1.1  **STUDENT CREW**

1.1.1  **The Job**

The job of the Student Crew Chair is to hire and manage the Student Crew, in conjunction with the Reunion Chair(s). Important elements:

1. Identify and interview several candidates for the job of Student Crew Manager. The Office of Alumni Affairs is happy to offer recommendations of successful past Crew members.

2. Assist Crew Manager(s) in hiring the balance of the Crew.

3. Define the job for the Crew. A written job description and list of tasks and expectations can be very helpful on-site.

4. Review the University-required pay rates for the Crew Manager(s) and members and communicate with the Finance Chair regarding your budget. See the Payroll Guidelines available on the Office of Alumni Affairs website in the section related to Student Crew under Volunteer Resources.

5. Coordinate food and attire for the Crew.

6. Manage the Crew, as necessary, during Reunions (your Crew Manager has much of the responsibility here).

7. Define the process for tracking authorized Crew expenses (petty cash, receipts, etc.).

8. Determine the individual bonus amounts for your Crew members, with input from the Student Crew Manager and members of the reunion committee.

1.1.2  **Related Information**

**Crew requirements.** All students working on Headquarters Crews must be currently enrolled University students. The Committee on Reunions supports classes hiring a mixture of graduate and undergraduate students who are reflective of the diversity of the student population. Also, be mindful that a variety of tasks must be accomplished from the heavy lifting of chairs and tables to keeping track of registrations, organizing and handing out costumes and collecting and accounting for receipts. All Student Crew Managers must have prior Crew experience. Look for a demonstrated ability to manage a team and a willingness to provide enthusiastic service when interviewing candidates. Consider hiring graduate students for your Crew, as they do not require additional housing. In contrast, seniors are precluded from Crew employment because of their extensive Reunions and Commencement commitments, and the inability of the University’s payroll system to process a bonus payment once they have graduated.
Interviews. The Office of Alumni Affairs advocates that you interview Crew candidates with your Student Crew Manager(s). Maclean House is available on weekdays, and you may also consider using the Frist Campus Center.

Determine the structure of the Crew. Decide the leadership structure (one Manager and one Assistant Manager, two Co-Managers, etc.), number of members and scope of Crew duties early in your planning. Most Crews have between 13 and 15 members. Complex or very large reunions (5th, 25th and 50th) require larger Crews. Wages for Managers and Crews are set by the University, but you will need to determine bonus qualifications after Reunions.

Crew Schedule. Though the Crew Manager will assign specific tasks to each Crew member throughout the weekend, it is important that more than one Crew member be trained for each job. The Crew Manager should set a schedule for each Crew member, to be sure each has official breaks and rest times and that all stations are staffed appropriately as needed (especially busy Saturday and Sunday mornings).

Housing. Your Student Crew will be provided campus beds out of the allotment for your reunion. The Housing Department assigns all Student Crew rooms, located within your Headquarters site when possible. A list of room assignments will be provided to the Housing Chair prior to Reunions.

Costumes. The Crew typically wears something provided by the class that identifies the students as members of your Crew. Often this is a T-shirt with the reunion logo and the word “Crew” (they will need several shirts for the whole week/end). Unique hats and name buttons can be a help in identifying Crew members quickly. The Class of 1983 provided a different color t-shirt each day for their 25th Student Crew. Communicate with the Costume Chair about the Crew needs.

Food. The Crew begins their work for your reunion on Monday or Tuesday of reunion week. You will need to determine how you will feed them. You may choose to order food to be delivered at the site at mealtimes, or give Crew members a per diem. Campus Dining can also help by providing your reunion with vouchers for the Frist Campus Center. Once the Reunions start, remember to factor the Crew into meal counts if they will be eating with the class.

Communication. It is important that you communicate with your Crew Manager regularly during Reunions. Some classes coordinate daily meetings with the Crew Manager (early in the morning and late evening, for example) to discuss logistics and any issues, and provide a daily agenda or playbook to help organize the Crew’s efforts and responsibilities. Consider using a group messaging service (GroupMe, for example) to communicate quickly and effectively with your entire Crew.

Wristbands. Your Student Crew will be provided wristbands by the Office of Alumni Affairs during Reunions week. Crew members may not obtain wristbands at your site.

Work prior to Reunions. Your Student Crew is not scheduled to work for your reunion until Reunions week, and therefore should not be assigned to do work that is the responsibility of the members of the reunion committee. Other than attendance at an Office of Alumni Affairs briefing meeting, TIPS certification and golf cart or van certification, any work done by any member of the Student Crew,
including the Managers, must be paid at an hourly rate. Contact the Office of Alumni Affairs if you wish to employ your Student Crew members prior to Reunions week.

**Crew photo boards.** Reunion attendees often enjoy learning more about the members of your Student Crew. One way they can do this is for you to set up a photo board of the Crew with a picture of each Crew member and a brief biography. A good location for this is at the registration tent, where people can read it while waiting to register.

### 1.1.3 **Student Crew Finance**

**Compensation details.** The University Student Payroll Office will handle both Worker’s Compensation and W-2 forms. The pay scale for the Student Crew members is set by the University each year. The Student Crew Payroll Guidelines are available on the Office of Alumni Affairs website. It is the responsibility of the Student Crew Manager to submit the Crew roster to the Office of Alumni Affairs by February 1. The reunion must submit a check to the Office of Alumni Affairs for the total Crew base salary by **May 1.** The Office of Alumni Affairs will process bonus payments as soon as the amounts are received and payment is collected. Salary and bonus payments will be processed electronically according to the University payroll schedule.

**Operating Expenses.** The Crew Manager may need petty cash or a credit card to purchase last minute necessities, rental vehicles, and Crew meals. Coordinate with the Finance Chair to determine the money management process in advance of Reunions.