

## GUIDELINES FOR CLASS TREASURIES

### ACCOUNTS AND INVESTMENTS

- A checking account for the class is required.
- A savings account, Certificate of Deposit, or other guaranteed investments
- Class funds may **NOT** be invested in the stock market or any at-risk financial entity.
- The treasurer and president have fiduciary responsibility for all the class funds; funds in the treasury belong to the class.

### AMOUNTS IN THE CLASS TREASURY

- Most classes try to keep at least \$5,000.00 in their treasuries.
- This amount enables the class to send an annual letter and participate in other activities to promote class affinity, such as sending birthday cards, holding memorials, etc.
- The 25th and 50th reunion classes should carefully evaluate their plans and develop a budget. These reunions are the two most well-attended and usually have extra costs for class projects, mini-reunions and reunion books associated with them. The reunion books can be quite expensive. It is better to plan for these things in advance instead of charging a large fee for the reunion itself.

### COLLECTING DUES

- It is recommended that dues should be a **minimum** of \$35.00 for every five-year period, i.e. \$7.00 per year for five years.
- The most efficient way to collect dues for the next 5 years is at Reunion.
- Checks payable to the class are preferred payment method.
- Cash is acceptable; receipts should be issued for cash payments.
- The class may investigate setting up a PayPal account.
- Be sure to maintain accurate listing of those who have paid dues.

### USE OF FUNDS IN CLASS TREASURY

- Cover expenses associated with operating class business and expenses incurred by class officers in connection with class activities --upon receipt of supporting documentation.
- Offset some costs of class-sponsored activities.
- Should be used **only** for activities and projects that are open to the entire class, including some items for Reunion.
- Mini-reunions should break even by covering operating costs, with each attendee paying her own way

### IDEAS FOR INCREASING TREASURIES

- Raise the dues amount and re-solicit those who have already paid for the increase along with the full amount for all those who have not paid.
- Hold class functions such as a luncheons, happy hours or mini-reunions and utilize these events for classic fundraising: auctions, raffles, or selling contributed items.
- Design a class item to be sold to all classes and clubs, advertised in the *Quarterly*, through emails and on the class website.