

## **3.20 SATELLITES**

### **3.20.1 The Job**

The job of the Satellites Chair is to act as liaison between the reunion committee and those classes who are invited to join the reunion class. This includes the following:

1. Contact the satellite classes to determine if they would like to negotiate any additional services beyond the standard satellite arrangement. Discuss any requests with the Reunion Chair(s) and the Finance Chair.
2. Determine the maximum on-campus housing that the satellites may reserve and their deadline for paying the major reunion for usage, in conjunction with the Housing Chair. Major reunions are required to provide at least two (2) beds each at the 55<sup>th</sup> Reunion and older; three (3) beds each from the 30<sup>th</sup> Reunion to the 50<sup>th</sup> Reunion; and four (4) beds each for the 25<sup>th</sup> Reunion and younger. Satellite class members should pay the same per bed fee as major reunion classmates.
3. Communicate housing and food (if applicable) payment procedures and deadlines to the satellite classes in writing.
4. Communicate any information necessary for your registration procedures to the satellites.
5. Communicate program information of interest to the satellites.
6. Communicate any satellite requests, such as a small area at headquarters for a satellite class lunch, to the appropriate members of your committee.
7. Obtain attendance estimates from each satellite, and communicate them to your Registration Chair.

### **3.20.2 Timetable**

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

### 3.20.3 Related Information

**Fees.** The Alumni Council Committee on Reunions and the Alumni Council Committee on Class Affairs eliminated satellite class fees in 2007. Thus, major reunions are not permitted to charge satellite classes or class members and their immediate families to attend Reunions, either on a per-person or flat fee basis, except at the 5<sup>th</sup> Reunion. If a satellite classmate however, wishes to bring people not in his or her immediate family (defined as spouse/partner and children), additional adult guests may be admitted at a charge of \$50 per person, payable to the major reunion. Fees may be charged for negotiated add-on, such as *a la carte* meals. Campus beds should be charged at the same rate that major reunion classmates are paying.

**Meals.** Your class needs to decide which meals are open to the satellites and which are class-only. Among older classes, typically there is one class-only dinner and the others are more casual and open to satellites. Younger classes often do not invite satellites to any meals. If satellites are to have access to meals, determine whether you will charge them for the meals and if so, how those meals can be purchased (meal tickets can be sold at the registration desk during Reunions).

**Housing.** Each major reunion is required to reserve some on-campus beds for their satellite classes (see Housing). Giving the satellite class a deadline in March or April to inform your class of the beds they will actually need and to pay for them will greatly help your Housing Chair and will prevent beds from going unused.

**Registration.** Each satellite needs to have a sign-in ledger for their class at the registration table. Many of these ledgers will be picked up by the student crew from Maclean House, but some will be brought by a satellite officer to your registration area. These books are important historical records and should be treated with care. The Office of the Alumni Association will also supply you with a binder containing lists of living classmates for each satellite class. Please be sure that at registration, your student crew checks off satellite attendees and notes the number of guests they bring. These lists are used to track who has attended Reunions and will be very helpful to the satellite classes when they prepare for their next major. Note, guests and family members of the satellite classmate may not register before the classmate arrives. For example, a current Princeton student attending Reunions, must wait for his or her alumni parent to register.

**Payments.** Major reunions are not permitted to collect money on behalf of satellite classes. All payments to the reunion are directly to the major. Classmates of satellite classes may only pay class dues if a representative of the satellite reunion is present at the registration desk. We encourage satellites to collect dues payments outside of Reunions.