee at any time during the reunion year.

A reunion committee is not the same as your class committee. The priority of a class committee (which is your class governance) is to bring the Class together as a whole, connecting members of the Class to each other and Harvard College by modeling and facilitating communication, participation, and volunteerism among classmates. The committee was formed in your senior year and continues into alumni life. Class committee members are strongly encouraged, but not required to participate in reunion committees. In a reunion year, the reunion committee will be the primary volunteer group that the HAA works with to execute your programming. Following your reunion year, the class committee will once again be the primary volunteer group for the class.

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All in the class are encouraged and welcome to join the reunion committee every five years! Reunion committees (and your reunion year programming) are strongest when new voices from a variety of backgrounds participate.

Reunion committees evolve:

- Serving on your reunion committee doesn't mean that you're required to volunteer every reunion after this.
- If you aren't able to volunteer this year, you are always welcome to volunteer at a future reunion.
- Reunion committees are specific to each reunion year. So, for example, the 15<sup>th</sup> Reunion Committee will end after the 15<sup>th</sup> Reunion, and a new 20<sup>th</sup> Reunion Committee will form five years later (even if many of the volunteers are the same).

The Class Secretary and Treasurer will be asked to serve as the Class Report Chair and Reunion Treasurer, respectively. If they are unable to serve in those roles, a proxy should be identified.

Leaders of the reunion committee, known as Chairs, will be selected among those interested in being on the committee, if leaders (often past reunion committee leaders) have not already been identified. Much like reunion committees are technically distinct from one another every five years, the Chairs for one reunion need not be the Chairs for the next reunion, although they certainly may indicate interest again. Some may decide to step aside and serve as a committee member in order to give another classmate the opportunity for the leadership role. The HAA staff liaison will work with the volunteers to determine the best way forward.

More information about reunion committees can be found on the separate Reunion Committees Roles and Responsibilities document.

## **Reunion Leaders and Roundtable Series**

In addition to leading the work of the reunion committee in partnership with the HAA staff liaison, the chairs will also be part of a larger Reunion Leaders group made up of the chairs from the 5<sup>th</sup>-70<sup>th</sup> Reunions, and these leaders will be invited to virtual Reunion Leaders Roundtable meetings to learn about important topics and hear from other volunteers. Beyond these roundtable meetings, we hope this group will be a community of practice allowing for the chairs to learn from each other. Of course, your staff liaison will continue to be a great resource to determine best practices.

## **General Contact Information**

Contact information for your staff liaison on the HAA College Alumni Program team can be found on this page: <https://officerslounge.classes.harvard.edu/article.html?aid=3>.

More information about the Class Reports, including deadlines and your staff Editor in the HAA College Alumni Programs Class Report Office, can be found on this page: <https://alumni.harvard.edu/college/class-reports>.

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Contact information for Harvard College Fund Class Officers (for questions about donations or joining the class gift committee) can be found on this page: <https://alumni.harvard.edu/college/college-giving/hcf/about-harvard-college-fund#HCFClassOfficer>.

General Reunion Questions (not class-specific): [CollegeReunions\\_HAA@harvard.edu](mailto:CollegeReunions_HAA@harvard.edu)

General 5<sup>th</sup> Reunion Questions: [5thReunion\\_HAA@harvard.edu](mailto:5thReunion_HAA@harvard.edu)

5<sup>th</sup> Class Report General Inbox: [CRO\\_5thReport@harvard.edu](mailto:CRO_5thReport@harvard.edu)

General 10<sup>th</sup> Reunion Questions: [10thReunion\\_HAA@harvard.edu](mailto:10thReunion_HAA@harvard.edu)

10<sup>th</sup> Class Report General Inbox: [CRO\\_10thReport@harvard.edu](mailto:CRO_10thReport@harvard.edu)

General 15<sup>th</sup> Reunion Questions: [15thReunion\\_HAA@harvard.edu](mailto:15thReunion_HAA@harvard.edu)

15<sup>th</sup> Class Report General Inbox: [CRO\\_15thReport@harvard.edu](mailto:CRO_15thReport@harvard.edu)

General 20<sup>th</sup> Reunion Questions: [20thReunion\\_HAA@harvard.edu](mailto:20thReunion_HAA@harvard.edu)

20<sup>th</sup> Class Report General Inbox: [CRO\\_20thReport@harvard.edu](mailto:CRO_20thReport@harvard.edu)

General 25<sup>th</sup> Reunion Questions: [25thReunion\\_HAA@harvard.edu](mailto:25thReunion_HAA@harvard.edu)

25<sup>th</sup> Class Report General Inbox: [CRO\\_25thReport@harvard.edu](mailto:CRO_25thReport@harvard.edu)

General 30<sup>th</sup> Reunion Questions: [30thReunion\\_HAA@harvard.edu](mailto:30thReunion_HAA@harvard.edu)

30<sup>th</sup> Class Report General Inbox: [CRO\\_30thReport@harvard.edu](mailto:CRO_30thReport@harvard.edu)

General 35<sup>th</sup> Reunion Questions: [35thReunion\\_HAA@harvard.edu](mailto:35thReunion_HAA@harvard.edu)

35<sup>th</sup> Class Report General Inbox: [CRO\\_35thReport@harvard.edu](mailto:CRO_35thReport@harvard.edu)

General 40<sup>th</sup> Reunion Questions: [40thReunion\\_HAA@harvard.edu](mailto:40thReunion_HAA@harvard.edu)

40<sup>th</sup> Class Report General Inbox: [CRO\\_40thReport@harvard.edu](mailto:CRO_40thReport@harvard.edu)

General 45<sup>th</sup> Reunion Questions: [45thReunion\\_HAA@harvard.edu](mailto:45thReunion_HAA@harvard.edu)

45<sup>th</sup> Class Report General Inbox: [CRO\\_45thReport@harvard.edu](mailto:CRO_45thReport@harvard.edu)

General 50<sup>th</sup> Reunion Questions: [50thReunion\\_HAA@harvard.edu](mailto:50thReunion_HAA@harvard.edu)

50<sup>th</sup> Class Report General Inbox: [CRO\\_50thReport@harvard.edu](mailto:CRO_50thReport@harvard.edu)

General 55<sup>th</sup> Reunion Questions: [55thReunion\\_HAA@harvard.edu](mailto:55thReunion_HAA@harvard.edu)

55<sup>th</sup> Class Report General Inbox: [CRO\\_55thReport@harvard.edu](mailto:CRO_55thReport@harvard.edu)

General 60<sup>th</sup> Reunion Questions: [60thReunion\\_HAA@harvard.edu](mailto:60thReunion_HAA@harvard.edu)

60<sup>th</sup> Class Report General Inbox: [CRO\\_60thReport@harvard.edu](mailto:CRO_60thReport@harvard.edu)

General 65<sup>th</sup> Reunion Questions: [65thReunion\\_HAA@harvard.edu](mailto:65thReunion_HAA@harvard.edu)

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General 70<sup>th</sup> Reunion Questions: [70thReunion\\_HAA@harvard.edu](mailto:70thReunion_HAA@harvard.edu)

70<sup>th</sup> Class Report General Inbox: [CRO\\_70thReport@harvard.edu](mailto:CRO_70thReport@harvard.edu)

Thank you for your service as a reunion volunteer leader and for all you are doing to support your classmates. We are excited to continue our partnership with you and your classmates as you move into your reunion year, and we are continually grateful for your energy, enthusiasm, and dedication.