

Reunion Coordinator Application



Reunion Assistance Policy

The Community & Alumni Relations Office is here to support Reunion Coordinators and their planning committee in the following ways:

- Provision of meeting space at the JTHS Administrative Center (300 Caterpillar Drive in Joliet) for Reunion Committee meetings
- Reunion marketing on the JTHS Alumni Nations Website and Facebook
- Press release distribution to local media outlets
- Online ticket sales
- Venue, lodging, and catering suggestions
- Arrangement of campus tours
- Graphic Design assistance with invitations and/or promotional items
- Assistance from Alumni Association Members on the day of your event
- Provision of class lists for reunion event communication in the form of:
 - Email blasts sent by Community and Alumni Relations Office
 - Mass mailing assistance

The Community and Alumni Relations office is not responsible for communicating with any vendor associated with reunion activities. Any questions or communication from vendors will be directed to the Reunion Coordinator.

REUNION INFORMATION

Class (Campus, Year)	
Reunion Date & Time	
Reunion Location	
Ticket Price (and includes)	

CONTACT INFORMATION

Reunion Coordinator Contact Information

The Reunion Coordinator is the primary person responsible for the class reunion, associated planning and finances. He or she will serve as the main contact for any questions pertaining to the class reunion. JTHS is not liable for any reunion activities or financial obligations associated with the reunion.

Name	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	

Reunion Committee Member 1 Contact Information

Name	
Phone	
E-Mail Address	

Reunion Committee Member 2 Contact Information

Name	
Phone	
E-Mail Address	

Reunion Committee Member 3 Contact Information

Name	
Phone	
E-Mail Address	

Reunion Committee Member 4 Contact Information

Name	
Phone	
E-Mail Address	

TICKET SALES

The Community & Alumni Relations Office offers support in establishing online ticket sales through JTHS Alumni Nations, a proprietary software that assists event coordinators and others in planning reunion and other association events, and PayPal. This is a secure and easy way for Reunion Coordinators to track revenue and expenses while classmates make reservations online through a secure site. Ticket sales may also be sold in person, by mail or online with a third-party vendor of your choosing. JTHS is not liable for any finances associated with reunion activities.

Does your class have an activity account through JTHS?

Yes No Unsure

For Office Use Only	
Account #	
Date:	Balance:

Would you like to sell tickets online through the JTHS Alumni Nations?

Yes No

If yes, what is the deadline for purchasing tickets on the webstore for your reunion?

Date: _____

What is the minimum number of tickets you plan to sell for the event? _____

Will you allow guests to register at the door? Yes No

Notes:

Account Funds & Contracts Policy

If your class has a previously established JTHS activity account, these finances will be withdrawn from the account and distributed to the Reunion Coordinator in the form of a check made payable to the Reunion Coordinator. The Reunion Coordinator is responsible for using this money to host class reunion activities. JTHS is not liable for the Reunion Coordinator's use of this money.

As of January 1, 2017 Joliet Township High School no longer offers class activity accounts, accepts deposits into current activity accounts, and no longer pays invoices, deposits or makes reimbursements to any vendors on behalf of the Reunion Coordinator.

The Reunion Coordinator is responsible for all current and incoming reunion funds, including deposits, invoices and associated costs. The Reunion Coordinator is responsible for providing seed money, if none is available. It is the recommendation of the Community and Alumni Relations Office that all Reunion Coordinators open a separate checking account for reunion funds and transactions. A personal checking account can be used for the collection of funds and payments associated with reunion activities.

Reunion Coordinators should keep budget sheets to account for all reunion revenue and expenses. If you choose to sell tickets online, the Community and Alumni Relations Office can assist with setting up a PayPal account that can be posted to the Alumni Nations website. Reunions do not have to provide online ticket sales. Reunion coordinators can accept cash or checks if they desire. Reunion ticket sales can be mailed directly to the reunion coordinator at the provided address, or to the Community and Alumni Relations Office at 300 Caterpillar Drive, Joliet. Payments received by the Community and Alumni Relations Office can be picked up on a weekly basis during District Office hours.

Reunion Cancellation Policy

If canceling a reunion event, please contact the Community & Alumni Relations Office in writing as soon as possible. If the canceled event has accumulated money from ticket sales, the Reunion Coordinator is responsible for issuing ticket refunds. If the reunion is canceled and revenue has been paid to vendors and is deemed nonrefundable, the Reunion Coordinator is still responsible for providing ticket sale reimbursements. JTHS is not liable for any refunds or expenses associated with reunion activities.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete, and I agree to the terms and conditions related to a financial responsibility for my upcoming reunion. JTHS is not liable for any reunion activities or finances related to reunion activities.

Name (printed)	
Signature	
Date	

Thank you

Thank you for completing this application and for your interest in collaborating with us.

For more information regarding class reunions or alumni relations, please contact the Community and Alumni Relations Office by calling 815.727.6796 or e-mail kschlismann@jths.org.