1.1 **Satellites**

1.1.1 **The Job**

The job of the Satellites Chair is to act as liaison between the reunion committee and your reunion satellite classes. This includes the following:

1. Obtain contact information for your satellite class officers from the Office of Alumni Affairs.

2. In conjunction with the Housing Chair, communicate the number of on-campus beds allotted to the satellites and the deadline for payment to the major reunion. Major reunions are required to provide at least two (2) beds each at the 55th Reunion and older; three (3) beds each from the 30th Reunion to the 50th Reunion; and four (4) beds each for the 25th Reunion and younger (excluding the first reunion). Satellite classes are to be charged the University bed fee.

3. Contact the satellite class officers 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.

4. Determine with committee members if you will offer a la carte meal options to satellite classes. Communicate housing and food (if applicable) payment procedures and deadlines to the satellite classes in writing.

5. Communicate information about your registration procedures to the satellites.

6. Communicate program information of interest to the satellites.

1.1.2 **Related Information**

**Fees and Payments.** The University Satellite Policy is available for reference on the Volunteer Resources section of the Office of Alumni Affairs website. The policy includes information about the 5th satellite classes registering in advance of Reunions. Per this policy, there is no advance registration for 10th-65th satellite class members. These satellite class members may bring one adult guest (age 21 and older) and minor children or grandchildren for free. In addition, 10th-65th satellite class members may register additional adult guests (including children/grandchildren over age 21) for $100 per person, payable to the major reunion. Fees may be charged for any negotiated add-on, such as an *a la carte* meal. 5th – 65th satellite class members should be charged for campus beds at the same rate the major reunion classmates are paying. Finally, major reunions are not permitted to collect dues money or other fees on behalf of satellite classes.

**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 are less likely to invite satellites to 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 tent).

**Housing.** Each major reunion is required to reserve some on-campus beds for their satellite classes (see Housing). Once the satellite classes commit to their allotment of beds, communicate a housing fee payment deadline no later than early April.

**Registration.** In March, the Office of Alumni Affairs will share relevant details regarding registration and wristbanding for your satellite classes. If a satellite class has a sign-in ledger, it should be displayed at your registration area. These books are important historical records and should be treated with care.