Foundation Services

When a class is interested in organizing a reunion, the Foundation is able to help in a number of ways.

We will supply a class list to the committee who is working on the event. After the contact information on the list has been updated and added to by class members, it should be returned so we can input the corrections in our database. We will then print out another class list and a set of labels that can be used for mailings. Please note: It is the Foundation's policy to only supply this information for reunion planning purposes.

Postage for the first mailing that goes out for a class reunion will be paid for by the Foundation. We will supply a brochure about the Foundation that we would like included in that mailing. After that first mailing, we would like to be given any address corrections that are received so our database can be kept up-to-date. If a mailing is 200 pieces or more, we use our bulk-mailing permit. Subsequent mailings may also be done as bulk mailings, but the class would be responsible for the cost. Additional sets of labels will be supplied as needed.

We would like a copy of whatever the class is sending out to its members so the Foundation is informed of what is being planned. This helps if alumni call and ask about their class reunion. If we don't have the information, we won't be able to answer questions.

Once a date is selected, the Foundation will post it and any contact information on its website, publish it in the E-Focus newsletter and the printed Focus newsletter as is appropriate and notify the Chamber of Commerce for their Visitor's Guide. The Foundation will supply some door prizes that can be used at the reunion.

Someone from the Foundation will be available to give a greeting at your reunion and speak about the services the Foundation offers, how we help promote innovative educational opportunities in School District #564 and keep alumni connected.