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Welcome to Reunion Planning!

Reunion Weekend is a wonderful opportunity for alumni to come together – to reconnect with old friends, make new ones, and to see Skidmore today. Whether you graduated five or 50 years ago, you spent some of the most critical years of your life at Skidmore – years that formed and inform the person you are today. There's no doubt that many of us met some of our best friends at the College – and Reunion is a fantastic chance to see them as well as reaffirm our loyalty and interest to Skidmore's continued growth and progress.

Each year, more and more alumni return to Skidmore for a weekend with classmates at the College. In 2014, more than 707 alumni returned – an impressive turnout for a fun-filled weekend! Skidmore plans a comprehensive program of events and gatherings that give returning alumni the chance to catch up with classmates and to learn more about the College through presentations by faculty, tours of campus buildings, and conversations with members of the Alumni Board of Directors. In addition, each class plans discussions, activities, and social gatherings that are geared to their own Skidmore experience.

Reunions also provide an opportunity to show your appreciation for the experiences you had at Skidmore and to help make those experiences available to current and future students. Many alumni reaffirm their loyalty to Skidmore by making larger-than-usual gifts to the Skidmore Fund, and classmates who have never given or give infrequently, will often participate as part of the celebration. As a result, classes celebrating a Reunion typically make a gift to the Skidmore Fund that is two to three times greater than a non-Reunion year class gift. In addition, classmates make gifts in support of other projects at the College. In 2013-2014, Reunion classes contributed over \$7 million including more than \$1.4 million for the Skidmore Fund.

There are three key elements to any successful Reunion – a well-planned, fun, and engaging schedule of gatherings and events, a large group of classmates in attendance, and a successful Reunion giving campaign. During this year of planning, your Reunion Committee will work with a team of Skidmore staff members who are assigned to your class to help you plan the most successful and enjoyable Reunion weekend possible. At the summer planning meeting, we will make many of the key decisions that will then be implemented throughout the year. We will all keep in touch through conference calls, an e-mail list serve, and possibly another in-person meeting during the year. We ask all members of the Reunion Committee to participate as fully as they can – and support the efforts of both the Reunion programming and fundraising volunteers. This ensures a successful outcome!

THE REUNION COMMITTEE

The Reunion Committee is organized with two tasks in mind: Reunion Program Planning and Reunion Fundraising. Below is a chart explaining the organization of class volunteers.

Class President		
Reunion Chair	Class Secretary	Fund Chair & FOP Chair
Class Historian		Matching Gifts Chair
Dinner Chairs		Class Agents
Nursing Chair		Gift Planning Chair
Hospitality Chair		
Social Media Chair		

SUGGESTED PROCEDURES FOR MEMBERS OF THE REUNION PLANNING COMMITTEE

Reunion Chair

Responsibilities: Oversee the planning process of the Reunion Planning Committee, write letters updating the class on Reunion, reach out to classmates to encourage attendance while ensuring all Reunion Committee members do the same, and act as main contact between the Office of Alumni Affairs and College Events and the Committee.

The Reunion Chair coordinates the planning of class activities for Reunion Weekend. As the key contact between the class committee and the Office of Alumni Affairs and College Events staff, the primary responsibility of the Reunion Chair is to **keep the committee on schedule by referring to the Planning Schedule (see pg. 15)**. Since each of the Alumni Affairs and College Events staff works with several reunion classes, it is critical that the Reunion Chair assist in making sure that letters are being composed, classmates are being contacted and deadlines are being met.

The Reunion Chair is crucial in helping to make decisions on programming elements for Reunion Weekend in conjunction with the committee and the Office of Alumni Affairs and College Events staff. Keep in mind that decisions on activities should be made with the total cost to classmates in mind. A successful reunion is one that offers activities for everyone.

The first priority of the Reunion Chair should be the creation of a planning committee. In addition to calling friends, another good way to solicit committee members is through a letter invitation. Your goal is to recruit a committee that represents as many different groups as possible. The Office of Alumni Affairs and College Events will do all the printing, stuffing, and

mailing. You only need to provide the text for the letter. It can be mailed or emailed to the Office by the dates indicated on the Planning Calendar.

Following the planning weekend, the Reunion Chair must coordinate with other committee members and members of the Skidmore staff to compile the joint reunion newsletter to be mailed by early September. The Reunion Chair will be responsible for authoring several other communications throughout the coming year.

If they choose, the Reunion Chair may set up a class Facebook page in conjunction with other committee members. All members of the committee are encouraged to utilize the Facebook page and build enthusiasm for Reunion Weekend. A Social Media Chair (see page 14) may be a helpful addition to the committee.

Class Historian

Responsibilities: Prepare a class history booklet for distribution to classmates at Reunion Weekend.

Procedure

Solicit classmates for information using a questionnaire and/or survey. Receive responses from classmates and compile into a booklet. Send booklet, preferably electronically, to staff contact for on-campus reproduction. Histories will be printed on-campus by Skidmore's Office Services. Please contact the Office of Alumni Affairs and College Events for more information.

Questionnaire

Design a questionnaire to be mailed to classmates in early November before the holiday rush. Try to limit your questionnaire to no more than two pages so they can be reproduced front and back. Test your questionnaire on a few classmates before the final draft to be sure your questions are clear. Be sure to include a return deadline on the questionnaire.

Prepare a cover letter with your questionnaire encouraging classmates to fill it out and requesting that they return the completed questionnaire to you. The office can post questionnaires to the class website, accompanied by instructions for classmates to email completed documents to the class historian. Questionnaires can also be collected online using the College's Survey Monkey account. Please contact the Office of Alumni Affairs and College Events for more information.

Booklet

Questionnaires returned on paper may be reproduced "as is" into the class history booklet. Print the questionnaires front and back to save on paper and printing costs. If you choose this method for your history, classmates should type, print, or write legibly. You may prefer to retype the questionnaire information into a standard format that is easier to read than your classmates' handwriting. Whichever method you choose, arrange classmate information alphabetically by maiden name.

Design a cover for your class history. You may use a design of your choice as well as the Skidmore wordmark which may be obtained from the Office of Alumni Affairs and College Events.

You may also include photos of classmates in the history. Allow a space on each questionnaire for a photo or include a photo album section after the questionnaires. If you do not have a digital version of your picture, please scan it. JPG files are the preferred format for digital pictures. Also, a large number of photos (especially color photos) will increase the cost of your booklet. If you receive hard copies of photos, please request that classmates clearly label the back of their photos with name and address so that you can return them if they so desire.

Many Historians are choosing to compile the completed history electronically and submit it for reproduction as a PDF file. This is the easiest medium for the printers and may be an option you'd like to consider.

You may also wish to include a list of deceased classmates and a list of classmates with relatives who are also Skidmore graduates. The Office can provide this information upon request.

Booklet Alternatives

Some Class Historians have chosen to omit a printed booklet altogether and have opted to post the completed History online via the Class website hosted by Skidmore.

There is also an option of compiling the Class History electronically and saving it to a flash drive or disk to be incorporated and budgeted into the Class Favor.

Printing

The preferred method for reproducing the History is to work with your staff liaison in the Office of Alumni Affairs and College Events to facilitate printing of your Class History through Office Services, the College's copy and printing center. Order the appropriate number of histories (the Office of Alumni Affairs and College Events will let you know the figures). Printing prices vary based on type of paper, typesetting, cover artwork, method of binding, and number of photos.

Please consult your Alumni Affairs staff contact for further details. If you choose to have the Histories reproduced at Skidmore, it must be submitted with a master copy (preferably electronic) to be reproduced 'as is.' The booklets will be compiled exactly as they are received by the College. If you would like to include photos, they will need to be scanned and printed ahead of time. The College will not copy any loose photos. A cover design must also be provided.

It is easiest for the printer if the entire History is compiled electronically and submitted on a disk or via email as a single document.

Please keep in mind that color printing is very expensive. If you choose to include photos in the Class History and would like them printed in color, we recommend that you designate a few pages in the History as a photo collage so that only those select pages need to be printed in color.

Schedule (for 2014/2015)

Please refer to the suggested **Reunion Volunteer Planning Schedule on page 14.**

After Reunion Weekend

Surplus class history booklets and class favors will be stored in the Office of Alumni Affairs and College Events and will be available for purchase for one year after Reunion. Classmates who did not attend Reunion Weekend may purchase them from the Office. Information may be included in a post-reunion letter, sent out by postcard, and/or included in the Class Notes section of Scope.

Class History Sample Questions and Topics

- Education after Skidmore:
- Occupation/Retirement Plans:
- Family Members:
 - What else is wandering around your house?
- Hobbies, travels:
- If I won the Lottery, I would. . .
- My proudest achievement is:
- My biggest achievement is:
- What is your fondest memory of Skidmore?
- Do you still save quarters for laundry?
- What would you do differently at Skidmore if you could?
- What assets did you gain from Skidmore?
- What is your wish for the future?
- Skidmore classmates I keep in touch with:
- Message to classmates:

Thursday / Friday Dinner Chair

Responsibilities: Coordinate the planning of the class dinners. This includes selecting a location on or off campus in consultation with the Alumni Affairs Office and decorating the dinner site.

Off Campus Options

If your class decides to have an off-campus dinner on the Thursday or Friday night of Reunion, you may want a chairperson to be in charge of the event.

In conjunction with the Office of Alumni Affairs and College Events:

1. Reserve a restaurant or caterer the preceding fall.
2. Base your expected head count on the reunion **Attendance Chart Snapshot (see page 32)**. Expect half of your classmates to bring a guest.
3. Ask the restaurant to draw up a contract between the restaurant and Skidmore College. Make sure it includes a date, time, guaranteed number of people and when the final count is due, menu selection, cost per person, and method and date of payment. If a deposit is required, the College will advance it on behalf of the chairperson. A tax exempt form will be supplied by the College.
4. Items such as floral arrangements, entertainment, and site rentals should also have contracts. To figure cost per person, divide the total amount due by your number of expected guests.
5. The Reunion registration form will list the restaurant, price, and deadline.

6. Contact the restaurant a week prior to your dinner with the number of reservations and meal choices. Keep them updated on changes.
7. Have a list of classmates who have reserved and paid for dinner at the restaurant on the evening of the dinner. Any “walk-ins” should be seated at the management's discretion and should pay the restaurant directly.

Please note: This role can also be filled by the Reunion Chair(s) or an overall Dinner Chair.

Area Restaurants & Halls Able to Handle Large Groups:

Longfellows	(518) 587-0108	200 capacity
Wishing Well	(518) 584-7640	150 capacity
Panza's on the Green	(518) 226-0777	140 capacity
Saratoga Polo Association	(518) 584-8108	125 (cocktail) / 85 (seated) capacity
Inn at Saratoga – Courtyard	(518) 583-1890	125 capacity
Inn at Saratoga – Ballroom	(518) 583-1890	100-110 capacity
City Tavern (Third Floor)	(518) 581-3230	100 capacity
Lillian's	(518) 587-7766	100 capacity
Saratoga Golf and Polo Club	(518) 584-8121	140 capacity
Prime at Saratoga National	(518) 583-4653	100 capacity
Sperry's Restaurant	(518) 584-9618	75 capacity
Jacob and Anthony's	(518) 871-1600	60-80 capacity
Olde Bryan Inn	(518) 587-2990	50-55 capacity
Bailey's Cafe	(518) 583-6060	50 capacity
Crowne Grill – Library	(518) 583-1105	50 (cocktail) / 30 (seated) capacity
Chianti	(518) 580-0025	32 capacity
Circus Cafe	(518) 583-1106	30-40 capacity

Caterers*:

Black Diamond Catering	(518) 581-7450
Lily and the Rose	(518) 587-1953
Longfellows Hotel and Conference Center	(518) 587-0108
Panza's	(518) 584-6882
Putnam Market	(518) 587-3663
Washington Inn	(518) 594-9807

**Off campus venues only*

Saturday Dinner Chair

Responsibilities: Coordinate the planning of the class' Saturday Night dinner. This includes selecting a location on campus in consultation with the Office of Alumni Affairs & College Events and decorating the dinner site.

The Saturday dinner celebration is often the most exciting and memorable time of Reunion. The Saturday Dinner Chair and the Reunion Committee will be responsible for selecting a location on campus in consultation with the Office of Alumni Affairs & College Events, deciding on a theme, delivering a program or announcements, and ultimately choosing decorations.

There are many possible locations for your dinner – on-campus locations are listed on page 26 and are available with preference given to the “milestone” 10th, 25th, 40th, and 50th Reunion Classes and at the discretion of the Office of Alumni Affairs and College Events. Please consider your class size when considering your preferences.

Skidmore's Dining Services caters all on-campus meals. Dining Services will produce both sit-down and buffet dinners with several entree choices, wine, beer and soda, and assorted desserts (approx. \$50.00 per person food costs plus the cost of alcohol, approximately \$5.00 per beverage). Some choices are dictated by the location of the dinner and the overall menu plan for Reunion Weekend. Special requests should be discussed with the staff members assigned to your class.

Decorations and entertainment can set the tone of the evening. Decorations can vary depending on the location, theme (if any), and the tastes of the class. The Office of Alumni Affairs & College Events can assist you with the selection of centerpieces. Please call the Alumni Office for guidance. Note: the cost of decorations and entertainment should be figured into the overall cost of the dinner.

The announcement of the new Class Officers typically takes place at the Saturday night dinner, so the Saturday Dinner Chair should coordinate with out-going Class Officers and the Reunion Chair to arrange for this programming element.

Please note: This role can also be filled by the Reunion Chair(s) or an overall Dinner Chair.

Hospitality Chair

Responsibilities: Create a welcoming and festive atmosphere for the class hospitality suite within the class dorm. In some cases, the Hospitality Chair will possess the key to the suite.

Organizing a welcoming committee

No one likes to find an empty residence hall upon arrival. Plan to arrive early to decorate and prepare for the arrival of your classmates. Each class has a welcoming table in their dorm headquarters. After registering at Case Desk, alumni are sent to their class headquarters where they are greeted by a classmate.

Organizing party needs

The Hospitality Chair is also in charge of organizing party needs for the residence hall. The Hospitality Suites are a wonderful opportunity for everyone to gather for casual conversation. Ice, cups, plates and napkins are provided to the class free of charge and will be delivered to class headquarters on Friday and Saturday. Milestone and post-50th classes will also receive a welcome basket. **Please coordinate with your fellow classmates and committee members and encourage them to contribute additional refreshments to the Hospitality Suite** as hospitality suites are B.Y.O.B. and expenses are not reimbursable.

Nursing Chair

Responsibilities: Work with the Office of Alumni Affairs and College Events on the planning process of Nursing major activities over Reunion Weekend, write letters updating class Nursing majors on Reunion and act as main contact between the Office of Alumni Affairs and College Events and the class nursing majors.

Selected by the Reunion committee in consultation with the Alumni Affairs and College Events staff, the Nursing Chair provides input on activities for Nursing majors over Reunion Weekend. In addition, this person reaches out to other Nursing majors in their class to inform them of activities specific to Nursing majors and encourages their attendance at Reunion. This person may choose to write letters, send emails or make phone calls to Nursing majors in their class.

Fund Chair

The Skidmore Fund relies on the yearly volunteer support of dedicated alumni. Volunteers assist the College by making personal contacts to educate fellow alumni about the importance of giving and soliciting them for gifts. The Class Fund Chairs are also responsible for recruiting, motivating, and soliciting class agents as well as writing 3-4 class appeal letters per year.

Responsibilities

- Make a gift or pledge to the Skidmore Fund by December 31, and fulfill your pledge by May 31.
- Identify, recruit, and help to educate, solicit, and steward Class Agents.
- In collaboration with Skidmore Fund staff, the FOP Chair, and Class Agents, establish annual class goals and develop strategies for achieving those goals.
- Author class fundraising letters for the fall and spring semesters.
- In conjunction with Skidmore Fund staff, select 8-10 classmates to solicit, preferably in person or by phone. (Note: e-mail, social media, and text messaging are options). Multiple attempts through various channels may be necessary to contact your assigned classmates. (In general, three attempts are sufficient, even if contact is not made.) A successful contact may not always generate a gift but will create goodwill for the College.

- Plan your outreach during specified class agent solicitation periods. (Note: In general, there are 1-2 cycles in the fall and spring, each lasting 2-3 weeks.)
- Report progress by specified deadlines to Skidmore Fund staff through the online fundraising tool, e-mail, or phone.
- Follow-up with all Class Agents on the progress of their outreach, motivating as necessary, and report to Skidmore Fund staff.
- Participate in scheduled conference calls and training webinars with other volunteers and staff.
- Thank all volunteers and donors with whom you have worked.

Time Commitment

Average three to five hours per month from September through May.

Friends of the Presidents Chair

The Skidmore Fund relies on the yearly volunteer support of dedicated alumni. Volunteers assist the College by making personal contacts to educate fellow alumni about the importance of giving and soliciting them for gifts. Friends of the Presidents (FOP) Chairs are responsible for soliciting FOP level gifts from classmates, thanking alumni who make leadership gifts, and writing 3-4 class FOP appeal letters per fiscal year as needed.

Responsibilities

- Make an FOP level gift pledge by December 31, and fulfill your pledge by May 31.
- In collaboration with the Skidmore Fund staff, establish annual class FOP dollar and donor goals, and develop strategies for achieving those goals.
- Author class FOP fundraising letters for the fall and spring semesters.
- In conjunction with Skidmore Fund staff, select 8-10 FOP prospects to solicit, preferably in person or by phone. A successful contact may not always generate an FOP gift, but always strive to secure a gift. (Note: Your solicitation schedule may be ongoing as opposed to the Fund Chairs and Class Agents who will make their solicitations during specified times.)
- Report progress by specified deadlines to Skidmore Fund staff through the online fundraising tool, e-mail, or phone.
- Participate in scheduled conference calls and training webinars with other volunteers and staff.
- Thank your assigned donors.

Time Commitment

Average three to five hours per month from September through May.

Class Agent

The Skidmore Fund relies on the yearly volunteer support of dedicated alumni. Volunteers assist the College by making personal contacts to educate fellow alumni about the importance of giving and soliciting them for gifts.

Responsibilities

- Make a gift or pledge to the Skidmore Fund by December 31, and fulfill the pledge by May 31.
- In conjunction with Skidmore Fund staff, select 8-10 classmates to solicit, preferably in person or by phone. (Note: e-mail, social media, and text messaging are options). Multiple attempts through various channels may be necessary to contact your assigned classmates. (In general, three attempts are sufficient even if contact is not made.) A successful contact may not always generate a gift but will create goodwill for the College.
- Plan your outreach during specified class agent solicitation periods. (Note: In general, there are 1-2 cycles in the fall and spring, each lasting 2-3 weeks.)
- Report progress by specified deadlines to Skidmore Fund staff through the online fundraising tool, e-mail, or phone.
- Thank and acknowledge classmates who make Skidmore Fund gifts.
- Participate in scheduled conference calls and training webinars with other volunteers and staff.

Time Commitment

Average two to four hours per month from September through May.

Matching Gifts Chair

Many companies sponsor matching gift programs and will match charitable contributions made by their employees. Some companies also match gifts made by retirees and/or spouses.

Most companies with a matching gift program match dollar for dollar; some will double or triple match donors' gifts. Matching gifts are directed to the same designation as your gift unless company policy dictates otherwise.

Responsibilities

- Make a gift to Skidmore College and secure matching gift funds through your employer
- Serve as a representative of the Skidmore Fund to classmates
- Work in conjunction with other lead volunteers, especially the Fund Chair and the Friends of the Presidents Chair, to secure matching gifts from classmates
- Consult with Skidmore Fund staff members and members of Skidmore's Advancement team with responsibilities pertaining to matching gifts
- Help to set and achieve ambitious fundraising goals for class
- Write targeted fundraising appeals to classmates eligible for matching gifts

- Encourage and secure Skidmore Fund gifts and matches by telephone or personally from proven and potential donors in your class in Reunion years
- Thank and acknowledge alumni who make gifts to the Skidmore Fund and secure matches
- Follow-up with those who have not fulfilled pledges or have not completed matching gift paperwork

Time Commitment

Average one to three hours per month from September through May.

Social Media Chair

Do you tweet and use Facebook every day? Do you take pride in your Alma Mater? If your answer to these questions is yes, then you are exactly what who we're looking for! Skidmore College is seeking highly motivated individuals who have a great passion for social networking, spreading the word, and making new connections.

Requirements

Must be active on at least two social media platforms (a combination on Twitter, Facebook and Instagram is preferred)

- Must have basic knowledge of privacy settings
- Strong commitment to ethics, honesty, and integrity in conducting business
- Home-based, with quarterly (more frequent when necessary) check-ins with Social Media liaison
- Supply Social Media Liaison with your social media links (ex. Twitter handle, Facebook profile, Instagram handle)

Responsibilities

- Promote Skidmore College when applicable in personal social media accounts using #Skidmore and #Skid4Life as well as other social campaigns, competitions and contests (i.e. Reunion, giving challenges, etc.). Promotional content will be provided by Social Media Liaison Daniella Nordin.
- Participate in regular meetings for updates
- Assist in growing Skidmore's presence on Internet based social communities (i.e. Facebook, Twitter, LinkedIn, Instagram)
- Post two to five Skidmore-related updates/messages on all channels every month
- Analyze similar institution's social media presence/strategies
- Identify threats and opportunities in user generated content surrounding our brand, and report to Skidmore Social Media Liaison

Time Commitment

- Varies based on number of upcoming events or relevant news which needs to be promoted. (Typically less than two hours per month.) Flexibility to work increased hours around peak events.

Contact Daniella Nordin at dnordin@skidmore.edu to be considered for a position.

SUGGESTED REUNION VOLUNTEER PLANNING SCHEDULE FOR REUNION 2015

** PLEASE NOTE: This is a suggested schedule, and a more detailed schedule will be determined between the committee and staff members.

JULY 2014

- Summer Reunion Planning at Skidmore
- Jolly-up postcards sent by class members who attended Reunion Planning

AUGUST / SEPTEMBER

- Reunion Fund Chair/FOP Chair letters due to the Skidmore Fund Office (on a per class basis) to be mailed by September 30.
- **SEPTEMBER 6:** Reunion 2015 postcard mailing #1 from the Office of Alumni Affairs and College Events (first in a series of 2)
- **SEPTEMBER 14:** Combined Reunion Programming / Fundraising newsletter completed and mailed by Alumni Affairs and College Events Office (from Reunion Chair / Fund Chair / Reunion Committee)
- **SEPTEMBER 29:** Reunion Class Agent assignments completed

OCTOBER

- Class Agents call assigned classmates (October & November)

NOVEMBER

- Holiday Greeting letter/e-mail (optional) due to The Office of Alumni Affairs and College Events – to be mailed/sent by December 5th
- Class Historian Letter and Questionnaire due to Alumni Affairs and College Events Office – to be mailed with the Class Directory

DECEMBER

- Program Letter due to The Office of Alumni Affairs and College Events (from Reunion Chair/Reunion Committee) – to be mailed by January 9th
- Class specific fundraising e-mails (if needed)
- Calendar Year End Skidmore Fund E-mail Solicitation

JANUARY 2014

- Fund Chair / FOP Chair letters due to the Skidmore Fund Office (on a per class basis) to be mailed by February 15.
- **JANUARY 6**
 - Reunion 2014 video email from the Office of Alumni Affairs and College Events
 - Class History Reminder Letter/E-mail due to the Office of Alumni Affairs and College Events – to be mailed/sent by January 26th
- **JANUARY 16:** Final program information due to the Office of Alumni Affairs and College Events for reunion brochure printing

FEBRUARY

- **FEBRUARY 2:** All class expenses submitted to the Office of Alumni Affairs
**** After this date, any expenses not budgeted for cannot be paid for by Skidmore and are the responsibility of alumni**
- Pricing submitted for Reunion Registration Form established by the Alumni Affairs / College Events Office.
- Draft of Reunion Highlights Letter due to the Alumni Affairs / College Events Office – to be mailed by March 6th

MARCH

- **MARCH 13**
 - Reunion Registration Materials Mailed
 - Reunion Teaser Video
 - Class Agents call assigned classmates (March – May)

APRIL

- **APRIL 1**
 - Reunion 2014 postcard mailing #2 from the Alumni Affairs / College Events Office
 - Optional Program Letter due to the Alumni Affairs / College Events Office – to be mailed by April 12th
 - Historian compiles and sends completed class history to the
- **APRIL 17:** Reunion Early Bird Registration Deadline

MAY

- Final Fund Chair / FOP Chair communications (on a per class basis)
- Historian ships Class History to The Office of Alumni Affairs and College Events
- MAY 6
 - Alumni Affairs / College Events sends Reunion 2015 e-mail: Final Push
- MAY 16
 - Reunion Registration Deadline
- **May 28-31 – Reunion Weekend 2015!**

JUNE/JULY

- Class President / Reunion Chair / Fund Chair Reunion follow-up newsletters due – to be mailed by June 30th

OFFICE OF ADVANCEMENT STAFF CONTACTS 2014-2015

Reunion Programming

Michael Sposili Executive Director, Alumni Affairs & College Events (518) 580-5610/ e-mail: msposili@skidmore.edu	1960, 1965
Megan Mercier Associate Director, Alumni Affairs & College Events (518) 580-5613/ e-mail: mmercier@skidmore.edu	1970, 1975, 1980
Janis Petroski Senior Assistant Director, Alumni Affairs & College Events (518) 580-5675/ e-mail: jpetrosk@skidmore.edu	1945, 1950, 1955, 1995
Jessica Cellini Assistant Director, Alumni Affairs & College Events (518) 580-5611/ e-mail: jgiles@skidmore.edu	1985, 2005, 2010
Carissa Miles Assistant Director, Alumni Affairs & College Events (518) 580-5618/ e-mail: cmiles@skidmore.edu	1990, 2000

Reunion Giving

Jennifer Castellani Associate Director, Skidmore Fund (518) 580-5624/ e-mail: jcastell@skidmore.edu	1995, 2000
Jamie Delsoin Senior Director, Skidmore Fund (518) 580-5620/ e-mail: annual.fund@skidmore.edu	1990
Lori Eastman Director of Development (518) 580-5640/ e-mail: leastman@skidmore.edu	1980, 1985
Marny Krause Senior Advancement Gift Officer (518) 580-5640/ e-mail: mkrause@skidmore.edu	1960, 1965
Kara Livingston Assistant Director, Skidmore Fund (518) 580-5620/ e-mail: annual.fund@skidmore.edu	2005, 2010

Paul Mastrodonato Leadership Gift Officer (518) 580-5623/ e-mail: pmastrod@skidmore.edu	1975
Joe Porter Director of Leadership Gifts (518) 580-5656/ e-mail jporter@skidmore.edu	1990
Alyssa Sinclair Associate Director, Skidmore Fund (518) 580-5628/ e-mail: asinclair@skidmore.edu	1950, 1955, 1965
Beth White Principal Gift Officer (518) 580-5644/ e-mail: ewhite@skidmore.edu	1970

Gift Planning

Andy Campbell
Interim Director, Gift Planning
(518) 580-5658/ e-mail: andy.campbell@skidmore.edu

REUNION WEEKEND SCHEDULE

The Alumni Affairs Office plans many activities for reunion classes throughout the weekend. A brief preliminary schedule of general events is listed below. You can also refer to a copy of 2014's Final Schedule which was distributed during Reunion Planning.

All events are subject to change.

THURSDAY

Afternoon: Campus Walking Tours with Students
Evening: Individual and collective class gatherings

FRIDAY

Morning: Mini-college classes
Alumni Speakers Series
Afternoon: Annual Alumni/Guest Golf Outing
Reunion Volunteer Luncheon (by invitation only)
Mini-college classes
Alumni Speakers Series
Campus Tours
Guided bus tour of Saratoga and the old campus
Tours of the Tang Teaching Museum and Art Gallery
Evening: Reunion Art Exhibition Opening
FOP and Legacy Society Reception (by invitation only)
Individual class dinner celebrations

SATURDAY

Morning: Early morning exercise class
Pre-Parade Gathering
Parade of Classes
Alumni Awards & Recognition Ceremony and Class Gift
Presentations
Afternoon: All-College Picnic and Class Pictures
Mini-college classes
Nursing Reception
Guided bus tour of Saratoga and old campus
Evening: Individual Class Dinner Celebrations
(planned by class committees, mostly on campus)
Annual Fireworks over Haupt Pond--Everyone Welcome!
Music & Dancing underneath the tent on Upper South Park

SUNDAY

Morning Alumni Memorial Service

WHAT CAN THE OFFICE OF ALUMNI AFFAIRS & COLLEGE EVENTS DO FOR YOU?

REUNION WEEKEND: The goal of Reunion weekend is to plan a weekend of class-specific activities that will engage and reconnect as many classmates as possible to Skidmore and their class. To that end, the Office of Alumni Affairs & College Events will do the following to help encourage as many classmates to return to campus for Reunion.

Before Reunion Weekend

- Reproduce and mail class letters (note: Alumni Affairs and College Events requires three weeks lead time in order to process the mailing)
- Coordinate blast email messages to class (note: Alumni Affairs and College Events requires two weeks lead time to schedule and process the email)
- Coordinate requests between the class and other Skidmore offices, (e.g. Dining Services, faculty members, sports and recreation center) as well as off campus venues
- Produce and mail Reunion schedule and registration forms
- Reproduce completed Class Histories
- Create and maintain class website, which includes all reunion related information
- Organize class housing in residence halls (no more than 2 weeks prior to Reunion)
- Assign a “class headquarters” in the residence halls
- Coordinate a class speaker with Reunion committee (if applicable)

During Reunion Weekend

- Provide student workers to carry luggage to and from residence halls
- Provide residence hall accommodations for physically-challenged classmates as well as golf cart transportation to campus activities upon request
- Provide staffing assistance at class-specific events
- Deliver ice/cups/napkins and water to residence hall lounges Friday and Saturday afternoon/evening

Reunion Fees

PLEASE NOTE: It is imperative, for budgetary purposes, to have all Reunion fees confirmed by January 31st for inclusion in the registration materials. Costs for the class favor, Class History and any additional expenses (hospitality, etc.) need to be confirmed by this date. **After this date, any expenses not budgeted for cannot be paid for by Skidmore and will be the responsibility of alumni.**

The estimated total cost, per person, for the entire weekend (Thursday afternoon through Sunday breakfast, including registration) will be approximately \$325. This estimate includes registration fees, housing costs and costs of meals. All options may be selected on an a la carte basis. A fee schedule, with prorated costs, will be listed on the Reunion registration form sent in March.

50th and Post-50th Reunion Classes

The 50th Reunion class and all alumnae classes that have celebrated their 50th Reunion will be invited to attend Reunion with a special all-inclusive registration fee. This fee includes all housing and all meals. Guests of these classes are eligible for a similar all-inclusive registration fee. The fee will be based upon the class activities and meals chosen by that class' reunion committee. Alumni and guests must still indicate which events (meals, nights on campus, etc.) they will attend on the registration form. Alumni and guests are still required to pay a fee for the golf outing on Friday, if they choose to play.

Housing

Living arrangements can only be called austere; one of the class mailings should remind classmates that undecorated residence hall rooms are still as plain as that September day when they arrived as first-year students. Spouses, friends, and family are encouraged to stay in the residence halls; however, rooming arrangements are a combination of singles and doubles sharing a bathroom (normally six occupants to a bathroom). Double rooms **DO NOT** contain double beds. Sheets, pillow cases, and towels are provided. There are mirrors in every bathroom, but not in the rooms.

Class assignments to residence halls are made as soon as all class counts are available, with housing preference given to Milestone and post-50th classes. The extra residence hall space available to each class consists of a small living room and kitchen on each floor.

Housing is dependent upon final numbers and class dorm assignments will not be made until 2 weeks prior to Reunion Weekend. **We cannot promise housing in specific dorms. Dorm assignments are based upon housing needs for each class.**

Requests for special accommodations for special access housing (i.e., classmate confined to a wheelchair) should be made directly to The Office of Alumni Affairs and College Events.

Special rooming requests (i.e., with/near whom you would like to be housed) may be made to the Office of Alumni Affairs and College Events at 518-580-5610 after the registration materials are mailed in March. Special housing requests cannot be accommodated after the refund deadline of May 8, 2015.

Transportation

By car: Directions to Saratoga Springs and the College are printed in the Reunion program mailed to your classmates in March. You can encourage classmates to get in touch early and arrange to drive to Reunion together.

Directions: From the Adirondack Northway (Interstate 87), take Exit 14 and proceed west, towards Saratoga Springs, on Union Avenue, passing the old Skidmore campus. Where Union Avenue ends at Circular Street, turn right, then take your first left onto Spring Street. At the traffic light at the top of the hill, turn right onto Broadway. Proceed straight through six traffic lights onto North Broadway, and continue about a mile to the Skidmore campus. The campus entrance is on the left.

By train or air: Please feel free to contact Saratoga Taxi at 518-584-2700 ext. #3 and #4 (Doug) or ext. #5 (Larry) or visit www.saratogataxi.com to arrange for transportation to and from the Rensselaer (Albany) or Saratoga Springs train station or Albany International Airport. Saratoga Taxi, in addition to their discounted rates, will try to group arriving or departing guests to minimize your costs. They do ask for you to furnish them with your estimated arrival date and time, flight number or train number, and cell phone number for locating you. Also, let them know if you wish to be grouped with others who might be arriving around the same time as you. Last, for those travelers who will be stopping en route for connecting flights/trains, please call Saratoga Taxi from your connection to confirm your final arrival time.

Reunion Art Exhibition

Reunion Weekends at Skidmore are traditionally filled with exciting class-oriented events that allow you to reconnect with your Skidmore classmates and make new friends. In addition to class specific offerings during the weekend, the Office of Alumni Affairs and College Events also arrange general events that all guests can enjoy. One special component of the weekend is the **Annual Alumni Art Exhibition at the Tang Teaching Museum and Art Gallery**. This exhibit, displayed in the Payne Room of the museum, includes artwork from artists who are celebrating a reunion. One of the things that makes this event so meaningful is that Skidmore selects 2-3 current working artists in those classes to co-curate the exhibit. A mailing will be sent in January to every alumnus celebrating a Reunion this year. We encourage professional artists and hobbyists alike to submit artwork for consideration. If you have any questions, you may contact Megan Mercier, Associate Director of Alumni Affairs & College Events at 518-580-5610 or mmercier@skidmore.edu.

Skidmore's Reunion Website

Skidmore hosts a comprehensive Reunion website which covers all of the general programming details for the weekend as well as dedicated class pages outlining each class's specific Reunion programming and communications. This site is constantly updated throughout the year and provides:

- General Reunion and campus information
- The latest programming details and changes
- Registration information
- After mid-March, a list of alumni who have registered for Reunion Weekend
- Photos and video of previous Reunions

This is an excellent opportunity for committee members to get involved and work with the Office of Alumni Affairs & College Events to personalize their class' page. There are options for personal notes, class photo galleries and more!

You may visit the Reunion website at www.skidmore.edu/reunion.

Skidmore Connect

Skidmore offers its very own online community called Skidmore Connect. Here, you can find classmates, update your contact info, make a gift or post class notes and photos. Once reunion registration opens in mid-March, you may register online through Skidmore Connect.

You may log in to Skidmore Connect here: www.skidmoreconnect.org. If you need your username and password, contact the Office of Advancement at 800.584.0115.

MISCELLANEOUS INFORMATION

Atrium Café, Murray-Aikins Dining Hall: Juice, soda and snacks available for purchase.

Bar Supplies: The College will supply ice and plastic glasses. Alcohol for the hospitality suites are the responsibility of the alumni.

Beds: All residence halls have twin beds with pillows. The College will supply bed linens; extra pillows and blankets will be available at Case Registration Desk. The College also supplies towels, but not washcloths.

Bulletin Boards: There are bulletin boards located on each residence hall floor... an ideal place to post pictures, letters, etc.

Burgess Café, Case Center: Coffee, juice, water, and snacks are available for purchase.

Campus Tours: Times for tours of the campus will be listed on the final program.

Children: A list of area baby-sitters will be available through The Office of Alumni Affairs and College Events approximately one month prior to Reunion.

Class Pictures: Class pictures will be taken during the Saturday picnic. The 50th reunion class will have their picture taken prior to their Saturday night dinner. Copies can be ordered immediately after the photo shoot. (Approximately two weeks for delivery.)

Golf: An alumni/guest golfing outing is scheduled for Friday afternoon.

Housing: All Reunion attendees are offered housing in campus dorms. Every effort is made to house alumni together by class. Dorms are arranged in a combination of singles and doubles sharing one bath.

Mailings: When planning to send a class letter, please be sure to contact the Office of Alumni Affairs & College Events allowing a minimum of three weeks lead time. Emails will need a minimum of two weeks lead time.

Public Golf Courses:

Saratoga National Golf Club, Union Avenue	(518) 583-4653
Brookhaven Golf Club, Porter Corners	(518) 893-7458
Hiland Golf Club, Queensbury	(518) 761-4653
Saratoga Spa State Park, South Broadway	(518) 584-2006
Airway Meadows Golf Course, Ganesvoort	(518) 792-4144

Registration Desk: Located in Case College Center, it opens at noon on Thursday, with check-out time by 11:00 a.m. on Sunday. The desk is open Thursday until 9:00 p.m., Friday until 11

p.m., and Saturday until 8:00 p.m. Phone: (518) 580-5610. We cannot accommodate early arrivals.

Registration Fee: A registration fee is required of all alumni and guests attending Reunion. Final registration costs can vary between classes and are dependent upon various components of programming for Reunion Weekend as determined by the Reunion Committee and the Office of Alumni Affairs and College Events. These fees are not refundable.

Spa, Case Center: Snacks and refreshments are available for purchase.

Sports Facilities: The Sports and Recreation Center and playing fields are available during the weekend. Alumni and guests will need to present their Reunion lanyard and nametag to gain access to the facilities. Hours will be published in the final program.

Skidmore Shop: The Shop will be open during the weekend, and the hours will be published in the final program.

College Phone Number (518) 580-5000

Case Information Desk (518) 580-5610

**The Case Information Desk serves as "Reunion Central" during Reunion Weekend*

Campus Safety (518) 580-5566 (Non-emergency line: (518) 580-5567)

CAMPUS FACILITIES AVAILABLE REUNION WEEKEND

The following facilities are available on a reservation basis with preference given to the “milestone” 10th, 25th, 40th, and 50th Reunion Classes. Requests should be made to the Office of Alumni Affairs & College Events.

Falstaff’s (student pavilion)

Available all weekend. Catered through the College’s Dining Services.
Capacity: 100

Jonsson Tower Penthouse (unavailable for meals)

Available all weekend. No elevator service to penthouse; no air conditioning; accessible only by stairs.
Capacity: 75

Murray-Aikins Dining Hall, second floor

Available only through consultation with the Office of Alumni Affairs & College Events and Dining Services
Capacity: 250

The Spa (Case Center, 1st floor)

Available only through consultation with the Office of Alumni Affairs & College Events and Dining Services.
Capacity: 225

The Surrey (NOT AVAILABLE FOR REUNION 2015 - Under renovation)

Available only through consultation with the Office of Alumni Affairs & College Events and Dining Services.
Capacity: 64

Tang Teaching Museum and Art Gallery

Available only through consultation with the Office of Alumni Affairs & College Events and Dining Services.
Capacity: 75

Class of 1972 Intercultural Center (Case Center, 2nd floor)

Available only through consultation with the Office of Alumni Affairs & College Events and Dining Services.
Capacity: 30

Colton Alumni Welcome Center (unavailable for meals)

Available only through consultation with the Office of Alumni Affairs & College Events.
Capacity: 20

SAMPLE CLASS LETTERS

Sample Program Letter

December 14, 2012

«ADDRESS_BLOCK»

Dear «SAL»:

Re: May 30 – June 2, 2013 - "From the 60's to Our 60's."

This letter sends greetings of the season and good wishes for the New Year.

You have heard from your 40th Reunion Planning Committee, and from Skidmore, about some great happenings tied in with the Class of '73 reunion. You have seen the reunion newsletter complete with "70s vintage" photos of the Committee members!

The Reunion Planning Committee shaped plans last July and now we are pleased to say that those plans are coming to fruition. Thanks to the efforts of Jenny Pearman Lammer and others, we will have our class dinner on Friday night May 31st, at **Saratoga Polo**, not far from the campus. We hope you will come back and enjoy this special setting with your classmates.

To those of you who have already made your gift to our Reunion effort, I send my thanks. If you have yet to make a gift or pledge, December is a time when many of us consider our giving to charitable organizations. This year I encourage you to include Skidmore on your list, and to be as generous as possible. By now you have heard about the **Friends of the President (FOP) Matching Challenge Grant**. A very generous classmate has allocated \$60,000 to match any FOP gift or pledge made between now and December 31 (that means you can pledge an FOP gift *now* and make the gift *later!*). I urge you to join me and make your FOP pledge of \$2,000 or more by year end so that it will be matched 1:1.

As you reconnect over the holidays, I ask you to consider **reaching out to classmates**. I can attest that it has been extremely gratifying to catch up with classmates and share life changes, challenges, and triumphs. This is a great time to let them know you are thinking of them. I have been consistently reminded of the importance of our Skidmore connection and the power of reaching out. My friends who did not attend Skidmore are very envious of our strong community and our commitment to each other and the school.

With the help of technology, and as a class of accomplished leaders, I am hoping we can reach our attendance goal of 100 from the Class of 1973 returning to Skidmore (May 30-June 2)! That would be a record breaker in many ways! If everyone attempted to **connect with 5 other classmates**, I believe the effects will be phenomenal. As my 95 year old father has professed over the years.....get in touch - you will be so glad you did. Let's get our class Facebook connections fired up! <http://www.facebook.com/groups/305012277726/>. You can also use the enclosed class directory to reconnect with classmates.

So enjoy the best of the holidays and thank you for thinking of Skidmore and the fantastic matching FOP opportunity for 12/31. Thank you for urging your friends to return to see the College and City of Saratoga Springs as well as partake in an exciting reunion program.

Wishing you and your family a wonderful holiday season and I look forward to seeing you in Saratoga!

Anne

Anne Blodget Holberton '73

Sample Historian Cover Letter

January 9, 2014

«MAIL_NAME»
«LINE_1»
«LINE_2»
«LINE_3» «LINE_4»

Dear «SAL»:

The French say, "The more things change, the more they stay the same." Does our class confirm or dispel this proverb? As our 45th Reunion class historian, my questions were inspired by an awareness that the world has changed even more than we ever anticipated in our student days. Typically, as people reach our age, they tend to dwell more on the past. Instead, let us continue our rebellious tradition focusing on what has happened since those years, how it influenced the paths we have taken to the present and how it may affect our futures.

I hope 2014 brings you back to Skidmore to celebrate our 45th Reunion, May 29th - June 1st. Whether or not you have attended past reunions you owe it to yourself to see how Skidmore has been evolving and adapting to change. Reunion is a time to reconnect with old friends and possibly to make new friends as the issues that once separated us into groups no longer apply.

The questionnaire will be collected electronically. You can pick and choose the questions you want to answer but please answer as many as possible, keeping in mind that brevity is the soul of wit.

To respond, visit this link: 

If you would like to share photos you may send them digitally to me with caption information at sdovberg@gmail.com. All responses must be received by February 7, 2014. Please remember to complete the questionnaire even if you may not be able to attend reunion. Your classmates and I are looking forward to hearing from you.

Sandy

Sandy Smith Dovberg,
Historian, Class of '69

Sample Holiday Greeting

December 1, 2011

«mail_name»
«street1»
«street2»
«city», «state_code» «zipcode»

Dear «sal»,

Season's greetings! I wish you and your family a happy and healthy holiday season and 2012. I can't wait to see you at reunion, May 31 - June 3, 2012.

I'm attempting to mix things up by employing a different format throughout most of the balance of this letter. Please let me know if you like it. Here we go...

If you've been unable to attend a reunion, or it's been awhile, I urge you to come back...It promises to be an enjoyable experience reacquainting yourself with old friends, and perhaps even making some new ones.

Had a great time at reunion planning this summer...Great interaction and fun among the group bodes well for the actual event itself...Campus is beautiful...A few of us took a "self-guided" tour of the Zankel music building...Very impressive and adds a lot to campus...It now goes by another name, but had a nice dinner at Caunterbury's Saturday night of reunion planning weekend...Looks much the same, with the various rooms and indoor "lake" intact...Personal favorite Beef Wellington not on the pre-selected dinner menu...Maybe next time...Based on the small sample of the reunion planning committee, the ladies are aging more gracefully than the guys!...That's OK!

Gratifying response to the reunion reminder postcards...Several classmates have already enthusiastically contacted planning committee members...Apologies to those who received a postcard signed by yours truly...The years haven't improved my handwriting one bit...Enjoyed rooming once again with freshman year roommate Ken Zeitler (this time with wives)...Brought back great memories of Wilmarth room 230 circa 1978-1979...In that vein must mention outstanding suitemates and fellow '82ers Jack "JJ" Day and John "Hutch" Hutchinson from that memorable freshman year...It's a great privilege to work with fellow reunion planning co-chairs Angie Foss and Jenn Hart...I'll try to stay out of their way as much as possible.

For periodic updates and more details suggest you regularly visit our class reunion website, www.skidmore.edu/reunion...Thanks to classmate Vicki Salvo Bruce we have a class Facebook page (search for Skidmore College Class of 1982), containing a link to a "30th Reunion Good Times and Good Friends" page...Strong initial traffic...Encourage you to visit soon and post a message.

Last but not least, please keep sending your news to Class Secretary Angie Foss at arfoss@earthlink.net. Angie looks forward to receiving updates on family, work, travels, etc. and sharing them with classmates via the *Scope* magazine.

Hope to see you at reunion, May 31 - June 3, 2012. More to come...

Warmest regards this holiday season...



Chuck Kaufman
1982 Class President

Sample Nursing Chair Letter

March 4, 2014

«mail_name»

«street1»

«street2»

«city», «state_code» «zipcode»

«foreign_cityzip» «country»

Dear «sal»:

I can hardly believe it!! Our 45th reunion is right around the corner. As I write this, it seems like just yesterday that we were all in NYC at Fahnstock finishing our clinical training and preparing to return to Saratoga for our final year. As chair of the nursing component of our class' Reunion celebration I am hoping you are able to attend this year. We had 10 nursing majors at our 40th reunion and our goal for this year is 15. If you have never been to Reunion before, you will be amazed at how the campus has changed since our senior year. The Tang Teaching Museum, the library addition and renovation, the new music building, the on campus townhouses, the sports facilities...I could go on and on. Saratoga is gorgeous in the summer and as the motto goes, "Saratoga is the Summer Place to Be."

We have many exciting things planned not only for Reunion in general but also some specific events planned just for us. A few years ago, the College was able to locate the company that made our nursing caps. For Reunion, we ordered Skidmore nursing caps for all the nursing majors, all classes who attended. We have some spares if you either have not attended a reunion or did not get one at a previous reunion. There will be a cocktail party in the lobby of the Dana Science center for all nursing majors. A faculty member will be in attendance to address questions about the joint nursing program between Skidmore and NYU Medical Center. Also on permanent display in the science center lobby is the Skidmore nursing exhibit. This exhibit traces the history of the nursing program at Skidmore from its very beginning through artifacts, photos and testimonials.

Our committee is also trying to organize an informal get together of nursing majors in our class hospitality suite one afternoon to talk about the current changes in healthcare (Affordable Care Act, etc.) and the implications for nursing, any other topics of interest, and/or just to share our various life experiences. If you have any other ideas how to make reunion memorable for us as nursing majors please contact me at 305-588-6633 or Megan Mercier at the Skidmore Alumni Office at 518-580-5613. We welcome your feedback.

In closing, I really hope you can come. I know I speak for every nursing major in our class who has attended a previous reunion when I say you get a lot more out of the experience than you ever expected. It really is special.

Looking forward to seeing you there....

Sandy

Sandy Davis Flood
Nursing Chair

Sample Fund Chair Letter

October 9, 2013

«PREF_MAIL_NAME»

«LINE_1»

«LINE_2»

«LINE_3»

Dear «SALUTATION»,

Don't you just love that feeling of going home? Whether after a long trip or a grueling workday, there really is nothing like it. Recently, I experienced this "going home" when I returned to Skidmore College.

Driving up Broadway on a cool fall day, we slowly turned into the driveway of the Eissner Admissions Center and parked near the well-landscaped courtyard. My wife, Melinda '99, and I were back on campus after several years, this time with our son Christopher in tow. We were excited to take a campus tour to visit the place that was once our home.

As we embarked on our guided walking tour of the campus, we were surprised by how much had changed and how much stayed the same. The Case Center staircase was no longer in the center of the building and the Spa was comprised of several selection areas, much like a marketplace. The new music building was simply stunning, while the art studio held the same vibe that we remembered so well. Finally, the exterior of the dining hall looked vaguely familiar; however, once inside we were amazed at the transformation.

As our tour came to a close, we visited one of the dorms, which brought back such incredible memories. We were even able to take a photo of Christopher on one of the beds and wondered about the future of Skidmore and a potential candidate for the Class of 2032!

As our 15 year Reunion rapidly approaches, we all have an opportunity to reflect on the future of Skidmore and what it means to us. I am especially excited to mention that, as part of our upcoming Reunion, our class is collecting gifts for a **Class of 1999 Scholarship**.

We hope to raise \$135,500 for a scholarship fund, which will support several students who require financial assistance to attend Skidmore and make it their home, just like it was for us.

I'm excited to see everyone at Reunion, and I look forward to being together once again. Please be on the lookout for additional Reunion Weekend details over the coming months. If you'd like to make a gift now toward the Class Scholarship, you can use the enclosed envelope or visit www.skidmore.edu/makeagift.

Thank you very much.

Sincerely,

Aaron

Aaron Prills
Class of 1999 Fund Chair



Sample FOP Letter

December 7, 2012

«PREF_MAIL_NAME»

«LINE_1»

«LINE_2»

«LINE_3»

«LINE_4»

Dear «SAL»,

Warm holiday greetings to you and yours! I hope your Thanksgiving was full of friends and family and that the upcoming holiday season will be as well.

Yikes! December is upon us! I have two things to ask of you:

1. Please put our 45th Reunion on your calendar—May 30 - June 2, 2013. It is truly a special time to reconnect and remember our college years together so it won't be the same without you. I am coming back for my first time, and I can't tell you how much fun I've already had reconnecting with old friends and even making new ones from the class of '68.
2. As December is a time when many of us consider our giving to charitable organizations, I encourage you to include Skidmore on your list, and to be as generous as possible. Our 45th Reunion gift is designated to Annual Fund scholarship and can make a significant difference for young people who bring with them a wide array of backgrounds, skills, and passion that enrich the Skidmore community.

Leadership gifts of \$2,000 or more are crucial to reaching our Reunion goal. Please consider giving at the Friends of the Presidents level in honor of our 45th Reunion. This is the year to do it!

If you have questions about Reunion please do not hesitate to be in touch with me (bellsonline@comcast.net). Can't wait to see you in Saratoga Springs for Reunion 2013.

With warm regards for a healthy new year,

Ellen

Ellen Shaul Bell
Fund Chair

REUNION ATTENDANCE SNAPSHOT

Reunion Class	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Average Alumni	2014 Guests
5th	159	124	83	105	107	105	134	97	120	143	143	128	139	148	120	182	120	23
10th	104	103	95	78	127	87	70	58	70	88	75	70	42	39	59	47	71	11
15th	43	55	77	43	44	53	67	47	57	65	29	35	31	40	26	13	43	9
20th	57	81	45	76	101	93	64	98	75	84	93	56	48	62	76	63	69	43
25th	66	72	76	50	76	107	86	67	108	101	76	74	110	73	81	82	77	37
30th	54	21	61	43	61	48	50	42	20	40	79	35	20	83	79	50	46	17
35th	27	40	30	60	37	66	45	84	57	65	36	42	53	32	54	50	46	9
40th	48	50	43	66	69	66	30	48	58	91	75	42	62	36	55	52	52	11
45th	31	27	24	47	31	57	57	45	36	54	45	37	6	41	67	51	39	17
50th	77	73	77	91	86	68	79	73	75	67	77	98	76	84	93	77	75	35
Post-50th	49	39	29	44	61	56	38	47	56	16	49	33	36	60	67	40	42	24
Total Attendance	715	685	640	703	800	806	720	706	732	814	777	650	623	698	777	707	680	236