



## Class Reunions Guidebook | Homecoming 2023

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## Greetings Letter

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**Dear Fellow Buff,**

Hello and thank you for your interest in joining our Reunions Committee!

People like you are the heart and soul of the University of Colorado's Homecoming Weekend and our growing reunions program. Your hard work and dedication in planning events geared towards reuniting your peers with CU is very special to us and we are excited to work with you on your event!

The CU Boulder Alumni Association, in partnership with many other departments and offices across campus, hosts Homecoming each fall. The celebration lasts for three days, beginning on Thursday and ending on Sunday, and sees thousands of proud Buffs return to campus to reconnect with old friends and classmates.

As a reunion committee member, you will have the chance to reconnect with long-lost friends, rediscover CU Boulder campus life, and reunite with your fellow Buff classmates. Reunions are a tradition that we hope allows you and your classmates a chance to experience the CU Boulder of today while celebrating past memories. We hope that collaborating on your special weekend will strengthen your connection to CU.

With warm Buffalo regards,

Sarah Lurie  
Local Engagement Program Manager

## Committee Member Roles and Responsibilities

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Committee members will connect with classmates in the months leading up to Homecoming to drive attendance and participation in your class reunion. Members will also serve as Homecoming Ambassadors throughout the weekend of festivities and support the execution of the reunion. The Alumni Association will lead the planning and execution of all reunion activities for your class.

### Class Reunion Committee Member Responsibilities:

- Identify and recruit additional committee members.
- Participate in 3 committee meetings in April, July, and September. Each meeting will be 1-2 hours with follow up responsibilities.
- Contact classmates via calls, text, emails, and social media to achieve reunion attendance goals.
- Help reconnect alumni who have lost contact and update alumni contact information.
- Secure photos from alumni to be used for a slideshow.
- Register and attend Homecoming festivities while serving as a Homecoming Ambassador.
- Make a gift (of any amount) to honor your reunion.
- Encourage reunion giving in interactions with classmates.

### Total Estimated Hours: 28 hours

- Committee meetings: 8 hours total
- Outreach efforts: 10 hours total
- On-site attendance at Homecoming: 10 hours total

## Homecoming Reunion Events

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Class reunion festivities will take place on both Friday and Saturday of Homecoming weekend. On Friday, we'll kick things off at the Heritage Center with a light breakfast and registration, then we'll move into an exclusive tour of campus. Afterwards guests will proceed to a recognition ceremony featuring a Q&A from university leadership followed by lunch and drinks at The Sink. On Saturday class reunions receive exclusive access and complimentary food and beverage vouchers at Ralphie's Corral, CU's Official Tailgate. Reunion attendees are encouraged to attend other Homecoming events throughout the weekend.

## Meeting Cadence and Timeline

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Meeting Number	Date	Agenda
Committee member <a href="#">application form</a> due by February 27th, 2023.		
One	April	Welcomes & Introductions Overview of Roles & Responsibilities Resources Round One Kick-Off
Two	July	Round One Progress Round Two Kick-Off Guest Speaker Registration is Live
Three	September	Round Two Kick-Off Homecoming Responsibilities
Homecoming	Oct./Nov.	Attend Reunion and Celebrate!

## Reunion Giving

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**Your contributions matter.**

Scholarships are a direct way to impact and support current CU Buffs. In honor of your 50 Year and 40 Year Reunions, consider making a donation to the Alumni Association scholarship funds. Your support alleviates financial burdens and provides critical support to help students complete their degrees.

Expand your CU legacy by helping a fellow Buff. Make your donation at:

<https://www.colorado.edu/alumni/programs/scholarships>.

## Reunion Outreach

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As a reunion committee member, your most important task is to encourage attendance at your reunion event and throughout Homecoming weekend. We hope that you will share your stories and remind your classmates how much being a Buff has enriched your lives.

At our first meeting, the Alumni Association will provide you with a list of contactable alumni in your class. It is your responsibility to connect with these classmates to encourage them to return to campus for the festivities. We will provide phone and email templates for you to use and then you will track your progress in a spreadsheet provided by the Alumni Association. There are 2 rounds of outreach, the first round will take place from May-July and the second round will take place from August-October.

During these 2 rounds of outreach, you will be encouraging classmates to return to campus for their reunion, give back to CU through a reunion gift to the Alumni Association scholarship fund, and update alumni contact information along the way.

## Alumni Data Privacy Policies

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As a committee member you opt in to a [confidentiality agreement](#) to gain access to your list of classmates and their contact information. You will not be able to begin outreach efforts until the statement has been acknowledged. Volunteers are also responsible for:

- Storing the data securely and not sharing or making it accessible to others.
- Securely destroying the data after use, shredding any hard copies.
- Use it in a timely way to ensure special handling codes are respected.

## Why become a reunion committee member?

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- Reconnect with your classmates and get the inside scoop about your reunion
- Work 1:1 with alumni association staff to plan your class reunion
- Attend all Homecoming festivities for free
- Receive 1 complimentary football ticket to Saturday's game
- Get exclusive swag items from the Alumni Association
- Stay connected to the University of Colorado Boulder
- Receive recognition from our campus leadership during Homecoming weekend

## How to become a reunion committee member?

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In order to be considered for a class reunion committee, please complete the [application form](#) by February 27th, 2023.

## FAQs

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**When is Homecoming 2023?** November 2-4, 2023

**Will the committee meetings take place virtually or in-person?**

In order to lessen the burden of travel, all meetings will take place virtually.

**Who is invited to your reunion? Can I bring a guest?**

This year, we're celebrating the class of 1983 and 1973. We also invite back our Golden Anniversary Club members which includes alumni who have graduated earlier than the class of 1973. Reunion attendees can bring guests with them to attend their reunion.

**When can I register to attend?**

Registration for Homecoming 2023 will go live in July.

**Do committee members have to purchase their tickets to Homecoming events?**

We will provide a VIP code to comp your registration, but you will still need to register yourself.

**How do I access my football tickets?**

As a reunion committee member, you receive 1 free ticket to the football game. The Alumni Association will transfer this ticket to you a few weeks before the game. All other tickets must be purchased on the athletics website.

**What is CU's COVID 19 policy?**

If you'd like to learn more regarding the University's response to the COVID-19 pandemic visit this [resources page](#).

**How do I become a member of the CU Boulder Alumni Association?**

If you graduated from CU Boulder, congratulations, you are automatically a member. The CU Boulder Alumni Association is a dues free organization. All graduates are members for life.

## Other Opportunities to Get Involved

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### ForeverBuffs Network

The Forever Buffs Network is a free online community where you can grow your career and professional network, help other Buffs do the same and even reconnect with classmates from CU Boulder.

You'll get insider access to job postings, networking opportunities, campus news and more. Plus, there are smaller groups within the platform to help you connect with Buffs you may not have met before.

Right now there are more than 250 jobs listed in the Forever Buffs Network. If you haven't logged in yet, what are you waiting for?

Join the network today <https://foreverbuffsnetwork.com/>.

### ForeverGold Member

ForeverGold members are the most loyal and dedicated alumni, parents, friends and fans of the University of Colorado Boulder. What started as the evolution of the Directors Club and former Lifetime members of the CU Boulder Alumni Association has grown to include anyone who is extremely passionate about CU Boulder.

ForeverGold is a movement to engage with CU Boulder and each other through exclusive social, athletic and academic activities. Members care deeply for CU and work hard to help move the institution forward in areas where we are passionate, all while enjoying exclusive events and special benefits.

Join ForeverGold today  
<https://web.cvent.com/event/8308947f-9628-45a2-bc4d-357a51b67006/summary?RefId=web>.

### Become a Volunteer

As part of the CU Boulder Alumni Volunteer Network, your time and talents can help students, alumni and community members (locally and around the world) — all while bettering the university. You'll also inspire current and future Forever Buffs to maintain a relationship with CU and each other. Together, volunteers help the university to achieve chancellor's imperatives to shape tomorrow's leaders, be the top university for innovation and positively impact humanity.

Sign up to volunteer and learn more by filling out this form  
<https://www.colorado.edu/alumni/programs/volunteer/start>.



## Appendix One

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### Statement of Confidentiality

The information contained in Advance is strictly for use by the University of Colorado Foundation and University of Colorado employees. Unauthorized use of this information for any other purpose, including, but not limited to, reproducing and storing a retrieval system by any means, photocopying or using the information for any private commercial or political solicitation is strictly prohibited and constitutes misappropriation, and can lead to disciplinary actions.

The release of information from Advance is controlled through the University of Colorado. All requests for access to Advance must be submitted in writing and reviewed for approval before distribution. All requests from a University department, college, area or student organization must be submitted in writing under the signature of the appropriate Vice Chancellor for Advancement.

Advance information that is provided for a particular project or solicitation may be used only for that project or solicitation and cannot be used for any other purpose.

The “special handling” codes in Advance must be adhered to. Special care must be taken to honor the donor’s request of do not contact, do not call, do not mail, or do not solicit. Any new “special handling” type requests from donors that result from the use of Advance Information must be immediately forwarded to University of Colorado Foundation Records Management team ([records@cufund.org](mailto:records@cufund.org)) so the database can be updated accordingly.

By virtue of Applicant’s access to Advance, Applicant has access to records which may contain identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Applicant acknowledges that the intentional disclosure of this information could subject Applicant to criminal or civil penalties imposed by law. Applicant further acknowledges that such willful or unauthorized disclosure also violates University of Colorado policy and could constitute just cause for disciplinary action including termination of employment. Sharing of usernames or passwords is strictly prohibited and constitutes a breach of security. Any end user determined to have shared a username or password may have their username and password revoked.

### System Security and Risk of Deactivation

To lower the security risk of this system, access is restricted to active users only. Accounts that have not logged into this system in 90 days are considered to be inactive and will be disabled. Disabled accounts due to inactivity may only be reactivated when a new application is submitted, if associated trainings are up to date, and pending Department / Unit, Campus, and System approval. Accounts which have breached Statement of Confidentiality or otherwise been reported for misuse of data will result in immediate deactivation of all associated accounts. Reactivation of access due to breach or misuse will require: Reapplication for access,

sponsorship of the application from the campus vice chancellor and approval from Advancement governance.

#### [HIPAA Data Notice](#)

The Advancement data set includes information on patients which can be classified as private health information, and while a position may not provide direct access to that information, training on HIPAA regulations is required to ensure the privacy of our constituents and our compliance with the governing rules within the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191