



Curtin University



Alumni Reunion

Planning Manual

Alumni & Community Relations



ALUMNI REUNION PROGRAM

The Curtin University Alumni Reunion Program has been developed by the Alumni & Community Relations team, which is part of the Office of Advancement at Curtin University.

This program offers assistance to graduates who wish to get their class or affinity groups back together to celebrate milestone anniversaries. This manual aims to assist all Curtin University and Western Australian Institute of Technology (WAIT) alumni wishing to plan a reunion, provide support or volunteer in some way.

Our aim is to encourage alumni to come together, return to their campus and reminisce about their time at the University.

With our expertise, we are here to assist you in making this experience as enjoyable as possible. We hope that this will be just the beginning of many regular reunions with your class or group in the years to come.

50 YEARS OF INNOVATION

2017 marks 50 years since the founding of WAIT, our predecessor institution, and 30 years since the establishment of Curtin University. Curtin is celebrating these milestones under *50 years of innovation*.

As alumni, you are all an important part of our history and story, and reunions will form an integral part of this year-long celebration.

Check out our *50 years of innovation* webpage for further information: alumni.curtin.edu.au/50-years-of-innovation

TYPES OF REUNIONS

Class Reunions

On the day you graduated, you automatically became part of Curtin's alumni community of over 200,000 graduates.

Everyone who graduated from the same course within the same year, is part of your class. Thus, class reunions are gatherings of alumni from a particular class (i.e. 1986 Bachelor of Physiotherapy).

Note: Your graduation year is defined by when your degree was conferred, not necessarily the year you had your graduation ceremony.

We encourage classes to celebrate major milestone anniversaries: 10 years, 20 years, 25 years, 30 years, 40 years and 50 years. However, we also welcome participation from classes outside these milestone anniversaries.

Affinity Reunions

Affinity reunions are gatherings of alumni who developed common interests, identities and experiences while studying at Curtin University or WAIT, such as studying at the Shenton Park Campus, playing on a sports team, being part of a club, etc.

Unlike class reunions, affinity reunions may include a broader range of people of all ages, regions, graduating classes and professions. These reunions may even include lecturers, staff, students, parents and friends.

ORGANISING A REUNION - BECOME A CLASS CHAMPION

Class Champions play a very important role in organising reunions. It is thanks to their enthusiasm, ideas and connections that classmates can share the opportunity to reconnect.

The role of the Class Champion is to take the lead in organising the reunion with support and guidance from the Alumni & Community Relations team.



Class Champions are encouraged to form a small committee when planning a reunion. Committee members can help organise the event and make decisions on when, where and how your reunion will run.

In our experience, reunions are always more successful and enjoyable when a team of dedicated alumni are working together to reunite their class.

The Alumni & Community Relations team can assist you with the following:

- Share class lists to help you find lost classmates
(We cannot provide contact information due to privacy constraints, however we can contact alumni on your behalf)
- Send emails, including invitations, and other communications on your behalf
- Promote your reunion on the Curtin alumni website
- Collect RSVPs and payments if necessary
- Provide advice and guidance on venues
- Arrange tours of the campus and/or talks by relevant University staff
- Provide a small gift for each class member (subject to availability)

REUNION TIMELINE

To organise a successful reunion and reconnect with as many of your classmates as possible, we recommend Class Champions follow this timeline when organising a reunion. If you have less than six months, please contact us to discuss what you might be able to achieve in a shorter timeframe.

6 months before the reunion

- Obtain your graduating class list from the Alumni & Community Relations team and start searching for lost classmates
- Let your classmates know about the proposed reunion and gauge interest, such as their preferred reunion date and type of function
- Encourage those you are in contact with to help you track down contact details for lost classmates
- Start investigating possible reunion venues.

3 months before the reunion

- Finalise your reunion date and book your venue
- Prepare a draft program of reunion activities and calculate the cost per person
- Ask your classmates for photos and memorabilia to share at the reunion
- Email your classmates a 'Save the Date' with assistance from the Alumni & Community Relations team.

1-2 months before the reunion

- Send the 'Reunion Invitation' email to your classmates
- Collect RSVP's and payments (if applicable) via the Curtin alumni website
- Finalise other reunion details.

These are just some of the key tasks involved in organising a reunion. Once you get the ball rolling, the rest will fall into place! We, the Alumni & Community Relations team, are here to provide support and guidance at any stage.



FINDING LOST ALUMNI

The Office of Advancement has a dedicated team that strives to keep our alumni data and contact information up-to-date, however in some cases we may not have the current contact details for some of your classmates. Class Champions should encourage their alumni friends to update their details on the Curtin alumni website: alumni.curtin.edu.au/contact-us/update-your-details

Here are some ways you can track down your lost classmates:

- Ask other classmates to speak to their friends and colleagues to try and locate 'missing' contact details for classmates
- Explore social media – LinkedIn, Facebook and Twitter can be very helpful in reconnecting with people
- Speak to relevant industry associations to seek their assistance in contacting members on your behalf. E.g. Engineers Australia, CPA Australia, etc.
- The White Pages can be helpful if you know the approximate location of your classmate or their work place
- Library and industry publications are another source of information.

HOW THE ALUMNI & COMMUNITY RELATIONS TEAM CAN HELP

The Alumni & Community Relations team has supported numerous reunions from a range of disciplines, cohorts and affinity groups (visit our webpage to read about some of our past reunions alumni.curtin.edu.au/get-involved/past-reunions).

We would be delighted to share our wealth of experience and provide recommendations to anyone seeking to become a Class Champion. However, the most successful reunions are those driven by dedicated Class Champions. Alumni are far more likely to respond and attend if the reunion is being planned and promoted by former classmates.

Our team can assist with the following:

Help you reconnect and find lost classmates

To request your class list, contact us on alumni@curtin.edu.au specifying your full contact details. We will send you a list of classmates based on your degree and graduation year. We will also let you know which alumni we do not have any form of contact with so you can focus your effort in reconnecting with them.

Promote your reunion on the Curtin alumni website

The Curtin alumni website alumni.curtin.edu.au promotes all events that benefit the Curtin alumni community. Your event can be listed on our website, even if you haven't finalised all the details. This is a great way to gather interest from alumni.

Emails and communications

Due to the Privacy Act, we are not able to supply contact information for your classmates, however we can send communications and invitations on your behalf. We also recommend that you use social media to reconnect with your classmates. We find that personal outreach from you – the classmates – has the highest rate of success!

Process registrations

We can set up an online event registration page for your reunion. The registration page collects useful information such as dietary and accessibility requirements.



Curtin University



CONTACT US

Alumni & Community Relations:

Telephone: +61 8 9266 3113

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Facebook: facebook.com/curtinalumni/

We look forward to hearing from you!