

**GILMOUR ACADEMY
REUNION
VOLUNTEER
HANDBOOK
2019**



GILMOUR ACADEMY

REUNION VOLUNTEER HANDBOOK 2018-19

Dear Volunteer,

Thank you for volunteering to serve on your Reunion Committee! An energetic and enthusiastic committee is the key to a successful Reunion Weekend. Reunions are a time for alumni to celebrate their place in Gilmour's history, reflect on what the school meant to them and reconnect with classmates. This year we are celebrating the graduating classes that end in "4" or "9".

You have an important job ahead: encouraging your classmates to attend Reunion Weekend and encouraging their support for the Annual Fund for Gilmour. The goal is to have every classmate contacted by a reunion volunteer. Conversations, personalized letters, emails and social networking, are the most effective means of promoting your reunion and keeping your classmates connected and engaged with Gilmour.

You join an elite group of fellow alumni who make a difference by supporting the Academy with their time, talent, and treasure. Your efforts will ensure that your reunion will be a successful and memorable experience for all.

Thank you again for your commitment to Gilmour Academy!



Staff Contacts

The Gilmour Academy Office of Institutional Advancement is dedicated to working closely with you to support you in your efforts. Please don't hesitate to call us to ask questions, share ideas, or let us know how we can assist you. We look forward to helping you in the following ways:

- Identify and recruit key committee volunteers
- Provide the reunion committee with clear expectations (as listed below)
- Provide the reunion committee with the appropriate timeline for volunteer activities
- Provide training and resources to the committee
- Schedule and administer committee conference calls or meetings
- Provide a list of classmates and contact information
- Be accessible for volunteers and provide overall support
- Solicit key individuals for reunion class gifts

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The Role of Reunion Committee Volunteers

Every June the Academy plans a wide array of events and activities for your Reunion Weekend. Gilmour alumni will return home to relive some of their fondest memories, rekindle friendships with classmates and faculty and reconnect to their school.

We create opportunities for you and your classmates to come together and engage with one another and the school. Your role is to raise awareness and generate excitement so your classmates attend. Here is what you can do:

- **Participate** on committee conference calls
- **Lead** by example - make your own to The Annual Fund for Gilmour & register for Reunion Weekend
- **Suggest** and recruit other committee members
- **Contact** 10-20 classmates to encourage Reunion attendance
- **Help** write letter to encourage attendance and support their alma mater through donating to The Annual Fund for Gilmour
- **Ask** classmates to support Gilmour with a special gift to The Annual Fund for Gilmour in honor of your reunion
- **Engage** classmates through social media, letters, emails, and personal outreach
- **Update** class records with current contact information obtained through personal outreach, social media and other appropriate methods
- **Thank** classmates for their gifts and support
- **Have fun!**



REUNION PLANNING CALENDAR

2019

The timetable below is a guideline for planning a successful reunion. Members of the Advancement Office will lead this process and support all reunion volunteers in their responsibilities.

February-March

- Advancement Office
 - Volunteer recruitment
 - Coordinate first conference call
 - Mail out "Save the Date" to Reunion Celebrants
 - Email out "Save the Date" to Reunion Celebrants
 - Registration is live online

- Committee Members
 - Participate in first conference call with Advancement Office and begin social planning
 - Select 10-20 classmates (depending on committee size) you would like to contact
 - Assist in writing the reunion e-mail or letter to class, encouraging classmates to attend

April

- Advancement Office
 - Formal invitation mailed to Reunion celebrants.

- Committee Members
 - Register for Reunion Weekend
 - Continue outreach to assigned classmates (message: follow up on invitation and solicitation letters)
 - Finalize any class-specific plans for weekend

May

- Advancement Office
 - Final Letter & email to Reunion Celebrants for reunion attendance and registration
 - Update Facebook, website
 - Follow up on outstanding gifts

- Committee Members
 - Final push for reunion attendance and registration

May 31-June 1, 2019: Reunion Weekend

- Enjoy the weekend!

Reunion Weekend Overview

Reunion Weekend 2019 will take place Friday May 31 and Saturday June 1. It kicks off on Friday evening with the all-class Gilmour Fun Fest, which will include barbecue stations, a beer and wine garden, a live band, kids fun zone and Fireworks Show. All classes and their families are invited to this fun celebration. The celebration continues through the weekend with a Golden Lancer Breakfast, alumni games and school tours. The Alumni Reunion mass will be held in Our Lady Chapel at 5pm. The Saturday night program includes a formal cocktail reception, roving dinner and wine pairing stations, class pictures and music for classes in "4" and "9". Complimentary childcare is provided on Saturday evening.

Weekend Schedule

FRIDAY EVENING, MAY 31

Gilmour Fun Fest –

6:30 – 10pm

All alumni from '50-'14 and their families are welcome.

- Barbecue Stations
- Beer/wine garden
- Live band
- Lancer Wear Tent
- Kids Fun Zone and Pool Party
- Food Trucks
- Fireworks Show

SATURDAY, JUNE 1: 10 A.M. – 2 P.M.

10 -11am – Golden Lancer Breakfast for the Class of 1969

11:30 a.m. – 2 p.m., Hockey and Basketball alumni games; Baseball and Lacrosse games
Grill Station outside of athletic center for alumni – School Tours available

SATURDAY EVENING

All reunion classes ending in "4" or "9". Spouses and guests invited.

5 p.m., Alumni Reunion Mass, Our Lady Chapel

6:00 p.m. – 7:00 p.m., Head of School Reception, Athletic Center

7:00 – 10:00 p.m., Roving Dinner party with wine/beer pairings, Athletic Center



Reunion Giving: Supporting The Gilmour Fund

What is Reunion Giving?

Celebrating a milestone reunion is an opportunity to reconnect with classmates and return to campus. It also provides an opportunity for increased financial support by strengthening individual and class ties to the Academy. Your contact with classmates will inspire many to make financial contributions to support the school. Reunion classes provide a significant portion of the philanthropic dollars we raise each year for The Gilmour Fund.

We have established dollar goals for each class that take into consideration your stage in life and class giving history. Class goals should be an increase over recent totals, as Reunion alumni are asked to increase their gift in honor of this milestone year. All gifts must be received by June 30, 2019 to count in your class' Reunion Gift.

What is the Gilmour Fund?

The Gilmour Fund provides critical resources each year to help sustain all areas of the School including academic programming, financial aid, and building operations and faculty salaries. The Gilmour Fund is used to attract and retain distinguished faculty, provide state-of-the-art technology and continue excellent academic and extracurricular programs. **This year our goal for the Gilmour Fund is \$1,000,000.**

Does My Gift Make a Difference?

Every gift to the Gilmour Fund - no matter what size - helps make a difference. We are fortunate that thousands of people, including Gilmour trustees, alumni, parents, past parents, grandparents, and friends of Gilmour, contribute annually to the school. When combined, all of these donations have a tremendous, and crucial, impact on the school. In addition, your enthusiastic participation encourages others to give as well. As more people participate in The Annual Fund for Gilmour, we increase the likelihood that Gilmour Academy will accomplish its goals, boost its academic reputation, and attract and retain the best students and faculty.

What If I Can't Make a Large Donation?

Participation is also important! While we ask that alumni make a special "stretch" gift in honor of their Reunion year, we understand that every family's financial situation and responsibilities are different. We simply ask that you make a gift of any size in support of the Academy. A high participation giving rate signals alumni satisfaction with your alma mater and is a visible vote of confidence in the value of a Gilmour education. In addition, a strong alumni participation rate can influence how others view the Academy and have a positive effect on our ability to secure grants from corporations and foundations.

How Do I Make A Gift?

Our fiscal year lasts from July 1, 2018 – June 30, 2019. All gifts must be received by June 30, 2019 to receive credit for this Reunion and for this fiscal year. All gifts will be acknowledged with a letter and a receipt and will be listed with the donor's name in the 2018/2019 Honor Roll of Donors.

You and your classmates can make a gift to The Gilmour Fund in the following ways:

- Online: At gilmour.org/giving. Visa, MasterCard, American Express and Discover are accepted.
- By Phone: Call the Advancement Office at 440.473.8091 and pay by credit card.
- By Mail: Checks should be made payable to Gilmour Academy and mailed to:

Advancement Office
Gilmour Academy
34001 Cedar Road
Gates Mills, OH 44040

- By Stock/Wire Transfer: Please contact the Advancement Office for our stock transfer information or blanchfielde@gilmour.org or 440-473-8091.

Giving Levels and Societies

BLUE & GRAY SOCIETY

Membership in the Blue & Gray Society is extended to all donors who make a gift of \$2,000 or more. These leadership donors are dedicated to ensuring the "Gilmour experience" for current and future Gilmour students.

Blue & Gray Society Giving Levels

Headmaster's Cabinet: \$25,000 & above

Founder: \$10,000 – \$24,999

Guardian: \$5,000 – \$9,999

Member: \$2,000 – \$4,999



Reunion Challenge Cups

We have instituted a new Reunion Class challenge since your last reunion! All Gilmour and Glen Oak milestone reunion class years ending in “4” or “9” are invited to participate and are competing for three prizes:

- The Reunion Cup – recognizes the class with the greatest percentage of alumni who attend Reunion 2019.
- The Head of School Cup – recognizes the class with the greatest percentage of donors to The Gilmour Fund.
- The Blue & Gray Cup – recognizes the class with the largest reunion gift total to The Gilmour Fund.

The Reunion Cup will be presented to the winning class at the Saturday evening dinner. The winners of the Head of School Cup and Blue & Gray Cup will be announced after the close of the fiscal year on June 30, 2019.

