

SPELMAN COLLEGE

Reunion 2010!

May 12 – 16, 2010

This handbook provides useful information to assist you in planning your Class Reunion, and establishes a framework for action. Each class is different and therefore, must set its own tone and specific course for success. As a result, this Reunion will reflect the unique character of your class and classmates and offer something for everyone.

It is important to understand your assigned and desired roles in the planning and implementation process, and then aim to involve and engage as many of your classmates as possible. Reunions reunite Spelman women with one another and the Spelman experience, while appealing to our intellectual, social and leadership interests.

The staff members of the Office of Alumnae Affairs, and our colleagues in the Division of Institutional Advancement, are available to assist you. We want your Reunion to be a tremendous success and a valuable experience for everyone involved. Thank you for your willingness to serve!

THE OFFICE OF ALUMNAE AFFAIRS:

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Office of Alumnae Affairs

Spelman College

350 Spelman Lane, SW

Campus Box 304

Atlanta, Georgia 30314-4399

Office Hours

Monday – Friday

9:00 a.m. - 5:00 p.m.

404.270.5048

Fax #: 404.270.5050

Alumnae Affairs Location:

Rockefeller Hall

2nd Floor, Suite 205

For Reunion Related Inquiries:

www.spelman.edu/reunion

reunion@spelman.edu

404.270.5064

Reunion 2010 Quick Reference Guide

Who do I contact for...?

➤ Reunion Committee Meetings

➤ Class Lists

➤ Class Activities

➤ Room Reservations

Kenique Penn, C'2000, Asst. Alumnae Programs Manager
404.270.5663, kpenn@spelman.edu

➤ Reunion Registration

Alyson Dorsey, C'2002, Sr. Administrative Assistant
404.270.5048, adorsey@spelman.edu

➤ Class Websites

Tess Vismale, C'91, Alumnae Programs Manager
404.270.5058, tvismale@spelman.edu

➤ Convocation

➤ Host Hotel

Dineo Brinson, C'94, Associate Director
404.270.5049, dabrinson@spelman.edu

➤ Fundraising

Anna A. Scott, Annual Giving Officer
404.270.5059, ascott2@spelman.edu

➤ Sponsorship

Shelese Lane, Director, Corporate & Foundation Relations
404.270.5110, sjlane@spelman.edu

SPELMAN COLLEGE REUNION

WHO, WHAT, WHEN, WHERE & HOW

WHO attends Reunion?

Alumnae -- graduates and former students -- and their guests. Guests include family members and friends.

WHAT is Reunion?

Reunion **serves to encourage alumnae to return to campus to reunite with attending classmates and college friends, demonstrate support for the College and conduct class meetings and activities.** The first organized Reunion at Spelman was held in 1915.

WHEN is Reunion held?

Although the College hosts Reunion annually, alumnae classes are scheduled to participate **every fifth year after graduation.** The event is usually held the **third weekend of May**, in conjunction with Commencement activities.

WHERE is Reunion held?

Reunion takes place on the campus of Spelman College and various venues around Atlanta.

HOW is Reunion organized and carried out?

Reunion is a program of the Spelman College Office of Alumnae Affairs, conducted in collaboration with the Division of Institutional Advancement, under which the Office operates, and in cooperation with divisions and offices across campus.

The Reunion Planning Committee consists of representatives from reuniting classes who focus on class programs, fundraising activities and electronic and print communications. Additionally, designated regional class representatives form a planning and advisory component. Members of the class-at-large assist with identifying and promoting activities and fundraising initiatives and participate in Reunion weekend.

SPELMAN COLLEGE REUNION GLOSSARY

Alumna (a-lum-nuh; singular)	A female graduate of the College or a former student who completed one or more semesters with at least 12 credited hours.
Alumnae (a-lum-nee; plural)	
Alumnae Arch	Located within the campus Oval near the walk between Rockefeller Hall and Reynolds Cottage. The Senior Class takes part in the March through the Alumnae Arch to symbolize graduating from college and moving into greater service. Spelman reunioners and other alumnae, wearing a white dress or skirt suit, flesh tone hosiery and black closed-toe shoes, precede the Senior Class through the Arch.
Class Agent	Alumna who serves as a liaison between her class and the College to promote the exchange of information associated with maintaining accurate alumnae data, reporting alumnae notes and engaging alumnae in the life of the College. During the Reunion planning cycle, the Class Agent facilitates the planning of Reunion class programs and activities and reaching desired attendance goals.
Class Flag	Flag displaying class year, carried by a member of each class represented in the March through the Alumnae Arch.
College Motto	“Our Whole School for Christ”
College Tagline	“A Choice to Change the World”
Diamond Daughters	Alumnae celebrating 51 or more years since their graduation from Spelman.
Golden Girls	Alumnae celebrating the 50th anniversary of their graduation from Spelman.
Information & Technology Agent (IT Agent)	Alumna who serves as a liaison between her class and the College to collect accurate class information. During the Reunion planning cycle, the Information & Technology Specialist facilitates class communication through a class list serve, website, and/or other electronic means.
Reunion Classes - 2009	Diamond Daughter Classes – 1920,1925,1930,1935,1940,1945,1950,1955 Golden Girl Class of 1960 Classes of 1965, 1970, 1975, 1980, 1985 (Silver Sisters) , 1990, 1995, 2000 and 2005 (Rookie Reunioners)
Rookie Reunioners	Alumnae celebrating their first Reunion , their 5 th year after graduation.
Silver Sisters	Alumnae celebrating their 25th year Reunion .
SpelAgent	Alumna who serves as a liaison between her class and the College to encourage consistent giving, ensure that class giving and participation goals are met and identify donor potential and philanthropic interests. During the Reunion planning cycle, the SpelAgent facilitates class giving and fundraising activities and assists with special donor cultivation and stewardship efforts.
White Dress Traditional Attire	White dress or skirt suit, flesh tone hosiery and black closed-toe shoes worn by alumnae and students at Founders Day, Class Day, March through the Alumnae Arch, Baccalaureate, and Commencement Exercises among other traditional activities.

SPELMAN COLLEGE REUNION 2010 TENTATIVE SCHEDULE OF ACTIVITIES*

WEDNESDAY

- LEADERSHIP AND WOMEN OF COLOR CONFERENCE

THURSDAY

- LEADERSHIP AND WOMEN OF COLOR CONFERENCE
- REUNION REGISTRATION
- ANNUAL FUND CHECK-UP
- CLASS ACTIVITIES

FRIDAY

- REUNION REGISTRATION
- ANNUAL FUND CHECK-UP
- SISTERHOOD BREAKFAST
- CONVOCATION
- CLASS PHOTOGRAPHS
- CLASS MEETINGS
- LITERATURE & MUSIC SHOWCASE
- SENIOR CLASS DAY
- MARCH THROUGH THE ALUMNAE ARCH
- GOLDEN GIRL TEA
- SPELMAN-MOREHOUSE SOCIAL
- CLASS ACTIVITIES

SATURDAY

- BACCALAUREATE
- CLASS ACTIVITIES
- NAASC ANNUAL MEETING
- GOLDEN GIRL PREPARATION
- BLUE NOTE

SUNDAY

- CLASS ACTIVITIES
- COMMENCEMENT

*A complete schedule of events will be included in the official registration brochure and made available on the Spelman College Reunion website at www.spelman.edu/reunion. Final schedule and information updates, along with listings of individual class activities (if available), class meetings, operating hours for campus facilities, and other information as warranted, will be provided upon registration.

SPELMAN COLLEGE REUNION PLANNING COMMITTEE VOLUNTEER

ROLES AND EXPECTATIONS

The Reunion Planning Committee serves as the steering committee for Reunion, with overall responsibility for the planning and dissemination of information for class events and class giving. In addition, the Reunion Planning Committee develops a communication network for encouraging class members to attend Reunion activities. The Reunion Planning Committee is critical to the overall success of Reunion.

Each person who volunteers for a Reunion position should be well organized, detail-oriented, and enthusiastic about the whole undertaking. Geographical proximity of the agents is desirable (but not required), so that telephone and travel expenses do not become burdensome. All volunteer position descriptions are guidelines and may require varied levels and types of involvement depending on class goals and expectations. Please note that responsibilities are to be shared, thereby increasing the number of classmates involved and decreasing the workload of each individual.

Class Agent (Programs): Point, Kenique Penn

- Attend the Reunion Planning Committee meetings as scheduled
- Make a personal commitment to consistent and proportionate annual giving - *Every Woman...Every Year!*
- Plan activities for your class. Complete the **Class Activity Sheet** (see the **Forms** section of the Handbook) and return to Alumnae Affairs by **Thursday, February 18, 2010**. Notify us of your desired room set-up by **Thursday, April 29, 2010**.
NOTE: There may be space and time restrictions for campus space requests.
- Develop strategies to increase class registration and activity attendance
- Submit a **class article of up to 75 words** for the **College Reunion Newsletter** by **Thursday, November 5, 2009** with the assistance of the Alumnae Affairs Staff. **Please see an example of the Class Article in the Forms section of the Handbook**
- Co-facilitate local class meetings and the class meeting held during Reunion weekend with the SpelAgent(s) and Information & Technology (IT) Agent(s)
- Promote participation in the Reunion evaluation processes established by the Division of Institutional Advancement before, during and after Reunion

SpelAgent (Fundraising): Point, Anna Scott

- Attend the two SpelAgent Meetings facilitated by the Office of Annual Giving. The Meetings are scheduled for October 15, 2009 and February 4, 2010.
- Make a personal commitment to consistent and proportionate annual giving - *Every Woman...Every Year!*
- Reach the class dollar and participation goals set by the Office of Annual Giving. Support their efforts to:
 1. increase alumnae participation
 2. encourage consistent and increased giving
 3. identify & solicit leadership gift prospects
- Coordinate the solicitation of classmates for Reunion gifts by mail, telephone calls (TeleFUND) and through personal contacts with the assistance of the Institutional Advancement Staff, inclusive of:
 1. Organizing a Fall and/or Spring Semester **TeleFUND** effort. **Please see the Telefund Information in the Recognition section of the Handbook.**
 2. Producing a class **fundraising** letter in the Spring Semester. **Please see the Class Fundraising Letter Guidelines in the Recognition section of the Handbook**
- Co-facilitate local class meetings and the class meeting held during Reunion weekend with the Class Agent(s) and Information & Technology (IT) Agent(s)
- Promote participation in the Reunion evaluation processes established by the Division of Institutional Advancement before, during and after Reunion

Information & Technology (IT) Agent (Communications): Point, Tess Vismale

- Attend the Reunion Planning Committee meetings as scheduled
- Make a personal commitment to consistent and proportionate annual giving - *Every Woman...Every Year!*
- Develop and implement a process for securing and organizing class information in collaboration with the Class Agent(s) and SpelAgent(s) and providing timely review, response, and forwarding of this information
- Have consistent computer and internet access
- Possess the technical skills necessary to create effective electronic communications and/or a web presence, should the class desire to do so
- Utilize creativity in writing and presenting information for electronic and/or web communications
- Possess a commitment to work within the electronic communications and web content review and approval guidelines established by the College
- Promote participation in the Reunion evaluation processes established by the Division of Institutional Advancement before, during and after Reunion

SPELMAN COLLEGE REUNION PLANNING COMMITTEE

SUMMARY OF DEADLINES

Responsible Agent	Action Items	Deadlines & Submission Options
CLASS AGENT	PRODUCE CLASS ARTICLE	NOVEMBER 5, 2009 FAX, MAIL OR E-MAIL
	COMPLETE CLASS ACTIVITY FORM(S)	FEBRUARY 18, 2010 FAX, MAIL OR E-MAIL
	➤ ON & OFF CAMPUS CLASS ACTIVITIES	
	➤ ROOM SET-UP	APRIL 29, 2010 FAX, MAIL OR E-MAIL
SPELAGENT	ATTEND THE SPELAGENTS MEETING	October 15, 2009 February 4, 2010
	CONDUCT CLASS TELEFUND	FALL SEMESTER SPRING SEMESTER
	PRODUCE CLASS FUNDRAISING LETTER	SPRING 2010



REUNION 2010 CLASS ACTIVITY SIGN UP SHEET

(INCLUDE BOTH ON & OFF CAMPUS EVENTS)

SUBMIT ONLINE (www.spelman.edu/reunion/reunionplanningcommittee.shtml) or by

FAX (404.270.5050), MAIL OR E-MAIL (reunion@spelman.edu):

COMPLETED FORM DEADLINE - FEBRUARY 18, 2010

ROOM SET-UP - April 29, 2010

CLASS OF _____ TODAY'S DATE: _____

NAME OF EVENT: _____

TYPE OF EVENT (BRUNCH, SOCIAL, etc.): _____

EVENT DAY & DATE: _____

PREFERRED BLDG & ROOM ON CAMPUS: _____

SECOND PREFERENCE ON CAMPUS: _____

OFF CAMPUS LOCATION & ADDRESS: _____

TIME PROGRAM BEGINS: _____ TIME PROGRAM ENDS: _____

EVENT OPEN TO: _____

NUMBER OF GUESTS: _____ ADMISSION AMOUNT: _____ FOOD SERVED (Y/N): _____

NAME OF CATERER: _____

DETAILED SET-UP INSTRUCTIONS (ON CAMPUS ONLY): _____

MIC & PODIUM (Y/N): _____

NUMBER OF TABLES: FOR GUESTS: _____ FOOD: _____ SIGN-IN: _____

PRIMARY CONTACT NAME/NUMBER/E-MAIL: _____

SECONDARY CONTACT NAME/NUMBER/E-MAIL: _____

DO NOT WRITE BELOW THIS LINE – FOR STAFF ONLY

DATE REQUEST RECEIVED: _____ APPROVED: _____ DENIED: _____

STAFF SIGNATURE: _____ DATE: _____

NAME OF CLASS CONTACT INFORMED: _____ DATE: _____

SPELMAN COLLEGE

DIVISION OF INSTITUTIONAL ADVANCEMENT

SERVICES & GUIDELINES

CAMPUS FACILITY RESERVATIONS

- Contact: **Kenique Penn**, Assistant Alumnae Programs Manager, at 404.270.5663 or reunion@spelman.edu
- Scheduling space on & off campus for class planning meetings and class activities held during Reunion weekend
- All class activities (both ON & OFF campus) **must be submitted in writing** by filling out the **Class Activity Form (in the Forms section of the Handbook)** and must be processed by the Office of Alumnae Affairs
- All requests are DUE by **Thursday, February 18, 2010** (the date of the February Reunion Planning Committee Meeting)
- Room set-up is DUE by **Thursday, April 29, 2010**
- **PLEASE NOTE**: Space for classes to hold on-campus planning meetings and class activities held during Reunion weekend are available, but limited due to:
 1. the construction on campus
 2. the space being used by the entire College community
 3. the great demand during Reunion-Commencement weekend

CLASS LISTS

- Contact: **Kenique Penn**, Assistant Alumnae Programs Manager, at 404.270.5663 or reunion@spelman.edu
- Lists include all class members (graduates, as well as some non-graduates - former students who attended Spelman at least one or more credited semesters)
- **Please allow at least fifteen (15) business days from the date of the request for processing**
(This time frame is necessary because of the volume of work processed daily by the staff which handles our database of constituencies)

A. Types

1. Good Class List:

- a. This list includes all class members who have mailable addresses on file
- b. It does NOT include those who are lost or deceased
- c. Lists can be run with name, address, telephone number and e-mail address

2. Lost Class List:

- a. This list includes all class members who do NOT have current mailable addresses on file
- b. List will include names of alumnae

3. Deceased Class List:

- a. This list includes all class members who are deceased
- b. List will include name and date of death, if available

CLASS LISTS Continued

B. Format Available

1. **A CD containing the list**
2. **A Printed List**
3. **A Printed Set of Self-Adhesive Labels Upon Special Request**
 - a. Labels can be requested in current last name or zip code order. Outside of the designated mailings provided by the College (Reunion newsletter and fundraising letters), the class must provide labels (Avery 5160/white or Avery 5660/clear) and a copy of the correspondence to be mailed out for FINAL approval by Institutional Advancement Staff
 - b. We can also mail correspondence for you

C. Guidelines

1. Class lists are provided for the sole purpose of information to be used in planning in preparation for Reunion activities
2. Use of a class list for any other purpose than that for which it was granted, whether private, commercial or political in nature, is strictly prohibited
3. Class lists should not be reproduced through photocopying or stored in an electronic or mechanical retrieval system of any kind or shared with other entities without the written permission of Institutional Advancement
4. Be aware that updating our database is a daily process, which means that there may be varying volumes of undeliverable and returned mail associated with a given mailing. Therefore, all changes and updates affecting this list should be forwarded directly to the Office of Alumnae Affairs at reunion@spelman.edu (e-mail), 404.270.5050 (fax), or Spelman College, Office of Alumnae Affairs, 350 Spelman Lane, SW, Campus Box 304, Atlanta, GA 30314-4399 (mail)
5. No mass correspondence is to be distributed to those on this list. Class letters, e-mails and other correspondence intended for those on this list must be reviewed, approved and the distribution method determined by the Office of Alumnae Affairs
6. Use of the information provided for Reunion planning is authorized through **June 30, 2010**. The information, in whatever format in which it was provided (disc, printed, etc.), must be destroyed or returned on or before this date to:

Spelman College
Office of Alumnae Affairs
350 Spelman Lane, SW, Campus Box 304
Atlanta, GA 30314-4399

7. These guidelines have been established in accordance with the privacy policies and procedures adhered to by the Spelman College Division of Institutional Advancement and the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended), under which educational institutions operate

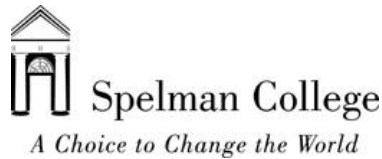
CLASS ARTICLE

Sample in Resources Section

- Contact: Kenique Penn, Assistant Alumnae Programs Manager, at 404.270.5663 or reunion@spelman.edu
- A class article **of up to 75 words** for the College Reunion Newsletter
- The **deadline** for the class article is **Thursday, November 5, 2009**
- The introductory sections of the Reunion Newsletter will share the general details of Reunion, including:
 1. Reunion dates
 2. schedule of events
 3. travel and lodging information
 4. registration information and deadlines
- Therefore, the role of your class article is to share information with your classmates that will excite and prepare them for the upcoming Reunion, and engage them in the class activities and planning process. Therefore, the article should:
 1. Begin with a memory or connecting message associated with your time at Spelman
 2. If you are in need of input from your classmates to determine or finalize class activities planned for Reunion, share some of the ideas with them or solicit their suggestions
 3. Let your classmates know how important their presence and participation is to the overall class feeling of sisterhood and success – Reunion won't be a reunion without them! Plant a giving seed -- ask them to make a special annual gift to the College in honor of your Reunion
 4. End by listing the names and contact information of class committee volunteers

CLASS WEB PRESENCE

- Contact: Tess Vismale, Alumnae Programs Manager, at 404.270.5058 or reunion@spelman.edu
- College policy mandates that the Spelman College logo and seal are for official College use ONLY, therefore, they should not be used on a class website. Classes will create their own logo
- Class websites first go through a web content review and approval process prior to being posted
- Once the class website is approved, it will be linked to the Spelman College website under the Reunion webpage



POLICIES AND PROCEDURES
Soliciting Corporations for Funding

The College maintains ongoing funding and programmatic relationships with numerous national and local corporate entities and their affiliate private foundations. The College strives to build long-term, dynamic and productive relationships with its partner Corporations. As partners, these companies specifically lend financial support to institutional priorities, as identified by the President and Board of Trustees annually. Thus, it is imperative that clearance is first obtained through the Office of Institutional Advancement for gift solicitations targeted toward active and potential partners for non-College sponsored initiatives.

Specifically, the steps for clearance are as follows:

1. College constituents (alumnae, reunion class, NAASC chapter, registered student organization, etc.) are responsible for submitting a list of targeted companies, in writing, to the Office of Institutional Advancement: Office of Corporate & Foundation Relations prior to solicitation of said companies. The list should include dollar amounts for which each company is targeted, the nature of the financial request (sponsorship, etc.), contact information (name, address, etc.) and the requestor's relationship, if any, to the company (employee, etc.). Submissions can be made via mail or fax (404-270-5050). The College must receive submissions at least one month prior to the need. We recommend a minimum of six months lead-time for the greatest fundraising effectiveness.
2. Upon receipt and review of the list, the designated Institutional Advancement staff representative will advise the requestor in writing if any of the proposed targeted companies present a funding conflict due to existing, pending or planned major gift solicitations from the College for specific institutional priorities. Additionally, the College will provide additional resource recommendations whenever possible. Please allow ten (10) business days for a response.
3. If a funding conflict is not cited, the requestor is free to pursue the targeted company/companies.
4. If a funding conflict is cited, the requestor may not pursue the targeted company/companies. However, it is important to note, that an alternative approach might be available. These options can be discussed with representatives in Institutional Advancement.
5. Approval or disapproval status applies to the specific request and is subject to change for subsequent requests, again, due to the dynamic nature of the relationships.
6. Upon written request, the Office of Corporate & Foundation Relations will review proposals and make additional recommendations, if desired.

It is the intent of the College to secure adequate funding from its partners and prospective partner companies to meet the fiscal needs of the College each year. Further, it is the intent of the College to support its constituencies their fundraising efforts on behalf of Spelman, and to do so in a mutually beneficial manner that yields the maximum financial support.

For additional information or questions, please contact:

Shana Chance, Corporate & Foundation Relations Officer
Rockefeller Hall, 2nd Floor 404-270- 6427(office) 404-270-5050 (fax) schance@spelman.edu

FUNDRAISING

OFFICE OF ANNUAL GIVING
350 Spelman Lane, SW, Box 1551, Atlanta, GA 30314-4399
1-866-512-1690
www.spelman.edu/annualgiving Δ www.spelman.edu/reunion/giving

Anna A. Scott
Annual Giving Officer
404.270.5059
ascott2@spelman.edu

Shawn Gardner
Annual Giving Coordinator
404-270-6410
rsgardner@spelman.edu

REUNION FUNDRAISING CRITERIA

- All gifts from alumnae to Spelman College will automatically count as their class gift.
- All gifts from non-alumnae in honor of a reunioner must indicate the alumna's full name and class year on the gift.
- Gifts and registration received up until **Friday, May 14, 2010 at 2:00 p.m.** will be included in the announcement of the **Reunion Awards & Recognition** at the Reunion Blue Note on Saturday evening, **May 14, 2010**.
- All Matching Gift Forms must be submitted to the College by **Friday, May 14, 2010 at 2:00 p.m.**
- A reunioning alumna cannot give in honor of another reunioning alumna.

CLASS LETTERS

Sample in Resources Section

Each year, Reunion SpelAgents are encouraged to send fundraising letters to their classmates. Please follow the guidelines below when planning your fundraising letters:

- Before writing the letter, the SpelAgent(s) should consult the Class Agent(s), the IT Agent and all appropriate class committee members.
- The class fundraising letter should be turned in to Anna Scott. It is best for us to receive your letter after it has been proofread and is in final draft form. Letters are subject to additional edits to ensure accuracy related to Annual Giving information and processes.
- Please forward your FINAL DRAFT to **Anna Scott** in person, e-mail, fax or mail:

Anna Scott, Annual Giving Officer
350 Spelman Lane, SW, Box 1551, Atlanta, GA 30314-4399
ascott2@spelman.edu
In Person: Rockefeller Building – 2nd Floor – Office 203D, Fax: 404.270.5050

- Email is preferred, with an attachment in Microsoft Word, or saved on a virus-free disk or CD-ROM in Microsoft Word.
- The class fundraising letter will be reviewed and approved, within 10 BUSINESS days and then placed in final form for mailing.

FUNDRAISING CONT'D

TELEFUND

The Office of Annual Giving – TeleFUND Program is available for Reunioners to call classmates and solicit gifts for Reunion. Please follow the guidelines below when reserving and using the TeleFUND Room:

- The TeleFUND Room is located in Manley Center, Upper Concourse, Room 213 (across from the Boardroom)
- TeleFUND requests must be made in advance, at least 10 Business days prior to the anticipated call date.
- The TeleFUND Hours of Operation are:

Tuesdays and Thursdays	6:00 pm – 9:00 pm
Saturdays	12:00 pm – 3:00 pm
- The TeleFUND is not available during National Holidays and major Spelman College events.
- Student Fundraisers will be available during your scheduled TeleFUND shift to answer any questions alumnae may have.

REUNION REPORTS

Updated Reunion Progress Reports are made available during the Reunion Committee Meetings and on the Reunion Webpage. To view the Reunion Reports online please visit: www.spelman.edu/reunion/giving.shtml

Reunion reports will be refreshed every first and third Monday of the month during October 2009 - March 2010 and every Monday from April 2010 thru May 2010. Reunion reports can be mailed or faxed at an alumna's request. Please contact the Office of Annual Giving to make the request.

REUNION GIFT OPTIONS

CASH, CHECK, CREDIT CARD (VISA, MASTERCARD, AMERICAN EXPRESS):

- Gifts can be made in person on campus at the Office of Annual Giving, Rockefeller Hall, 2nd Floor
- Online: www.spelman.edu click [Make Your Annual Gift Now](#) link
- Over the Phone: 404.270.6410 or 1.866.512.1690
- In the Mail:

Spelman College
Office of Annual Giving
350 Spelman Lane, SW, Box 1551, Atlanta, GA 30314-4399

ELECTRONIC FUNDS TRANSFER (EFT) AND RECURRING CREDIT CARDS (RCC)

- **Contact:** the Office of Annual Giving (contact information above)
- Minimum monthly deduction is \$10.00. Deductions and charges occur on the 23rd of the month

PLANNED GIFTS, REAL ESTATE, GIFT ANNUITIES:

- **Contact:** Office of Gift Planning at 404-270-6421

SECURITIES, APPRECIATED STOCK:

- **Contact:** Office of Leadership Gifts at 404.270.5039

SCHOLARSHIPS:

- **Contact:** Marsha Allen, Director of Donor Relations, at 404.270.5051 or mallen@spelman.edu
- Stewardship, donor recognition and scholarships.

REUNION AWARDS & RECOGNITION

The following awards will be given during Blue Note on **Saturday, May 15, 2010**:

FUNDRAISING: CLASS PHILANTHROPY AWARDS

Most Significant Class Gift – given in recognition of the largest class gift received during the Reunion year. (Fiscal Year 2010: July 1, 2009 – June 30, 2010)

Highest Percentage of Participation – given in recognition of the highest class donor participation during the Reunion year. (Fiscal Year 2010: July 1, 2009 – June 30, 2010)

Outstanding Cumulative Class Gift – given in recognition of the highest cumulative class gift made by a Reunion class. (Fiscal Year 2005 – Fiscal Year 2010)

Most Consistent Alumna Donor – given to the reunioneering alumna who has the most consistent giving to Spelman College.

NOTE: Gifts and registration received up until **Friday, May 14, 2010 at 2:00 p.m.** will be included in the announcement of the **Reunion Awards & Recognition** at the Reunion Blue Note on Saturday evening, **May 15, 2010**.

ATTENDANCE:

Highest Percentage – given to the Reunion class with highest percentage of alumnae registered by the printed registration deadline.

Total Attendees – given to the Reunion class with the largest number of alumnae registered by the printed registration deadline.

SPELMAN COLLEGE

CAMPUS & HOTEL INFORMATION

College Follett Bookstore – (404.270.5151)

During Reunion, the hours of operation are:

- Monday, May 10 – Thursday, May 13, 8:30 a.m. – 5:00 p.m.
- Friday, May 14, 8:30 a.m. – 6:00 p.m.
- Saturday, May 15, 10:00 a.m. – 4:00 p.m.
- Sunday, May 16, 11:00 a.m. – 3:00 p.m.

Campus Dining – (404.270.5150)

- **Monday, May 10 – Saturday, May 15**

Continental Breakfast

8:30 a.m. – 9:30 a.m. \$5.20

Brunch 12:00 p.m. – 1:30 p.m. \$6.25

Dinner 5:00 p.m. – 6:00 p.m. \$6.25

- **Sunday, May 16**

Continental Breakfast

8:30 a.m. – 9:30 a.m. \$5.20

Note:

- Meals may be available in the Jaguar Grille Food Court in Manley College Center, Lower Concourse.
- Times for the bookstore and dining hall are subject to change.

Campus Parking

- Spelman College parking deck – located on campus with a daily rate of \$3 per day, no in and out privileges
- If granted permission to park in a surface lot on campus, please use designated parking (cars illegally parked may be towed at the owner's expense). Central campus will be kept car-free except for handicapped parking and other special access needs during many activities
- In most instances, cars will be allowed on campus for drop-off and pick-up

Host Hotel

HYATT REGENCY ATLANTA (DOWNTOWN)

265 Peachtree Street NE

Atlanta, GA 30303

404.577.1234

800.233.1234

www.hyatt.com

1. Single, double, triple, and quadruple room rates are **\$135 per night +15% hotel tax until April 21, 2010.**
2. Please call the Hyatt Regency Atlanta (Downtown) for reservations at 404.577.1234 or 800.233.1234, or visit them on the web at www.Hyatt.com.
 - To receive the Spelman College rate, please identify yourself as a Spelman College alumna calling for the Spelman Reunion room block.
3. A limited number of guestrooms and suites (as available) will be held for Spelman alumnae, so please encourage your classmates to make reservations early.

List of Local Resources

Attractions	Atlanta Botanical Gardens	404.876.5859
	Atlanta Preservation Center	404.688.3353
	Chateau Elan	800.233.9463
	CNN Center	404.827.1500
	Cyclorama	404.658.7625
	Georgia Aquarium	404.581.4000
	Lake Lanier Islands	770.932.7200
	Martin Luther King Jr. Center	404.526.8900
Underground Atlanta	404.523.2311	
Banks	Bank of America	404.752.0660
	Capitol City Bank & Trust	404.766.8111
	Citizens Trust	404.522.1792
	SunTrust	770.980.2255
	Wachovia	404.756.3050
Balloons	Balloons 'N Flowers	404.288.0411
	John Dabney	404.281.6503 or 770.374.3622
	Tre Nita's (West End Mall)	404.758.2200
Books & Gifts	Borders	404.607.7903
	Remembering You	678.772.3502
	Spelman College Bookstore	404.523.8520
	Shrine of the Black Madonna	404.752.6125
	Tre Nita's (West End Mall)	404.758.2200
Caterers	Any Occasion Catering	770.952.8050
	Aramark (on site)	404.581.0700
	Catering with a Flair*	404.688.9400
Children's Attractions	Center for Puppetry Arts	404.873.3089
	Fernbank Museum	404.378.0127
	Imagine It Children's Museum	404.223.5144
	Six Flags Over Georgia	770.739.3400
	White Water Park	770.424.9283
	Zoo Atlanta	404.624.5600
Florists	Artistic Flowers	404.696.3727
	Botany Bay	404.255.3340
	Gloriosa	404.523.8077
	Island Flower & Gifts	404.892.0310
	IDL Florist Design	770.402.7863

List of Local Resources

Grocery Stores	Kroger City (Cascade @ Abernathy)	404.756.1140
	Publix (Cascade Crossing)	404.505.2870
	Publix (West End on MLK)	404.688.0174
Ground Transportation	Airport Limousine Services, Inc	404.929.9555
	Atlanta Livery Co.**	404.872.8282
Hospitals	Atlanta Medical Center	404.265.4000
	Grady Memorial Hospital	404.616.4307
	Northside Hospital	404.851.8000
	Piedmont Hospital	404.605.5000
Information	Atlanta Convention & Visitors Bureau	404.521.6600
Museums	APEX Museum	404.521.2739
	Atlanta History Center	404.814.4000
	Fernbank Museum	404.378.0127
	Hammonds House Galleries	404.752.8730
	Herndon Home	404.581.9813
	High Museum of Art	404.733.4400
	Jimmy Carter Library and Museum	404.733.4400
	Spelman Museum of Fine Art	404.270.5606
	The Children's Museum	404.659.5437
The World of Coca-Cola	404.676.5151	
Nail Salons	Love Your Nails *	404.344.0743
Novelty/Promotional Gifts	Hammond Enterprises*	770.792.0559
Office Supplies	Office Depot (Midtown)	404.898.1804
	Staples (Buckhead)	404.760.9799
Parks	Adams Park	404.817.6757
	Chastain Park	404.252.4244
	Grant Park	404.624.0697
	John A. White Park	404.817.6744
	Piedmont Park	404.875.7275
	Stone Mountain Park	770.498.5600
	Trammell Crow Park	770.306.3010
	Washington Park	404.817.6757
White Water Park	770.424.9283	
Party Favors	Party City	404.233.3600
Printers	Kinko's (Downtown)	404.221.0000
Rapid Transit Authority	MARTA	404.848.4711 or 404.848.4800

List of Local Resources

Shopping Malls	Atlantic Station	404.888.4900
	Camp Creek Marketplace	770.956.8383
	Cumberland Mall	770.435.2206
	Cobb Galleria Mall	770.955.8000
	Greenbriar Mall	404.344.6611
	Lenox Square Mall	404.233.6767
	Phipps Plaza	404.262.0992
	Northlake Mall	770.938.3564
	Northpoint Mall	770.740.8636
	South DeKalb Mall	404.241.2431
	Stonecrest Mall	678.526.9880
The Mall West End	404.755.1001	
Salons & Spas	Kimochi Body N Sole Sanctuary*	404.685.8500
	Jakki Colours Intown Salon & Spa	404.522.7494
	Ready Set Go*	404.344.7770
	Spa Parties Atlanta (S.P.A.)*	404.345.6767
	D'Lor Salon and Spa	404.344.1622
	Curl to Cuts (children's salon)	404.699.7588
Specialty Paper	Paper Parlour	404.728.0100
	Paper Plus	404.874.8666
	Swoozies	404.888.0115
	Sam Flax	404.352.7200
Taxicabs	Checker Cab	404.351.1111
	Yellow Cab Co.	404.521.0200
Theatres	14 th Street Playhouse	404.733.4750
	Alliance Theatre, Woodruff Arts Center	404.733.5000
	Center Stage	770.460.9815
	Fox Theatre	404.881.2100
Trophies & Plaques	Benchmark Trophy Center	404.876.0395

* Alumna owned company

** Alumnae Contact

Directions to Spelman College

FROM I.75/85 NORTH AND SOUTH

Take I.20 West and exit (#55B) at Lee Street. Turn right onto Lee Street and continue through the next traffic light (Westview Drive). You will see a large parking lot on the right-hand side. Turn right into the first driveway and you will approach the gates of Spelman College.

FROM I.20 WEST

Exit (#55A) at Lowery Blvd. Cross Lowery Blvd. and continue on Oak Street to the next traffic light. Turn left onto Lee Street and cross the bridge over I.20 and continue through the next two traffic lights. You will see a large parking lot on the right-hand side. Turn right into the first driveway and you will approach the gates of Spelman College.

FROM I.20 EAST

Exit (#55B) at Lee Street. Turn right onto Lee Street and continue through the next traffic light (Westview Drive). You will see a large parking lot on the right-hand side. Turn right into the first driveway and you will approach the gates of Spelman College.

FROM DOWNTOWN ATLANTA

Take Peachtree Street south to Martin Luther King, Jr. Drive and turn right. Continue on M.L. King, Jr. Drive to Northside and turn left. Continue on Northside through next three traffic lights (passing Burger King on the right). Turn right at the fourth traffic light (Greensferry Avenue). Continue on Greensferry through the stop sign. Turn left into the gate of Spelman College.

There are public safety booths located at both entrances to the College. Upon your arrival, the public safety officer(s) will inform you of where to park and give other directions and instructions as needed.

Spelman College
350 Spelman Lane, SW
Atlanta, Georgia 30314-4399
404.681.3643
www.spelman.edu