

TFA ANNUAL REUNION PLANNING GUIDELINES

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BOARD OFFICERS AND REUNION COMMITTEE RESPONSIBILITIES:

1. A Towne Family member may submit a Reunion Proposal to the Board for a future TFA Reunion. The Proposal should include a rationale for the reunion location, its relevance to the Towne Family, ideas for speakers and excursions, plus any other information of interest.
2. The Board shall:
 - A. Approve Reunion Proposal,
 - B. Approve Reunion Chair,
 - C. Determine year in which the reunion will be held.
3. Reunion Chair shall:
 - A. Find an appropriate reunion site per the Reunion Location Guidelines
 - B. Prepare Reunion Budget to be approved by the Executive Board (Board)
 - C. Plan the Reunion Itinerary including any speakers and/or excursions
 - D. Work with the President for dates and times of Board and Annual Meetings
 - E. Coordinate all logistics
 - F. Prepare articles for About Towne up to one year before the Reunion. This is a great place to ask for volunteers and solicit items for fund raisers.
 - G. Appoint other committee members as needed
 - H. Prepare a Final Expense Report for the Treasurer - include all receipts to be reimbursed within one month after the reunion
4. President shall:
 - A. Review and sign all contracts
 - B. Prepare Board and Annual Meeting Agendas
 - C. Prepare meeting booklets including minutes from the previous year's Board and Annual Meetings, Board Reports and any other items deemed relevant
 - D. Work with the Reunion Chair for dates and times of Board and Annual Meetings
 - E. Purchase/prepare awards and certificates
5. Vice President shall:
 - A. Have a budget up to \$500 to purchase additional fund raiser items and attendee favors/small gifts
 - B. Coordinate all sales, raffles and/or auctions (fund raisers) including donated and purchased items, raffle tickets and any other associated costs
 - C. Send thank you letters to anyone who donates items for the fund raiser. Please note that TFA is a 501(c) 7 organization and donations are not tax deductible.
 - D. Purchase attendee favors/small gifts
6. Treasurer shall:
 - A. With the Reunion Chair, prepare the Registration Form to be included in the About Town newsletter – this should be included in 3 quarterly About Town publications prior to the reunion
 - B. Receive Registration Forms
 - C. Deposit all receipts and pay all expenses for the reunion and prepare a detail financial report included in the monthly financial statements
7. Other Reunion Committee Members shall:
 - A. Be assigned duties as needed

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LOCATION GUIDELINES:

1. Must be accessible to a major airport;
2. Must be large enough to accommodate our members including at least one meeting area;
3. Total cost must be affordable to most members including food, lodging and transportation;
4. Must have some ties to the Towne family and/or be of interest to our membership such as a historical significance, national park or genealogical research availability.

BUDGET:

The Reunion Chair shall present a Reunion Budget for approval at the Executive Board Meeting and the Annual Meeting that precedes this reunion. The Board has the discretion to revise this budget based on current conditions and/or on the prior year's reunion actual revenue and expenses. Any revisions will be approved by the Board and the revised Reunion Budget will be presented to the General Membership at the Annual Meeting.

Registration Form must include:

1. **Registration Fee:**
 - A. Member Registration Fee is \$40 per person. This includes all current members who have a Single, Family, Life or Senior Membership AND their family guests who are spouses, significant others or any family member over 18 living in the same household and / or a companion who may be assisting a disabled member.
 - B. Non-Member Registration Fee is \$65 per person which includes a one-year single TFA membership¹.
 - C. Children under 18 are free.
 - D. Any changes to the Registration Fees must be approved by the Board and the General Membership.
 - E. All attendees must pay a Registration Fee as a Member or Non-Member unless they are children under 18.
2. **Banquet Fee:**
 - A. Per person price of meal plus gratuities and taxes.
 - B. Choice of meals and Children's meals may have different costs per person.
 - C. Banquet should be self-funded
3. **Excursion Fee:**
 - A. Usually an optional fee, this may include entrance, transportation and/or food fees per person.
 - B. Excursions should be self-funded
4. **Line to mark Descendant(s)** of Rebecca, Edmund, Jacob, Mary, Joseph, Sarah

¹ This entitles them to full membership with members-only access to the TFA website, quarterly newsletters and genealogy research assistance. They would also receive an additional benefit--because they would be joining during a reunion, their new membership would also carry them from the date of the reunion through the next full calendar year. Because they become Members, they are entitled to attend the TFA Annual Business Meeting.

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5. **List Name of attendee(s)**, address(es), email(s), phone number(s)
6. Any other pertinent information

Registration, Banquet and Excursion Fees must be paid with registration. The Registration Fees for Members and Non-Members can only be changed by a Board vote.

Other Costs to Reunion Attendees:

1. Lodging
2. Food, transportation, entertainment and excursions not paid with registration
3. Any Refunds for Reunion Registration, Banquet and/or Excursions will be discretionary based on a Board vote.

Other Costs to TFA:

1. TFA shall budget \$500 to cover reunion administrative expenses including but not limited to name tags, participant packets, ribbons, programs, agenda's and other office supplies as needed
2. TFA shall budget up to \$500 for additional fund raiser items and attendee favors/small gifts
3. Any required prepayment or deposit shall be made by the President or Treasurer with either a TFA check or debit card. TFA does not have a credit card
4. All expenses to be reimbursed for the reunion shall be submitted to the Treasurer within one month after the reunion - any reimbursement requests made after June 30 following the reunion will not be reimbursed
5. Registration Fees should cover the meeting and hospitality rooms, entertainment, decorations, speaker fees, hospitality room snacks, meeting coffee break, etc.
6. Banquet and Excursion Fees should be self-funded

Fund Raising at Reunion:

1. The VP is in charge of all fund raising at the reunion
2. Anyone may donate items for a fund raiser - please note that TFA is a 501(c) 7 organization and donations are not tax deductible.
3. The VP may use the VP Budget for additional fund raiser items
4. All proceeds are used to cover reunion expenses not covered by Registration Fees. Any excess proceeds shall be included as TFA Income.

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HOTEL

The goal for a group room rate is to get the best deal possible for the attendees, who will make their own reservations, and pay for all their own hotel charges.

FIRST PRIORITY is **setting the dates and confirming the hotel arrangements**, bearing in mind that the location and the time of year can affect prices.

Things to find out:

- What is the Hotel policy about adding rooms to the room block, if more are needed?
- What is the cut-off date when block of rooms will be released if not sold?
- Will the price quoted be honored for people who arrive early or stay late?
- Is there a fee for daily parking?
- Is breakfast included?
- Is it handicap accessible?
- What is available for a **Hospitality Room**? Fee?
Ideally, you would want the room available from first day-afternoon (or evening before) for registrations and socializing, until last day-morning; but if there is a fee, you might want to reduce this.
- What are the choices for **Meeting Rooms**? Fees?
 - ***Executive Board Meeting** first day-afternoon or evening 2-3 hours, with seating for 10-12 with a long or round table.
 - ***Annual Membership Meeting** 2-3 hours.
Estimate seating needed - people really like to have tables to sit at if there is space. Lectern and microphone may also be needed for this.
 - ***Workshop Space** Probably best if it's set-up in the Hospitality Room. Not everyone will attend, but most will.
May need to figure in the expense of a microphone and podium, if needed.
- What is available for a **Banquet Room**? Fee?
 - *Check banquet room capacity, set-up, and banquet dinner menu selections.
 - *Remember to add into the banquet costs, any sales/meal/local taxes (at least +25%), plus the gratuity, before figuring out the all-inclusive cost per person, which will be included on the registration form for pre-payment.
- What is the capacity in the **Restaurant**, if there is one? How is the service?
Can this be considered as an alternative to a dinner banquet, to have a luncheon banquet? (As another option, consider looking into a catered picnic, lunch or dinner elsewhere?)
- Does the Hotel require a **Formal Contract**? Be sure to review it for any requirements for minimum hotels rooms booked, and minimum number of

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banquet meals, along with any attrition clauses for both rooms and meals? (This type of stipulation would require TFA to have to pay for any cancelled or unbooked rooms and meal costs within the required contract's attrition "minimums".)

SPEAKER:

As Reunion Chair, you get to choose the speaker. The speaker is usually invited to the banquet and receives a complimentary meal. Some speakers may request that transportation be arranged to/from the banquet; and some travelling from a great distance, may ask for an overnight stay. Transportation and overnight stay costs need to be **approved by the Board** before agreeing to cover these expenses. (Do not offer it, wait to see if it's requested, and then figure this into your choice of speaker.) All of these costs will need to be factored into the overall Banquet Fee charged per person. Generally, the speaker is given a donation from TFA to his or her charity or cause. You will want to confirm the speaker's topic and make sure that he/she speaks for no longer than one hour. Find out what equipment he/she will need. Hotel A-V equipment fees tend to be very high, and if necessary, will need to be figured into the overall budget. Confirm all agreements in writing copying both the President and Treasurer.

EXCURSIONS:

You may plan day trips to visit Towne family sites and/or sites of interest to the membership such as sites with historical significance, national park or genealogical research centers. All excursions are optional. You will need to coordinate transportation whether that is hiring a bus or van or having reunion attendees drive themselves. You may provide box lunches or note that food is available at the site for people to buy on their own. It is recommended that you collect any entrance fees, transportation costs, and/or food costs with the Excursion Fees. When you describe the excursions in About Town or on the Registration Form, be sure to include such details as proper attire, transportation, and food options. Remember that excursions are self-funded. Confirm all agreements in writing copying both the President and Treasurer.

VOLUNTEERS:

- **Registration**: At least 2 people are needed to help people check-in, and put together and hand out reunion packets, name badges, etc., and answer questions.
- **Hospitality Room**: Once you have decided when the hospitality room will be open, you will need to have 1 or 2 people be there during those times. They can

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also take care of the purchase of any TFA sales items and sell tickets for raffle/silent auction items.

- **Raffle/Silent Auction**: The VP is in charge of the Raffle/Silent Auction. If you are having a raffle, designate one or more people to sell tickets.
- **Photographer**: Recruit someone to take photos of all activities for submission to the newsletter editor for inclusion in the quarterly newsletter.

FINAL THOUGHTS

Things that must be included in reunion.

1. Executive Board Meeting
2. Annual Membership Meeting

Things that should be included in reunion

1. Banquet
2. Speaker
3. Genealogy workshop / sharing family research

Things that may be included in reunion

1. Excursion(s)

Planning a reunion is like planning a big party. Reunions are usually 3 nights with 2-3 days of activities including the Annual Membership Meeting. Each reunion has its own style and that style is determined by you as Reunion Chair. As chair you get to choose the location, speaker and excursions. It is important that you keep open communications with the Board and pay attention to the details. Logistics can make or break the reunion. Be sure that you have enough volunteers. The best thing to do is plan a reunion that YOU and a majority of your fellow TFA members would enjoy.

ADDITIONAL ASSISTANCE:

If there is any additional assistance needed in planning a reunion, please contact the current President and/or Vice President.