

2023

REUNION POLICIES, ROLES, AND

RESPONSIBILITIES

Jan 2023

Contents

INTRODUCTION…………………………………………………………………………………………………….3

REUNION FORMAT AND DATE SELECTION…………………………………………………………….3

REUNION OBJECTIVES, ACTIVITIES, ROLES AND RESPONSIBILITIES………………………..3

OBJECTIVES…………………………………………………………………………………………………3

ACTIVITIES………………………………………………………………………………………………….4

THE AOG’s ROLE……………………………………………………………………………………………………4

REUNION CLASS RESPONSIBILITIES……………………………………………………………………….5

REUNION FEES………………………………………………………………………………………………………6

AOG REUNION SERVICE FEE………………………………………………………………………..6

CLASS REGISTRATION FEE……………………………………………………………………………6

EVENTS AND QUANTITY FEE………………………………………………………………………..6

LATE REGISTRATION FEE……………………………………………………………………………..7

CANCELLATION FEE…………………………………………………………………………………….7

OTHER REUNION COSTS………………………………………………………………………………………..7

CONTRACT RESPONSIBILITIES……………………………………………………………………………….7

TRADEMARKS, SYMBOLS AND LOGOS…………………………………………………………………..9

CLASS RING REPRESENTATIVES……………………………………………………………………………..9

DISCONNECTED CLASSMATES……………………………………………………………………………….9

MEMBERSHIP FOR ALL GRADUATES………………………………………………………………………9

# 

# AOG Logo 32023 REUNION POLICIES, ROLES, AND RESPONSIBILTIES

# INTRODUCTION

The AOG, in partnership with Armed Forces Reunions, (AFR) is pleased to offer assistance and support to class reunion committees. This operating plan outlines the services provided by the AOG/AFR to assist in reunion planning. In order to provide the best reunion experience possible, committees must coordinate all class events, ceremonies, and cadet access, etc. in concert with the AOG/AFR to ensure proper utilization and efficient use of services, contracts, facilities, and class agency funds.

This document provides a high-level look at the reunion process. It details each organizations roles and responsibilities, as well as an outline of reunion fees and service contract expectations. It is recommended all committee members read and understand the 2023 Reunion Policies, prior to reunion planning.

A separate Reunion Committee Planning Guide, will also be provided to class committees. It includes an appendix and additional key documents to be used in conjunction with this operating plan. Once the required documents are signed from the planning guide, they will form the foundation of the relationship between the AOG and the Class throughout the reunion process.

# REUNION FORMAT AND REUNION DATE SELECTION

Each year, the Academy determines and approves available dates for reunion weekends, in accordance with the football schedule (typically in March). The 50th reunion class will be given top priority for weekend selection. Reunion dates for other classes will be available for selection shortly afterward.

# REUNION OBJECTIVES, ACTIVITIES, ROLES, AND RESPONSIBLITIES

## OBJECTIVES

1. **Have fun**, engage, and celebrate with classmates

2. Reconnect with the Academy and observe the current Academy environment

3. Understand existing Academy programs, challenges, and successes

4. Strengthen institutional pride

5. Increase advocacy and support for the Academy and cadets

## ACTIVITIES

1. Social events: dinners, receptions, golf, class-specific activities, tailgate, and football game

2. Professional events: lunch with cadets, cadet area open house, and memorial ceremony (upon request by the committee)

3. Informational events: Academy staff briefings, prep school tour, (if applicable) and class business meeting (upon request by the committee)

# THE AOG’s ROLE

The AOG strives to offer the best level of support to all returning alumni. Pricing for 2023 reunions will be the same for all classes, except for the 10-year reunion class, who is participating in the Academy reunion experience for the first time. The AOG Reunion Service Fee includes but is not limited to assistance in the following:

|  |  |  |
| --- | --- | --- |
| **AOG Reunion Service Fee** | **10-Yr** | **20-Yr Plus** |
| Graduate (Or Primary Registrant) | $25 | $50 |
| Additional Guest (12-yrs and older; includes Next-of-Kin) | $10 | $40 |
| Blank |  |  |
| Provide Primary AOG Points of Contacts (POCs) | **✈** | **✈** |
| Establish and communicate reunion deadlines (AFR/AOG) | ✈ | ✈ |
| Set-up and manage online registration system (AFR/AOG) | ✈ | ✈ |
| Assist with registration & answer general questions (AFR/AOG) | ✈ | ✈ |
| Create/maintain/update class reunion landing pages | ✈ | ✈ |
| Conduct surveys and email blasts | ✈ | ✈ |
| Offer guidance based on historical data and experience | ✈ | ✈ |
| Provide periodic expense reports | ✈ | ✈ |
| Provide suggestions on needed communications | ✈ | ✈ |
| Accept deposits into the class agency fund account | ✈ | ✈ |
| Provide general printing and photocopying services | ✈ | ✈ |
| Coordinate reunion ads in Checkpoints Magazine | ✈ | ✈ |
| Coordinate Prep School Mini Reunion | ✈ | ✈ |
| Coordinate discounted football tickets with athletics | ✈ | ✈ |
| Coordinate with Eisenhower Golf Course | ✈ | ✈ |
| Coordinate Terrazzo Access/Open House Activities | ✈ | ✈ |
| Coordinate Security approved nametags for cadet access | ✈ | ✈ |
| Coordinate food options for Friday lunch | ✈ | ✈ |
| Offer optional tailgate before football game | ✈ | ✈ |
| AFR coordination with hotels (eliminating deposits) | ✈ | ✈ |
| AFR coordinated favorable hotel pricing & terms | ✈ | ✈ |
| AFR room block monitoring and updates | ✈ | ✈ |
| AOG contract signing (eliminates personal liability) | ✈ | ✈ |
| Produce registration materials (AFR/AOG) | ✈ | ✈ |
| Conduct reunion check-in at hotel (AFR) | ✈ | ✈ |
| Coordinate late reunion check-in at Clune Arena (Friday) | ✈ | ✈ |
| (AFR/AOG) |  |  |
| Maintain records (IAW AOG retention policies) | ✈ | ✈ |
| Provide final accounting of reunion funds | ✈ | ✈ |

# REUNION CLASS RESPONSIBILITIES

1. Class president, or other class officer if president cannot be located, will appoint the Reunion Chairperson, and provide the AOG written permission for the Reunion Chairperson to expend class funds in support of reunion activities. See Planning Guide, APPENDIX A.

2. Read the *2023 Reunion Policies, Roles, and Responsibilities and 2023 Reunion Committee Planning Guide*

3. Determine if class agency funds will stay in the investment pool or be used during the reunion cycle (see Planning Guide, APPENDIX C *Memorandum of Understanding – Class Agency Funds*).

4. Establish a reunion committee as described in the *Planning Guide* and direct the committee accordingly.

5. Establish reunion budget and pricing, maintain budgetary control, and actively manage class spending. Provide authorization to AOG for payment of invoices.

6. Maintain a positive agency fund balance before, during, and after reunions to provide a source of funding for other authorized class spending. Examples include purchasing flowers for deceased classmates’ families and legacy classes purchasing 2nd Lt. bars for their legacy class.

7. Communicate with the class to gain an understanding of expected attendance and participation. Seek input on hotel room night requirements. Initial interest survey to be sent to AOG for distribution by 13 January and out to class by 20 January. Survey close date by 28 February to have initial interest numbers by the end of February or just prior to football schedule/reunion weekend release.

8. Work with the AFR to establish headquarter hotel as soon as reasonably possible.

9. Send email blasts to classes. Note: There is a 3-5 business day turn around for sending.

10. Coordinate with AFR to select menus, merchandise, optional events, and set prices.

11. Work with the AOG staff for the memorial ceremony and brochure.

12. Set deadlines (in coordination with AFR/AOG).

13. Engage with the AOG/AFR in determining appropriate contract terms and share in the financial responsibility to meet such terms (for example, room blocks, and food & beverage minimums). Document this understanding in APPENDIX D *Contract Responsibilities* and APPENDIX E *Room Block.*

14. Communicate the financial responsibility of the Class’s hotel contract with the reunion committee.

15. Keep AFR informed.

REUNION FEES

There are multiple reunion fees the committee must consider when planning the reunion and associated events. Each fee is explained below. Additionally, A la carte pricing per event is utilized after initial registration fees to allow attendees to pay only for events they plan to attend.

AOG REUNION SERVICE FEE

The AOG Reunion Service Fee is required for each of the following attendees:

* Primary registrant (graduate, alumni or next of kin)
* Guests (spouse, sibling, child, or friend who will attend reunion events)

Each of these attendees will receive a Reunion Name Tag (exception: children 4 & under will not receive a badge) that will serve as the official ticket into reunion events (socials, reception, banquet, golf tournament, open house, tailgate etc.).

**\*Exception:**  Football tickets are purchased through the Academy Athletics department. Tickets may be purchased for individuals who plan to attend the football game, without paying the reunion fee **if** those individuals do no attend other Reunion Events. These individuals will not be issued Reunion Name Tags.

Special guests such as widows or deceased graduate’s next of kin, may have registration and/or activity fees waived if determined appropriate by the Class. In this case, the AOG reunion coordinator must be notified, and any associated fees will be taken out of the class agency fund.

## CLASS REGISTRATION FEE

The Class Registration Fee is additional to the AOG Reunion Fee and will be listed as a separate line item on the registration page. It is determined by each class based on their budget and the cost of any additional or optional items such as:

* Registration gifts
* Additional transportation (busing from hotel to Academy)
* Class flag for Wings of Blue or small flags for cemetery
* Flower or Memorial Donation fund for deceased classmates’ families
* Credit card assessments
* Decorations
* Other (special printings, class video etc.)

## EVENTS AND QUANTITY FEES

Additional fees may be added by the Class to cover other event costs such as outside socials, activities, lunches, golf, commemorative merchandise, etc. and will also be charged during registration.

## LATE REGISTRATION FEE

Standard pricing will expire 6 weeks prior to the start of the reunion. After that, AFR will add a flat $25 late fee for the primary registrant. Late fees will be credited to the AOG.

## CANCELLATION FEE

Registrations must be cancelled **14-days prior** to the reunion weekend to receive a full refund of the AOG Service Fee and other event fees.

The reunion class determines if, and how much, of the Class Registration Fee is refundable. Any retained amount will be credited to the class agency fund. Optional merchandise cancellations are subject to production deadlines and the Class will determine the refund and mailing policy.

**Note:** AFR will use judgement in applying the late fee and cancellation fee policies and make exceptions as appropriate. The AOG will support exception decisions.

# OTHER REUNION COSTS

Other costs, not included in reunion fees, but should be considered when planning to attend include:

1. Transportation to/from and within the Colorado Springs area

2. Lodging (a link from Reunion Central will take you to the hotel’s reservation page)

3. Meals (other than those purchased with reunion activities)

4. Football tickets (offered through the USAFA Athletic Ticket office via an online link)

5. Class merchandise (a link from Reunion Central will take you to the vendor order site)

Items purchased outside of the reunion registration system are not within AOG/AFR control and are subject to the refund and cancellation policies of those businesses (airline, hotel, USAFA Athletics, merchandiser).

# CONTRACT RESPONSIBILITIES

AOG/AFR will provide recommendations to the reunion committee on hotel contracts, regarding appropriate terms for items such as room blocks, attrition, and food and beverage minimums. Once the contract has been approved by the Class, it is provided to the AOG for signature thru AFR. AOG signed contracts ensure individuals from the Class are not held personally liable for the contract terms or potential liquidated damages. Additionally, AOG signed contracts may utilize the AOG’s tax exempt status.

HOTEL ROOM BLOCK: Reunion classes are responsible for meeting room block minimums and requirements. Committees should gauge interest/attendance from their graduate community prior to entering the hotel contract using the January survey. The AOG will assist classes by providing historical data and conducting reunion surveys prior to negotiations, however, the overall responsibility lies with the Class.

In addition to the hotel contract, the AOG and the Class will sign the *Contract Responsibilities* document (see APPENDIX D). This document specifies that due to the potential of financial liability based on the AOG’s recommendations, the AOG and the Class agree to share responsibility by each providing 50% of billed liquidated damages due to attrition, subject to limitations. For instance, if the Class requests less rooms than recommended, the contract will be reduced accordingly and the AOG and the Class will share equally in payment of liquidated damages. If the Class requests larger contract terms, the AOG and the Class agree to pay equally the liquidated damages based on AOG’s recommendations, however, the Class will be 100% responsible for damages billed for the increase in room block.

In all the above scenarios, the AOG’s financial obligation will not exceed the amount of AOG Service Fees collected from the Class for the current reunion cycle. The AOG and the Class will document and sign off on recommendations, adjustments, and final terms to indicate their agreement with this policy. This documentation occurs in APPENDIX D and APPENDIX E.

**EXAMPLE:** The AOG recommends, and the Class agrees to 350 room nights at $150/room with 85% attrition, but the Class only purchases 250 rooms. Administrative fees collected from the Class were $6,000.



FOOD AND BEVERAGE MINIMUMS: Hotels require the Class to meet defined food and beverage minimums for events. Classes must select menus which will meet food and beverage minimums even when attendance is less than forecasted. The Class is 100% responsible for liquidated damages due to unmet food and beverage minimums.

OTHER CONTRACTS: In the event the AOG signs a contract on behalf of the Class with an outside party (i.e. DJ, band, caterer), the class is 100% responsible for any payments due if they default on the contract.

CANCELLATION: If the Class completely cancels a contracted event, they will be 100% responsible for all financial liabilities and liquidated damages due to cancellation.

## TRADEMARKS, SYMBOLS AND LOGOS

All Air Force and Air Force Academy trademarks and logos are owned and controlled by the Air Force Academy Athletic Association (AFAAA). All such logos and trademarks may only be used by a licensed CLC (Collegiate License Corporation) vendor. Requests to use the logo with an approved vendor can be made by visiting <http://www.trademark.af.mil/Licensing/Applications/>. Class crests may be used for the purposes of producing reunion merchandise and can be provided by the AOG ([felicia.recker@aogusafa.org](mailto:felicia.recker@aogusafa.org)).

# CLASS RING REPRESENTATIVES

The AOG will post ring representative’s contact information on the AOG reunion website so that classmates may contact the representatives well in advance of the reunion.

# DISCONNECTED CLASSMATES

Please encourage your classmates, AOG members or not, to keep their information updated with the Association of Graduates. Classmates can call Customer Service at (719) 472-0300 or visit [www.usafa.org](http://www.usafa.org) and click **Login.** First-time users should click New **User Registration** at the bottom of the page and select a username and password. Once logged in, contact information can be updated. The AOG will post a list of “lost” classmates on the AOG reunion webpage. “Lost” means we do not have a current mailing address. These individuals may contact us directly or be updated by a classmate. It is helpful to have full name, class year, mailing address, and preferred e-mail and telephone number.

# MEMBERSHIP FOR ALL GRADUATES

Graduates can now gain full access to the AOG’s benefits at no cost by visiting <https://membership4grads.usafa.org/> to opt-in. This takes less than 5-minutes and ensures you stay connected to your Academy.