

ALUMNI REUNION GUIDE



C E N T R A L
CATHOLIC
JR-SR HIGH SCHOOL

**2410 S. 9th Street
Lafayette, IN 47909**

OUR MISSION

The Lafayette Catholic School System, centered on Jesus Christ, educates the whole person in a culture that is:

- Sustained by Gospel witness and service;
- Imbued with a Catholic worldview;
- Supported by a community of faith;
- Distinguished by academic excellence; and
- Committed to student success.

Building the Team

No one person can do everything. It takes a team of individuals, each with their own talents, skills and experiences who are willing to work together for a common goal.

Today, living in the Lafayette Community is no longer a requirement or a barrier to participating in the planning of your class reunion. With social media, document sharing and email you can communicate with the whole team as often as you need. As a matter of fact, frequency of communications is important to your efforts. It binds everyone together and you begin to think and work like a team.

Divide the responsibilities of organizing the reunion among your team. Who does which task is entirely up to you, but each reunion will need a leader to oversee that everyone is accomplishing their task. Class officers should be included and active members of the reunion committee.

Spreading the Word

Any communications you would like shared on the LCSS website or Facebook page should be sent to LCSS's Advancement Office at development@lcss.org or call (765) 474-7500. Please contact our office to get an Excel spreadsheet of the contact information we have in our database for your classmates. We spend time and money each year to keep alumni information current. It is also helpful, as you plan, if you provide class updates to our office.

Other classes have created their own Facebook group to share details, pictures, and school related information. This is an excellent way to find classmates, communicate details and get immediate feedback as you plan for the reunion. Below are details on how to get started on creating a group inside Facebook.

Creating Groups

How do I create a group?

To create a group:

- 1 Click ▾ in the top right of Facebook and select **Create Group**.
- 2 Enter your group name, add group members and then choose the **privacy setting** for your group.
- 3 Click **Create**.

Once you create your group, you personalize it by **uploading a cover photo** and adding a **description**.

The Timeline

If it has been less than 30 years since you graduated, then its alright to think in five year increments for your next reunion.

Identifying and creating your team and locating most of your classmates could take many months. The best way to get a handle on how much time it will take is to create a timeline. Start with the end date and work backwards. Below is a sample timeline.

When do you hold the reunion?

Since most former classmates live in the Midwest, we encourage you to eliminate the winter months. Each month and date you consider will have positive and negative reasons. In an effort to enhance your reunion experience, the Advancement Office organizes an Alumni Weekend each year around the Fall homecoming football game. Check with the school to verify when the homecoming weekend takes place. Alumni weekend includes the following on Friday: golf outing, lunch, all-school Mass, school tours, football game, opportunity to go back to class, fish fry, bounce house area for kids, and evening social. Saturday includes school tour and special alumni Mass in the Central Catholic Jr. - Sr. High School St. Joseph Chapel. Saturday evenings are left open for your class to schedule your own event.

(Consult the Appendix for the Alumni Weekend schedule from 2017)

Funding Your Event

How much will the reunion cost? That's question you need to ask early in the process. Costs of the event come from the following:

Postage for postcards and letters (with return postage)

Telephone calls/conference calls

The hall (including a non refundable deposit)

Food (does the hall provide it?)

Alcohol (do you charge, open bar, drink tickets or combination)

Photographer

Music- DJ or a Band

Table decorations

Gifts

Printing Expenses

Unless you have someone willing to sponsor the event, your funding comes from what you charge people to attend. After you review the range of costs you received from the catering halls, food and alcohol for people, estimate what it will cost per person for hall rental, food and alcohol. Then add another 20% to cover additional and unexpected expenses.

You cannot charge too little or the team will have to make up the difference. Assume attendees will bring a spouse or partner. If there is money left over after all the expenses are paid for, then donate the rest to the school.

The hardest question the team will have to deal with is estimating how many people will send money to come to the event. You will need to make your estimate months before the event. If you plan for 50 people and 100 people come then you have to order more food and alcohol. If you estimate 100 people and only 50 come than you will need to quickly downsize the amount of food and alcohol. Wait as long as you can to order gifts, music, photographer, etc.

Electronic Payment

If you would like to offer electronic payment for your weekend expenses, please contact the Advancement Office at development@lcss.org or (765) 474-7500 at least two months in advance. We can create an online landing page and customized packaging options for your special weekend. Prior to the weekend, we will provide a detailed report of all transactions and write you a check to pay for your reunion expenses. There is a nominal processing fee automatically added to each transaction to pay for the expense of electronic processing.

Finding the Right Place

Finding the right place to hold your reunion is an important decision. You have lots of choices: golf course party rooms, church halls, event halls and hotels. The biggest costs for the reunion are the hall, food and alcohol. You may consult our list or visit <http://www.homeofpurdue.com/> for additional listings.

As Central Catholic alumni, you are encouraged to use St. Mary's Cathedral or St. Lawrence Parish Hall facilities for your reunion. This will significantly cut down on the cost of the reunion and both places can accommodate more than 100 guests. Make sure you contact months in advance so that the space you would like to hold the reunion is reserved.

(Please consult the appendix for a list of places and caterers.)

Class Gift

The class gift is not required of a reunion, however, it is customary that classes give back to Central Catholic in some philanthropic gesture. This should be organized and taken care of well in advance of the reunion so that the reunion is spent reconnecting with old friends. The class gift can go towards a particular cause your class is passionate about.

Other class reunion teams have successfully formed a subcommittee to oversee the class gift ask. They sent out a letter explaining their goals for the class gift and detailing why it's important to give back to Central Catholic.

(Please consult the appendix for a sample letter from the Class of 1964 and Legacy gift ideas.)

Make sure it is a gift from the entire class and does not recognize any particular individual. Donations of any amount are welcomed and make sure everyone knows it is not mandatory. Target the 80% of people that are supportive and willing and not get distracted by the 20% or less that may be vocal about asking for funds.

The Big Day

When the attendees arrive there should be a table with a list of people who have paid. You should provide them with a nametag. The tag should include their senior yearbook picture. Some people will have changed so much over the years that without a picture no one would recognize them. If there are people who did not pay in advance make sure you are prepared to take their money. They need to pay for the food and alcohol they will soon be consuming.

You may want to have a table for the reunion committee and one reserved for former teachers, coaches and special guests.

It has been months in the making and the day of your reunion is finally here. You are the host of this event and there are certain formalities and expectations. Make sure you provide time in the agenda to address all your former classmates for coming, your teammates for all the hard work, those that have past away and those who wanted to come but could not. Most important, make sure you make time to enjoy this event. You deserve it. Put aside worries about small things. This is your opportunity to take pleasure in all your hard work.

Appendix

In this appendix you will find additional information, letters and forms for your use. Included is a letter from the Class of '64 explaining their class gift.

2017 Alumni Weekend Schedule Example



Alumni Weekend Schedule

Join us for the 2nd Annual Alumni Weekend at Central Catholic. It will be an afternoon and evening of fun for our alumni, families, and children. It's a weekend to come back and reminisce about your days at CC, see what has changed, and connect with other CC alumni!

Friday, September 29th, 2017

- 11:30 A.M.  25th Annual LCSS Golf Outing
COYOTTEE CROSSING GOLF COURSE
- 2:15 P.M.  All School Mass with Central Catholic
CENTRAL CATHOLIC JR./SR. HIGH SCHOOL
- 4:15 P.M.  Central Catholic School Tours
CENTRAL CATHOLIC JR./SR. HIGH SCHOOL
- 5:00 P.M.  Fish Fry and Kid's Fun Zone
CENTRAL CATHOLIC JR./SR. HIGH SCHOOL
- 5:30 P.M.  Come Back to Class with Mr. Eddy
CENTRAL CATHOLIC JR./SR. HIGH SCHOOL
- 7:00 P.M.  Central Catholic Homecoming Football Game
CENTRAL CATHOLIC JR./SR. HIGH SCHOOL
- 9:00 P.M.  Post Game Social
KNIGHTS OF COLUMBUS

Saturday, September 30th, 2017

- 4:30 P.M.  Alumni Mass in the Chapel
CENTRAL CATHOLIC JR./SR. HIGH SCHOOL

Appendix

Banquet Halls and Catering

<p>St. Mary's Cathedral Parish Hall 1207 Columbia St. Lafayette, IN 47901 (765) 742-4440 www.saintmarycathedral.org (Pick your own caterer. Alcohol permitted through catering contractor.)</p>	<p>St. Lawrence Parish Hall 1916 Meharry St. Lafayette, IN 47904 (765) 742-2107 www.saintlawrencechurch.net (Pick your own caterer. Alcohol permitted through catering contractor.)</p>	<p>The Outpost Catering 2501 US 231 S. Lafayette, IN 47905 (765) 471-1706 http://www.outpostcatering.com/ (Three banquet facilities to choose from. On-site or off-site catering.)</p>
<p>Lafayette Country Club 1500 South 9th St. Lafayette, IN 47905 (765) 474-3461 http://lafayettecountryclub.net/ (Multiple rooms to choose from. On-site or off-site catering.)</p>	<p>Judi's Catering 101 Plaza Lane Lafayette, IN 47909 (765) 474-2755 www.judiscateringandbanquets.com/ (Multiple rooms to choose from. On-site or off-site catering.)</p>	<p>Coyote Crossing Golf Course 5801 Augusta Blvd West Lafayette, IN 47906 (765) 497-1061 www.coyotecrossinggolf.com/ (Multiple rooms to choose from. On-site catering.)</p>
<p>Nine Irish Brothers 3520 State Rd. 38 E. Lafayette, IN 47905 (765) 447-0999 www.nineirishbrothers.com/ (Two locations to choose from. Off-site catering.)</p>	<p>Arni's Market Square 2200 Elmwood Ave. Lafayette, IN 47904 (765) 447-1108 https://meetyouatarnis.com/lafayette-market-square/ (Multiple rooms to choose from. Off-site catering.)</p>	<p>Holiday Inn City Centre 515 South Street Lafayette, IN 47901 (765) 423-1000 https://www.ihg.com/holidayinn/hotels/us/en/lafayette/lafin/hotel/detail (Multiple halls to choose from. On-site catering.)</p>
<p>Courtyard by Marriott Conference Center 115 Fairington Ave Lafayette, IN 47905 (765) 449-4800 www.courtyardlafayette.com/ (Multiple halls to choose from. On-site catering.)</p>	<p>Four Points by Sheraton West Lafayette 1600 Cumberland Ave West Lafayette, IN 47906 (765) 463-5511 www.fourpointswestlafayette.com/ (Multiple halls to choose from. On-site catering.)</p>	<p>Carnahan Hall 2200 Elmwood Suite A3 Lafayette, IN 47904 (765) 420-9500 www.carnahanhall.com/ (Multiple halls to choose from. Open to catering from 30 vendors.)</p>
<p>The Fowler House Mansion 909 South St. Lafayette, IN 47901 (765) 400-2002 http://www.fowlerhouse.org/ (Multiple rooms to choose from. Open to outside catering.)</p>	<p>Lafayette Brewing Company 622 Main St. Lafayette, IN 47901 (765) 742-2591 https://lafbrew.com/ (Banquet hall and on-site catering.)</p>	<p>The Knights of Columbus 218 S. 4th St. Lafayette, IN 47901 (765) 742-2401 https://www.facebook.com/Knights-of-Columbus-K-of-C-456-115522418477382/</p>

Appendix

Class of 1964 Appeal Letter Example

September 6, 2014

Class of 1964,

Fifty years ago we graced the halls of Lafayette Central Catholic. As you have seen, there have been a lot changes and the future is bright for the Lafayette Catholic School System. The mission of Central Catholic is to develop responsible Christians through fostering spiritual, intellectual and social balance in the lives of students and the entire Central Catholic Community. In order to ensure the continued and undiminished support of excellence at Central Catholic, additional private resources are necessary. I would like to challenge the Class of 1964 to raise \$25,000 for a school endowment to support the academics, athletics and fine arts. A \$25,000 endowment will provide Central Catholic approximately \$1,250 to disburse on an annual basis. There are several ways we could disburse the money and would like to get your feedback.

1. Rotate the annual disbursement between academics, athletics and fine arts on a 3-year cycle.
2. Annually disburse 33.3% to academics, athletics and fine arts.
3. Annually disburse the amount based upon the percentage of dollars raised for each category. (ie. If \$10,000 is dedicated towards academics, \$7,000 to athletics and \$8,000 to fine arts, then the annual amount would be disbursed 40% academics, 28% athletics and 32% fine arts.

As a class we could dedicate the accounts the money goes to or leave unrestricted for the school administration to choose.

Please accept this challenge. We need all of the class of 1964 to raise \$25,000 to support excellence at Central Catholic. Please help us meet that goal.

Enclosed is a Letter of Intent to support the Lafayette Central Catholic Jr./Sr. High School Class of 1964 Endowment Fund. Please complete and return tonight or mail to the Development Office.

Sincerely,

David Manley

Appendix

Class of 1964 Letter of Intent Example

LETTER OF INTENT

We are happy to support the Lafayette Central Catholic Jr./Sr. High School Class of 1964 Endowment Fund.

We intend to commit \$_____ to the endowment.

This commitment will be paid over a period of _____ years (not to exceed 3 years), beginning in _____ of _____. This commitment will be paid as follows:

- Annually in _____
Semi-annually in _____ and _____
Quarterly _____
Monthly _____
I would like to set up monthly automatic withdrawal through my bank. Please send the necessary forms.
My employer participates in a Matching Gift Program. Employer Name:_____
My single gift of \$_____ to the Lafayette Catholic School System is enclosed.
Please provide me with information about leaving a gift to the LCSS in my will.

Please make checks payable to: Lafayette Catholic School System

Please acknowledge the gift in the following way:

Name: _____

Address: _____ City _____ State _____ Zip _____

Gift Preferences: (Please check all that apply)

- Rotate Disbursement Disburse 33.3% Disburse % of Money Raised
Academics Athletics Fine Arts
Dedicated Unrestricted

We want this gift to be anonymous: Yes No

Signature(s) _____

Please print name(s) _____

Email: _____ Date: _____

Please return to: Lafayette Central Catholic Jr./Sr. High School Development Office 2410 South 9th Street Lafayette, IN 47909

Appendix



L A F A Y E T T E
CATHOLIC
SCHOOL SYSTEM

Preparing
Students
For Life

Central Catholic Graduating Class Legacy Ideas

It is a long-standing tradition for a graduating class to bestow a gift upon the school for the students to commemorate their time there and leave a legacy. Oftentimes, graduates raise the money for the gift via a year-long fundraising project or one-time gifts. When selecting a gift, the most expensive or elaborate offering is not necessarily the best. Alumni should take into consideration the school's needs when deciding what to present. Below are a list of ideas for your class to consider. The Advancement Office would be happy to discuss specific school needs if your class has a direction they want to go.

Scholarship

Scholarships are ideal class gifts to help families afford the growing cost of tuition. Tuition for one child in the 9 - 12 grade at Central Catholic is more than \$8,000. The class may choose to leave a scholarship endowment for a single student's tuition, or the class might divide up the funds into multiple scholarships. Scholarship endowments are an ideal way for the class to make a significant impact for a student who might not have been able to afford the same education otherwise. For instance, the Class of 1964 decided to develop the Class of 1964 Living Legacy Fund with a goal of \$25,000 to help pay the tuition costs for an incoming freshman every year. A \$25,000 endowment will provide approximately \$1,250 each year for an incoming student.

Extracurricular Activities

School clubs, organizations and sporting teams are often in need of new equipment. Classes can choose one or more organizations that are in need of additional funds and provide the activity group with the funds for improvements and allow them to use the money as they see fit, or the class can purchase the needed improvements themselves. The music and fine arts programs continue to grow and always in need of additional funding to repair instruments, purchase new equipment, scripts or music.

Academic Improvements

Academic equipment, such as interactive projectors, textbooks, art and consumer science supplies need to be updated and replenished throughout the school year. Classes can donate funds to be used specifically for this purpose.

Beautification Contributions

Classes can present gifts that enhance the beauty of the school. Examples of beautification gifts include planting a tree, replacing a deteriorating sidewalk section, provide funding for a new student courtyard, or other physical enhancements needed around the school. For instance, the Class of 1960 donated the monstrance and ciborium used in the schools St. Joseph's Chapel for mass.