

## UofTMed Alumni Reunions – Advancement Office Support

Reunions are a perfect opportunity to reconnect with old friends and your alma mater.

If you would like to organize your reunion as an Alumni Reunion Ambassador, this is how we in the Advancement Office can help. Please note, the Advancement Office is different than the MAA; it is a centralized unit within the Faculty of Medicine, and is staffed with an Alumni Relations team that works directly with our alumni with a mission of providing meaningful engagement opportunities and fostering a community of support among alumni and students.

### We will provide you with:

- Your alumni class contact list from the U of T alumni database (alumni volunteers sign the confidentiality agreement)
- Invitation support: we can provide email invitation templates that you can personalize and send to your classmates OR we can send email invitations on your behalf, which allows us to collect metrics like open rates for you (and keeps bouncebacks and autoreply messages out of your inbox) – note, you would still receive any responses people send
- Registration support including:
  - Creating the registration form (for paid or free events)
  - Providing weekly/bi-weekly registration updates
- Event advice including:
  - Reunion planning checklist and draft timelines
  - Reunion timing suggestions (TIP: U of T's Alumni Reunion weekend, usually the last weekend of May into June, is often a good time to get alumni who are travelling from out of town)
  - Reunion format suggestions (social, professional development, etc.), including examples from other alumni reunions
  - Providing budget expertise (e.g., establishing the event budget, best practices around ticketing pricing)
  - Event program suggestions (guest speaker, group activity, special guests, etc.)
  - Event logistics (provide suggestions for venues, catering requirements, etc.)
  - Vendor advice (photographers, musicians, other entertainment, etc.)
  - Expertise on class giving initiatives (often alumni reunions include a class giving effort in support of current students)
  - Communications support, including event promotion via the Faculty website and social media (as appropriate)
- Nametags and alumni swag for your reunion guests (e.g., pins, pens)

### As the Alumni Reunion Ambassador volunteer, you will:

- Be the contact person for your graduating class and promote the reunion within your network.
- Provide the alumni relations team with contact information updates from your classmates, so the university database is more accurate. (Note: we do not have access to the MAA contact lists.)
- Represent your classmates in organizing a reunion event that will be meaningful to them.

The alumni relations team will support and guide you through every step in your reunion planning – we are here to help! To start planning your reunion, please email the Events & Alumni Relations Coordinator at [alumni.medicine@utoronto.ca](mailto:alumni.medicine@utoronto.ca) or 416-946-0542.