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# *Getting Ready for Your Class Anniversary*

The Class Anniversary Planning Guide has been established as a guideline for class committees wishing to host a reunion for their commemorative class anniversary. We hope the following information will assist your committee in having a successful celebration and to make planning easier.

Our office will provide the following for the Class Chair:

- Provide an alumni office liaison
- A current address list for alumni from your graduating class year which includes telephone and email
- Assist with locating hotel accommodations and event venue options
- Send out the first mailing/email, Letter of Intent (at no cost to your graduating class)
- Provide samples of:
  1. programs
  2. letters
  3. agendas
  4. schedule of events
  5. payment options
  6. timeline for communications
- Attend meetings or conference calls, if needed.

See the Appendages for samples and ideas.

We hope the information contained in this guide will be helpful to you and your committees.



# *Key Elements to Planning a Successful Class Anniversary*

In order to have a successful Class Anniversary, **PLAN WAY AHEAD!** Don't wait until Homecoming is upon you to try to put one together. Below are tips for planning a successful Class Anniversary.

As above mentioned, plan as far in advance as possible. The longer you can plan the more chances of participation you will gain. Our office will remind you a year in advance of your anniversary. We are here to assist in any way we can.

**Beginning immediately after Homecoming**, our office will contact the Class Representatives to see if they will be hosting a marked anniversary for the next year. Notable anniversaries are: 5th, 10th, 15th, 25th, 30th, 40th, 50th, and 60th. Some classes will have alternate reunions in between these years, as well.

**Our office will provide lists of current alumni for your Graduating Class Year** which will include deceased members and persons with bad addresses. However, we may not be able to find current addresses for these members. We would suggest adding a page of lost contacts in with your letters or utilize electronic sources such as Facebook and Twitter to reconnect. We will do the FIRST mailing for each class with the exception of the 50th year. This will allow us to research any returned mailings for updates. We can also provide you with a list of email addresses to help cut your costs. We do recommend sending out a hard copy via regular postal mail for the first mailing.

**PLEASE NOTE** – the class chair or anyone handling this information must request it via our [Alumni Information Request Form](#) located on our Alumni Engagement webpage.

## **The Class Agent and Committees' Role**

Classes are responsible for planning their own events including meals, receptions, evening activities, entertainment, class photography and class memorial. We will work with you to develop your Reunion Schedule, Registration and Class Gift forms.

**PLEASE NOTE - ONLY the 50<sup>th</sup> Class and significant guests are invited to the Chancellor's Reception, Chancellor's Tailgate, Patio Area and Announcer's Box.**

Each class is unique in their own way. Notable anniversaries are successful when the class is actively engaged in the outcome of the event.

Each Class should have a Reunion Committee consisting of:

1. Class Agent – class chair or similar lead
2. Committee Members –

Hospitality	Correspondence
Memorial	Souvenir
Finance	Venue
Program	
3. Alumni Engagement Liaison

## **CLASS AGENT**

The Class Agent serves to lead and organize the classmates, class activities and gift giving for the class reunion group.

### **Duties of the Class Agent**

- Reach out to classmates you know to help establish the committees.
- Draft the letter for the class to mail out to classmates. Share a draft with the Alumni Engagement Liaison to make sure it meets university standards and branding.
- If needed, recruit additional committee members.
- Host conference calls or meet once a month with committee members.
- Take minutes of the meetings and forward notes to all in attendance. This helps to make sure everyone is on the same page.
- Keep in contact with committee members who are tasked to complete things by a certain date.
- Request and provide a financial report to the committee members.

## **COMMITTEE MEMBERS**

The committee members are responsible for their class events. Questions to ask within the committee are:

- What type of event do we want? Banquet, hospitality, tailgate? All? Only one or two?
- Do we want it flashy, low key or in the middle?
- Do we want a theme?
- Is it feasible to accommodate the projected number of classmates?
- Is the cost enough to cover all fees and accidentals?
- What type of souvenirs? Bags, caps, t-shirts, sweaters, etc.

They are to make sure there is interest for all that attend. Make sure there is time for classmates to relax and reminisce with one another.

### **Tips to Increase Your Attendance Numbers**

Diversify your committee members. For example, have one member who graduated from the Education Department, others from the School of Business, Nursing, Chemistry/Bio, etc. By selecting members from different campus schools, the more people you will be able to reach.

In your marketing, mention all activities available on campus during Homecoming they have access to - not just those for the class reunion.

A fun idea is to have an attendance contest. Have a friendly competition between your committee members to see whose "school" will represent the most at the class reunion. The contest can be promoted on social media comparing how many people are coming back from the various schools.

# Getting Started

## **STEP 1 – CORRESPONDENCE**

### 1) **The types of correspondence are:**

- **Letter of Intent.** This letter notifies the class members of the marked anniversary year and the plan to host a Class Anniversary. The letter allows persons to respond to the chairs with their intent to participate. Once the chair(s) receives responses from classmates, he/she can begin to pull committees together for the different areas needed.
- **Acknowledgment Letter with Tentative Schedule.** Once the class knows they have enough interest for a celebration, a letter acknowledging who the chairs/committees maybe, the date for homecoming (if not provided in the previous letter), a tentative schedule of events planned and the Class Gift Form.
- **Letter with Complete Details and Fees.** This letter contains more specific details of the Schedule of Events for the class, the Registration Form, and the Class Gift Form.
- **Final Letter.** The final letter is a reminder of deadlines of payments due, reminder forms such as the Schedule of Events, Class Gift Form and Registration Form.
- **Last Call Letter.** Some classes may choose to send out a Last Call Letter. This letter is mailed as a reminder to the members who procrastinate. It is sent in the hope of getting higher participation. *(See Figure 1 Time-line for projected dates to send out.)*

### 2) **Electronic Venues**

- We highly recommend setting up a Class Page on Facebook or Twitter. By doing this, it gives your Class more exposure to “live” contact versus postal mail. The links to your online marketing can be included in mailings.

## **STEP 2 – COST DETERMINATION**

### 1) **The best key to a successful anniversary is – consider the costs.**

- Divide organizing committees into event coordinating subcommittees i.e. Chair for Hospitality, Souvenirs, Correspondence, etc.
- Each subcommittee would be responsible for costing out their activity i.e. Hotel, Tailgate, Hospitality, Dinner, etc. Make sure you plan for any unexpected expenses.
- Subcommittee reports would be combined to determine the overall budget
- Participation estimates will be gathered from the initial response rate
- In addition to the event sub-committees one additional group will be tasked with determining an appropriate class gift. *(See Setting Class Goals)*

## **STEP 3 – EVENT MANAGEMENT**

**Create a timeline for actions the committees need to have in place before mailings go out, such as:** *(See Figure 4 Project Timeline)*

1. Correspondence to be sent out by
2. Money deadlines and contact person(s)
3. E-commerce venues setup for interaction for class members
  - a. Facebook
  - b. Twitter
  - c. Instagram
  - d. PayPal/ Cash App (or other payment method if using e-commerce for payments)
4. Hotel rooms blocked

5. Vendors for your event
  - a. DJ's / Music
  - b. Catering
  - c. Florist
  - d. Float - The Float, is an additional fee from the vendor you choose so remember to include these fees in your cost analysis. We do not have many classes ride in the parade but this is an option.
  - e. Parade Registration Fee
  - f. Photography
6. Venues for class functions
7. Host Hotel
8. Hospitality Suite

- 1) **Setup a payment plan option.** With a payment plan, more people will have the option to attend the event. In today's economy, many are on a fixed income and can't afford to pay the full amount upfront. However, if you establish a reasonable payment plan, persons are more readily acceptable to attending. The example shown in the Appendage is based on a class registration fee of \$150. The fees generally include but not limited to Shirt, Souvenir, Hospitality, Tailgate, and Game Ticket. (*See Figure 2 Registration Payment Options*)
- 2) **Keep an eye on your cash flow.** Make sure you allow enough monies to fully fund your function. Below are a few steps to keep finances on target.
  - a. Continually monitor the number of paid participants to determine costs are manageable for individual events
  - b. Determine which vendors will need to be paid in advance and adhere to their wishes
  - c. Purchase all items supplied by the reunion one to two weeks prior to the event
  - d. Collect all gift bag souvenirs two weeks prior to the event
  - e. Stay firm with your deadlines unless a mailing goes out late and you have to revise it. You need to let your Class know vendors are expecting payments by a certain date to make sure there are no late fees or additional costs (i.e. room costs, rush charges).

## STEP 4 – CLASS GIFT

### Why Should You Give Back?

- Giving a gift annually of any size each year, shows an alum's dedication to support and give back to assist current and future student's academic growth for your own experience while at WSSU.
- An Endowed Scholarship will ensure that future generations will benefit from your generosity. This gift will live on for generations to come.
- The annual giving rate is also part of the formula which determines a school ranking for publications such as U.S. News and World Report. These high rankings help attract students, and faculty.
- When determining grant monies, some foundations and other grant making organizations look at the number of gifts given versus the total number of dollars received. Your gift could help WSSU secure more funding through grants.

### How do we establish an appropriate gift amount?

You must first set a goal total for the Class then determine how this figure should be divided among your expected participants. Always remember that the individual gift should pay appropriate homage to the anniversary year. For example, our 50th Reunion Classes encourage all participants to provide a gift of no less than \$1,000 per class member. This class makes arrangements for payment installments, if needed.



Another example is adding a zero to your graduation anniversary year. If this is your 25th reunion, simply add a zero for a donation of \$250.00.

Depending on your Class Year and the gift amount for an Endowed or Non-Endowed Scholarship, you can use a similar payment guideline for your Class Gift as the Payment Plan for your other events. Keep in mind in order to set up an Endowed Scholarship, you must have \$25,000. *(See Appendage 3)*

The class will need to complete a Scholarship Worksheet and return it with their criteria for the Endowed or Non-Endowed Scholarship. *(See Scholarship Worksheet under Appendage)*

### **How will we know the total amount donated to our fund?**

The University Advancement Team will keep a running total of your donations. Once you reach your deadline the grand total will be provided to the organizing committee. At any time during the year you would like a list or total to-date, we will be happy to provide that to the Class Chair or Financial Chair. Generally, we provide these once per quarter.

**PLEASE NOTE** – monies obtained from selling raffle tickets or other gaming transactions going toward a class scholarship, the participants must be made aware that they will not receive a tax credit from the university. In this case, they were purchased with the intent to receive something in return.

If the raffle letter or communication was indicated that they would receive tax credit for their gift, you will need to contact these persons making them aware they will not receive a tax credit from the university.

### **How do we make our Class Gift?**

WSSU asks each individual class member to provide a donation to the university in honor of their graduation anniversary. Each reunion class will be allowed to establish an account with the WSSU Foundation to receive these individual gifts as either Endowed or Non-Endowed Scholarships. This process allows the university to provide a tax receipt for each donor and recognize their support of the university. *(See Class Gift Form Appendage 4)*

There are **four** ways you may send your gift to the University.

- i. Your Alumni Liaison can create a MobileCause app for the class to donate directly to. This is setup only for scholarships. It will allow you to visually see who has given and how much.
- ii. With the MobileCause app it gives the person the option to text their gift to **??RAMS** to 71777. (The text link will send you directly to the Mobilecause app.)
- iii. On our “Give” icon on our WSSU homepage, it will send you to <https://www.wssu.edu/donate>. The donor can select Class of **????** from the dropdown menu or if not available, they can put Class of **????** scholarship in the comment box.
- iv. If you wish to send a check/money order, indicate the “Class of **????** Scholarship” in the memo section. Send check/money order to:

Donors Relations  
Winston-Salem State University  
311 Blair Hall  
Winston-Salem, NC 27110

**How do we present the Class Gift?**

The grand total is determined by the total gifts any person in the class has donated to the university from the day after Homecoming the previous year to 2 days before your anniversary celebration including the Endowed or Non-Endowed Scholarship. They are combined for the total Class Gift. You may use this total when making your Class Gift Presentation during your dinner or reception.

**PLEASE NOTE** - In order to present a mock check to the university, it must be \$10,000 or more. This includes presentation during Founder's Day and Game Day.

# Class Anniversary Planning Checklist

## Form a Class Committee

- Select your Class Agent (Chair)
- Form a committee of classmates
- Setup when you will have regular meetings or conference calls
- Discuss with the committee the goal for your financial gift
- Decide the venue location and the agenda for the events
- Work with the Class Liaison for hotel recommendations
- Mail out the Letter of Intent
- Setup your projected budget for registration fees
- Have committee members which tasks to perform

# APPENDAGES/SAMPLES

**Figure 1 - Correspondence Timelines**

Description	Due Date
Letter of Intent	November 1st-December 16th
Acknowledgement Letter - with Tentative schedule	February 1st - 15th
Letter With Complete Details and Fees	April 1st - April 30th
Final Letter - With Deadlines and Cap/Gown/ Bio Data (50th Class ONLY)	June 1st - July 1st
Last Call - Any additional letters as reminders of deadlines	August 1st

**Figure 2- Registration Payment Options for Your Class**

Payment Option Due Dates		
<b>Option #1</b>	One Time Payment of \$200.00	Total Payment Due by June 1, 20??
<b>Option #2</b>	3 Payments of \$66.66	First Payment Due by Jan. 30, 20?? 2nd Payment Due by April 30, 20?? Final Payment Due by June 1, 20??
<b>Option #3</b>	5 Payments of \$50.00	1st Payment Due by Jan. 30, 20?? 2nd Payment Due by March. 1, 20?? 3rd Payment Due by May 1, 20?? 4th Payment Due by June. 1, 20?? Last Payment Due by July 1, 20??

**Figure 3 - Class Gift Fund**

Class Gift Payment Options		
<b>Option #1</b>	One Time Payment of \$1,100.00	Total Payment Due by June 1, 20??
<b>Option #2</b>	3 Payments of \$366.67	1st Payment Due by Jan. 30, 20?? 2nd Payment Due by Jan. 30, 20?? Final Payment Due by Jan. 30, 20??
<b>Option #3</b>	5 Payments of \$220.00	1st Payment Due by Jan. 30, 20?? 2nd Payment Due by Jan. 30, 20?? 3rd Payment Due by June 1, 20?? 4th Payment Due by Jan. 30, 20??

**Figure 4 - Project Timeline**

<b>Project</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Progress</b>	<b>Completed</b>	<b>Comments</b>
<b>Class of ????</b>					
<b>Correspondence Sent Out</b>					
<b>Financials</b>					
Bank Account					
PayPal					
CashApp					
<b>E-commerce - Marketing</b>					
Facebook					
Twitter					
Instagram					
<b>Hotel Accomodations</b>					
Rooms Blocked					
Hospitality Suite Reserved					
<b>Vendors</b>					
DJ/Music					
Catering					
Florist					
Float (if having one)					
Catering					
Florist					

# Assistance Sample Letter

## *I Would Love to Help*

We would love to have you assist the class in organizing and planning our event! The Class of **????** would love to hear from you. The date for our reunion will be the weekend of **(Date)**.

Name \_\_\_\_\_  
*Last First MI Maiden*

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
*City State Zip*

Phone \_\_\_\_\_  
*Home Cell*

Email Address \_\_\_\_\_

Please select the areas below that you would like to be involved in with the class planning.

Correspondence: mailings, emails, calls

Marketing: social media sites such as Twitter and Facebook

Program planning for the event

Memorial

Hospitality

Tailgate

Decorating

Raising awareness for the class gift and its purpose and use to the university

If you have a particular interest that is not listed above, please share it below.



# Setting Goals

## *Setting Class Goals*

Each year, notable anniversaries are asked to give back to WSSU. You “Entered to Learn” and “Departed to Serve” and now we ask you to give back to the students who now stand in your shoes, facing financial need to continue and graduate so they, too, can soon “Depart to Serve”. Below are goals the class committee can use to project their participation, attendance and the gift amount.

Once this has been completed, please keep a copy for the committee but forward a copy to the Class Liaison.

Class Year \_\_\_\_\_

Gift Dollar Goal \_\_\_\_\_

Gift Participation Goal \_\_\_\_\_

Attendance Goal \_\_\_\_\_

Other \_\_\_\_\_





Class Gift Form

WSSU Class of **????** Non-Endowed Scholarship Fund

Yes, I am very grateful to Winston-Salem State University for affording me the opportunity to pursue my educational goals. To show my appreciation, I wish to provide a financial gift to the 'Class of **????** Non-Endowed Scholarship Fund' to assist students in pursuing their educational dreams.

Name \_\_\_\_\_  
                    Last                                      First                                      MI                                      Maiden

Mailing Address \_\_\_\_\_  
                                    City                                      State                                      Zip

Phone \_\_\_\_\_  
                                    Home                                      Cell

Email Address \_\_\_\_\_

\_\_\_\_\_ Yes!      Fund Name \_\_\_\_\_

There are four ways you may send your gift to the University.

1. You may go to our MobileCause app at [app.mobilecause.com/vf/??RAMS](http://app.mobilecause.com/vf/??RAMS). (Your name will automatically appear with the gift amount on this site.)
2. You may also text your gift to **??RAMS** to 71777. (The text link will send you directly to the MobileCause app.)
3. Go to <https://www.wssu.edu/donate> and select Class of **????** from the dropdown menu.
4. If you wish to send a check/money order, please indicate the "Class of **????** Endowed Gap Scholarship" in the memo section. Send check/ money order to:

Winston-Salem State University  
Donors Records  
311 Blair Hall  
Winston-Salem, NC 27110

**Please remember to put **Class of ???? (Endowed or Non-Endowed) Scholarship Fund** in the "Comment" box.**

**DEADLINE: DATE**





# 50<sup>th</sup> Class Reunion Sample Letter

June 20, 2017

Dear Classmates,

Can you believe this is the end of June? Time is quickly passing by! October will be here before we know it. We are in the final stages of preparation for the Class of 1967's 50<sup>th</sup> Anniversary Celebration and look forward to you joining us.

Enclosed are important documents regarding our celebration. Included are:

**Class Gift Form**

**Registration Form**

**WSSU's Schedule of Events** (ours are highlighted in red)

**Cap/Gown Order Form** (to wear during Convocation - Friday am)

**Biographical Information Form** (data and photograph for the souvenir program book)

Completed information should be returned to Ms. Catherine Snipes at the address listed on the forms **no later than August 1, 2017.** **Information received after this date will not be included in the Souvenir Program due to time restrictions.**

Don't forget to book your reservation at The Hawthorne Inn! Our host hotel is:

The Hawthorne Inn  
420 High Street SW  
Winston-Salem, NC 27101  
(336) 777-3000

Room Rates are \$139 plus taxes per night. Ask for the WSSU Class of 1967 block.

As you know, we have accepted the challenge of previous 50<sup>th</sup> classes have issued to give back \$50,000 to the University for scholarship needs for students. Our goal is to go beyond that amount and present the University with a monetary Class Gift of \$67, 000. We ask that each classmate give \$1,000 or more toward this goal.

Gifts have started coming in but we need many more to reach our goal. As of this mailing, we have only raised **\$7,020**. We are not quite \$60,000 behind our projected goal. We are requesting that each classmate make as generous a gift as your circumstances permit in this special year for 2017. All gifts are greatly appreciated regardless of the amount. Will you step up and help us win this challenge? We are the mighty Class of 1967! We can do it!

THANK YOU IN ADVANCE FOR YOUR INTEREST IN JOINING US FOR THE BIG 50<sup>TH</sup>!

Sincerely,

Steering Committee Co-chairs,

## 25th Class Reunion Sample Letter

June 24, 2019

Dear Member of the Class of 1994,

We are excited to share with you that during Homecoming 2019, your class will mark a significant milestone – 25 years since you departed to serve! It is hard to imagine it has been 25 years since you graduated from WSSU! We look forward to celebrating with you.

As the 25th anniversary graduating class, you are invited to march in the Academic Procession at the Founder's Day Convocation scheduled for Friday, November 1, 2019 at 9:45 a.m. in the K.R. Williams Auditorium. The members of the Class of 1994 who make a gift to the university of \$25 or more will receive silver caps and gowns for this occasion. Please complete the enclosed cap and gown order form and return it to Catherine Snipes by email, [snipesc@wssu.edu](mailto:snipesc@wssu.edu) or to the address on the form, no later than Friday, September 20, 2019. All cap and gown forms must be in our office no later than September 20th to meet the vendor's order requirements. If you have already submitted your contribution, please contact Catherine Snipes to verify the amount and date of the gift.

All contributions from a member of the Class of 1994 will be accumulated from October 21, 2018 up to October 28, 2019 towards the class gift. Anyone who has given \$1000 or more from the class will be invited to attend the Chancellor's Luncheon immediately following the Convocation.

You have a few options for giving:

- 1) Online - Go to [mobile URL] or text 94rams to 71777.

\*\*If you already have a recurring gift setup on our [wssu.edu/donate](http://wssu.edu/donate) page, you may continue to give through that portal.

- 2) You may send a check or money order to:
  - a. Donor Relations  
Winston-Salem State University  
311 Blair Hall  
Winston-Salem, NC 27110

Please make your check or money orders payable to the WSSU Foundation and include Class of 1994 in the memo line along with the university area that you would like to support (i.e. School of Business, Cheerleading operations etc.). We look forward to seeing you at Homecoming 2019!

Sincerely,

# General Class Reunion Sample Letter

December 13, 2016

Dear WSSU Class of 1982,

The class committee has begun preparations for our 35<sup>th</sup> year class reunion. Homecoming 2017 will be the weekend of October 26<sup>th</sup> - 28<sup>th</sup>.

We also need your suggestions/input of what events you would like to see and/or participate in during the 2017 Homecoming weekend. Some suggestions we have received are a group dinner, hospitality room, group seating at the game, class photo, game ticket, shirt, key chain, etc. Volunteers for committees are also welcome. Please bring your fresh ideas and enthusiasm. A more detailed list will follow in the spring with class fees and deadlines.

Because this is our 35<sup>th</sup> reunion, the committee would like the class to donate \$35,000 to the university as a Class Gift. If we have 100 classmates donate \$350 each, we can easily reach this goal. Or, if you can't pay it all at once, you can setup a payment plan online (<https://www.wssu.edu/about/offices-and-departments/university-advancement/donate-now.html>) with the university's Donor Records office. Regardless of the amount you give, any amount will be greatly appreciated by the students receiving the monies. (*See payment plan on the Class Gift Form*)

We currently have 266 classmates on the roll. We have attached the listing of classmates we do not have any contact information for. We are asking your assistance with updating this information so we can reach out to everyone and exclude no one.

We really want to make this a memorable milestone but cannot do it without your help. Please contact any of the committee members listed below for any additional information. Thank you and we look forward to the 2017 Homecoming events!!

**Committee Members:**



SCHOLARSHIP AGREEMENT WORKSHEET

Please complete this worksheet and submit it – along with supporting documents (if any) – to the foundation. Supporting documents include, but are not limited to, copies of checks, correspondence, etc. Based on the information provided, an agreement will be developed for the donor’s approval and signature. **An account number will not be assigned until an initial contribution has been received in Donor Records.**

Name of Staff Liaison: \_\_\_\_\_ Today’s Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Donor(s): \_\_\_\_\_

Name of Scholarship: \_\_\_\_\_

This fund will be: \_\_\_\_\_

- Endowed  Non-Endowed

The criteria for awarding scholarships are as follows:  
(Please check all that apply)

- Need Based  Merit Based
- Renewable  Non-Renewable

The scholarship will be established with:

- A one-time gift of \$ \_\_\_\_\_
- An initial gift of \$ \_\_\_\_\_ and pledged payments of \$ \_\_\_\_\_ to be paid as follows: \_\_\_\_\_
- Other funding as follows \_\_\_\_\_

Other information to be included in the agreement (if any):  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**  
Date worksheet received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Your initials: \_\_\_\_\_  
Agreement Worksheet approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Your initials: \_\_\_\_\_  
Agreement Draft approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Your initials: \_\_\_\_\_  
Final agreement executed \_\_\_\_/\_\_\_\_/\_\_\_\_ Your initials: \_\_\_\_\_  
DR Account number : \_\_\_\_\_ Date assigned \_\_\_\_/\_\_\_\_/\_\_\_\_ Your initials: \_\_\_\_\_  
MIP account number: \_\_\_\_\_ Date assigned \_\_\_\_/\_\_\_\_/\_\_\_\_ Your initials: \_\_\_\_\_



# WINSTON-SALEM STATE UNIVERSITY

*ALUMNI ENGAGEMENT  
S.G. Atkins House  
Winston-Salem, NC 27110*

Remember, if you are planning a reunion, the persons coordinating it must contact the Alumni Engagement Office so we will know an event is being planned. Alumni from all over the country call, email or check the website for reunion information. We would not want anyone left out of their class reunion.

Please feel free to contact our office if you have questions or concerns regarding your reunion. We are here to serve you!

Call our office at (336) 750-3491 or toll-free 1-888 565-3870.  
Email – [snipesc@wssu.edu](mailto:snipesc@wssu.edu)

Or  
Drop by the Alumni Engagement office