

Lincoln Public Schools Class Reunion Planning Information

The Foundation for Lincoln Public Schools can provide information, resources, and support for any committee planning a class reunion at any of the eight LPS high schools. The Foundation for LPS does not plan reunion events.

What the Foundation can provide:

- Class list with last-available contact information
- Foundation staff member to speak or provide information to classmates about our mission to support LPS students and staff
- Help with coordinating a class gift
- Event information posted on our website and reunion calendar
- Event promotion on our social media channels
- Class reunion checklist

Foundation for LPS alumni contact:

Katie Romey, Development Manager
402-436-1683
kaitlin.romey@lps.org

Details:

✓ **Class Lists**

The Foundation for LPS maintains a database of all LPS high school graduates. Upon request, class reunion committees can receive a list of all alumni with last-available contact information for their event.

Helpful Tips:

Double check the list we provide against your old yearbook and graduation programs and add any names that are missing from our database.

Divide the list among committee members and begin searching for classmates by:

- Searching online

- Sharing the list with friends who may have contact information
- Sharing the list with a class Facebook group to have individuals update their contact information
- Encouraging classmates via a class Facebook group to update their information with the Foundation here:
<https://www.foundationforlps.org/getassistance/alumni/update-your-information-or-sign-up.html>
- Developing a relationship with reunion committees from classes before and after your class to check for siblings, friends, etc.

✓ **Speakers**

The Foundation for LPS is happy to attend any reunion to talk about the work we do and how alumni can support our mission.

The Foundation was established in 1987 and since then has been engaging individuals and organizations to inspire students and educators by creating access to opportunities that enhance academic and personal success throughout Lincoln Public Schools. **We are the only organization whose sole purpose is to support LPS students and staff.** The Foundation works together with LPS to identify the needs within our schools, and we manage over 400 unique funds that support a variety of programs and student outcomes throughout the district.

✓ **Class Gift**

Many class reunions have opted to fundraise and promote a class gift during their reunion. This is a great way for alumni to directly impact current LPS students and staff members. Reunion committees are encouraged to reach out to the Foundation to discuss class gift options. Gifts may be designated back to the school of choice or any one of our other funds.

Additionally, any leftover reunion committee funds can be gifted to support your alma mater.

✓ **Event Information on Website**

The Foundation for LPS keeps an active webpage and online calendar for alumni reunion information. Upon request, class reunion committees can publish their information on our website and calendar. Typical website information includes dates, times, event details, locations, cost/payments, links to Facebook or other alumni group webpages, and contact information.

✓ **Event Information on Social Media**

Although encouraged to create your own Facebook group, the Foundation will share event details of reunions on our own social media channels. We will post three times - once right

after we receive the detailed reunion information, once a month before the reunion, and once after the reunion to share photos.

✓ **Class Reunion Checklist**

The Foundation for LPS has put together a class reunion checklist that may be useful to some planning committees. The checklist includes highlighted areas where the Foundation can assist.

Other Considerations:

✓ **Start-up Funds**

Funding for temporary operating expenses such as postage, printing, and deposits can be difficult, especially for first-time committees. Committee members could advance “seed money” for these operating funds and, later, their donations could be used toward paying for part - or all - of their registration fees. Another idea is to approach alumni-owned businesses to sponsor an activity in exchange for some advertising. Be creative. Use social media to appeal to other grads for some start-up funds.

✓ **Accounting**

Rather than using a committee member’s personal information to open a short-term account, your group can apply for a tax ID number. Apply for a number specifically for reunion purposes at no cost by requesting Form SS-4 in Room 160 of the Federal Building. This will allow your group to keep funds in an account on a short-term basis while planning your reunion and paying your final expenses.

✓ **Contracts**

All vendor agreements for the reunion should be in writing with no exceptions. Be sure that all contracts contain the type of service, date, time, price, equipment to be used, menu items, tips, etc.