



**WEST POINT ASSOCIATION OF GRADUATES**  
**UNITED STATES MILITARY ACADEMY**

November 10, 2008

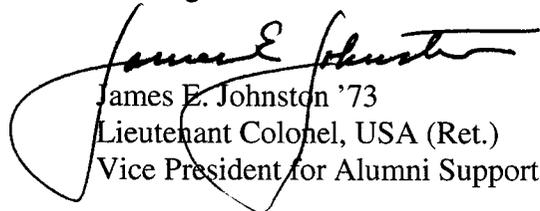
Dear USMA Class President and Class Reunion Chair,

Since the first reunions of USMA graduates, members of the Long Gray Line have eagerly anticipated opportunities to return to West Point to walk the Academy's pathways and hallways in the company of classmates. Since its establishment in 1869, the Association of Graduates has taken part in supporting the reunion experience. In fact, the Association of Graduate's *Bulletin No. 1*, published in December 1900, described the Association's "object" as to *Cherish Memories of the Military Academy at West Point*. The West Point Association of Graduates would like your class to have the best possible experience when you gather for your next reunion, so we would like you to know about the Association of Graduates' team that is available to support your reunion.

The Association's reunion support team (see enclosure) works in close cooperation with Mr. Vince McDermott '85 of the Directorate for Academy Advancement. He and the other members of the DAA staff do a superb job in providing information about USMA reunion policy, procedures, and schedules. As you know, they also coordinate the use of USMA facilities and other types of Academy support. The collective role of the Association's reunion support team is to complement the Academy's support, providing you additional resources to plan and conduct your class gatherings at West Point.

The West Point Association of Graduates reunion support team looks forward to assisting you and your classmates. Enclosed is a contact list, as well as some items to consider as you develop your reunion plan. Additionally, we can connect you with other graduates who have recently organized class reunions. Feel free to contact me directly for assistance, as well. Thank you for all you and your class continue to do for West Point.

Best regards,

  
James E. Johnston '73  
Lieutenant Colonel, USA (Ret.)  
Vice President for Alumni Support

[Jim.Johnston@wpaog.org](mailto:Jim.Johnston@wpaog.org)  
845-446-1512

### ***A Basic Reunion Checklist:***

***Form Your Reunion Committee:*** Initially, you need a reunion chair and one or two others to work with the class officers and begin communicating with your classmates. Discuss whether or not you intend to hire a reunion consultant/coordinator. Establish contact with Joel Jebb, team lead for Association of Graduates reunion support.

***Set the Date:*** Review the Academy's scheduling guidelines for reunions (those guidelines will determine your priority for USMA facilities and the likelihood of your being able to attend events such as home football games and cadet parades). See Memo: USMA Support of Reunion Classes, Directorate of Academy Advancement.

***Refine the Reunion Concept:*** Given the basic framework of events at the Academy, develop the concept for other, major events. For example, do you want to use West Point-area hotels or use a more distant hotel as your reunion headquarters? Will you need to hire a bus company? Most classes have a major banquet or dinner dance. Where will your business meeting, if you hold one, take place? Are you planning a gift presentation to the Superintendent?

#### ***Items requiring considerable lead time or a widespread class effort:***

- Reserve/block hotel facilities
- Contract with a bus company
- Hire a coordinator, or not
- Completing a class gift to USMA
- Publishing a biographical book or CD
- Hiring a DJ or band for a dinner dance

#### ***Other Items Requiring Some Advance Work:***

- A display or book memorializing classmates
- Dinner programs incorporating silent auctions or special displays of memorabilia
- Customized programs for dinners, memorial services, etc.
- Customized nametags with *Howitzer* photographs and color class crests
- Customized clothing/apparel, glassware, jewelry, or other reunion memorabilia

#### ***Events that might require a coordination team or reunion subcommittee:***

- Dinner/dance
  - Memorial Service
  - Registration and administration
  - Reunion communications
  - Class gear/apparel and reunion memorabilia
  - Reunion publications
  - Class Gift
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*West Point Association of Graduates Reunion Support Team*

*(all prefixes are 845-446-XXX):*

- **Joel Jebb '82** (Director, Class Support Programs) and **Jo Ann Shipley** (Program Assistant for Class Support Programs): WPAOG lead for reunion support; advice in developing your reunion concept, coordination of administrative and web site support, and assistance in coordinating with Alumni Affairs ([Joel.Jebb@wpaog.org](mailto:Joel.Jebb@wpaog.org); ext. 1614).
- **Lisa Strine '87** (Director for Class Giving): coordination of class gifts campaigns and class presentations to USMA during the reunion ([Lisa.Strine@wpaog.org](mailto:Lisa.Strine@wpaog.org); ext.1655)
- **Jim Blake '69** (VP for Business Operations) and **Patty Pfanzelter** (Gift Shop Manager): class memorabilia and apparel for purchase from the Association gift shop and use of the Great Hall at the alumni center ([Jim.Blake@wpaog.org](mailto:Jim.Blake@wpaog.org); ext.1529)
- **Maryellen Picciuto '86** (Director, Alumni Activities) and **Nicole Corbin** (Tech Services Coordinator): registration services ([Maryellen.Picciuto@wpaog.org](mailto:Maryellen.Picciuto@wpaog.org); ext.1612)
- **Kim McDermott '87** (Director for Communications) and **Danielle Sweet**: web site and communications assistance and support ([Kim.McDermott@wpaog.org](mailto:Kim.McDermott@wpaog.org); ext.1574)
- **Sylvia Graham** (Managing Editor for *Taps* and the *Register*): consultant for special print & electronic publications for your reunion ([Sylvia.Graham@wpaog.org](mailto:Sylvia.Graham@wpaog.org); ext.1562)
- **Kara Lesinski** (Asst. Editor for Memorial Articles): memorial articles coordination ([Kara.Lesinski@wpaog.org](mailto:Kara.Lesinski@wpaog.org); ext. 1577)
- **Carol Dulaney** (Accounting Manager): finance services to include coordinating use of Association tax exempt status for reunions at West Point, checking services, petty cash for Class Aides, credit card transactions ([Carol.Dulaney@wpaog.org](mailto:Carol.Dulaney@wpaog.org); ext.158)