

HOMECOMING

Small groups

Small Group Leaders

We need people to step forward, contact other members of their small group, and get them together during homecoming. Wouldn't it be fun to see all your old friends at one time! We promise to work with you to make your event a success and consider you an integral part of the homecoming team.

Small Group Leaders will...

- Identify the group
- Be listed as the official contact person in the *Maroon & White* and on our website
- Work with the alumni department in developing a contact list
- Select activities, confirm costs, etc.
- Sign letters to small group
- Monitor response to letters
- Encourage their group to attend through e-mails, phone calls, calling networks, etc.
- Host the official event/group during homecoming
- Provide feedback to the alumni office after the event

The Alumni Office will...

- Assist leaders to finalize venues, activities, costs, forms, etc. and/or book campus venues
- Provide suggestions of events (on and off campus) and costs
- Work with small group leaders to create mailing/e-mail lists, prepare letters, and pay for printing and mailing
- Collect funds if required, pay bills after the event
- Provide registration updates to small group leaders
- Highlight small group activities on our website
- Provide on-line registration for all small groups
- Provide leaders with hosting materials for their event and funding when possible for small groups
- Provide \$200+ funding to assist you with your event food or beverages, etc.
- Provide special recognition for all small group leaders
- Assure that photos are taken of each
- Follow-up reports on each event, list of attendees, etc.

SMALL GROUPS

Small Groups can be just about anyone, from traditional groups defined by your classes, years, faculties, departments, and societies, to more non-traditional groups such as residences, sports teams, groups of friends, or special interest groups.

for example...

- 5th, 10th, 25th, 50th reunion years
- MBA '02
- 2001–2002 football teams
- Pick-up hockey group
- Campus police
- The *Journal* staff
- The Belles of Saint Mary's
- The Gorsebrook crowd
- Class of 1969

