

**Queen Anne High School Alumni Association**  
**P O B o x 9 1 2 8**  
**Seattle, WA 98109-0128**

Date:

Re: QAHSAA Class Committee Agreements, Responsibilities and Benefits.

Dear QAHS Class Committee Chair, Class of 19\_\_\_\_:

The Queen Anne Alumni Association (QAHSAA) is pleased to assist you organize and prepare for your upcoming reunion. There are several ways that we can assist you with your work. The attached flow chart (attachment 1) outlines the various decision points you have and the major activities of the support that we can share with you and your committee.

We can provide you with the latest contact information for your classmates. This is maintained in the QAHSAA database through the regular mailings of the KUAY, our web site, contacts by alumni and from the work that your committee does to locate missing classmates. This information can be provide to you in electronic format (Excel is standard) or on paper. This address information is available for your use for reunion business only and not any commercial use. Before you can have access to this information, your committee must agree to the conditions set forth in the QAHSAA Class List Agreement (attachment 2) by signing it and returning it to us.

We can assist you with alumni mailings that you prepare by sending out the mailings using our non-profit bulk mailing permit. This can provide your committee significant expense savings. In order for us to assist you with your mailings, it is first necessary for you to review and sign the QAHSAA Class Committee Agreement (attachment 3). This agreement describes the requirements and the benefits of becoming a bona fide committee of the QAHSAA for the purpose of conducting a class reunion. We also have prepared the Instructions to Class Committees for using the QAHSAA Mailing Permit document (attachment 4) with several attachments to guide you through the process of actually producing and mailing information to your classmates.

We can help you promote your reunion by including information about your reunion in the KUAY publication and on our web site ([www.qagrizzlies.org](http://www.qagrizzlies.org)). As you update your plans for the reunion, the web site can be an inexpensive means to communicate the updates to your classmates. We can provide you a forwarding e-mail address from our domain that you can give to your classmates, with this format: [classXX@qagrizzlies.org](mailto:classXX@qagrizzlies.org), where XX is replaced by your class year. Mail sent to that address would be forwarded to the e-mail address of one of your committee members your choice.

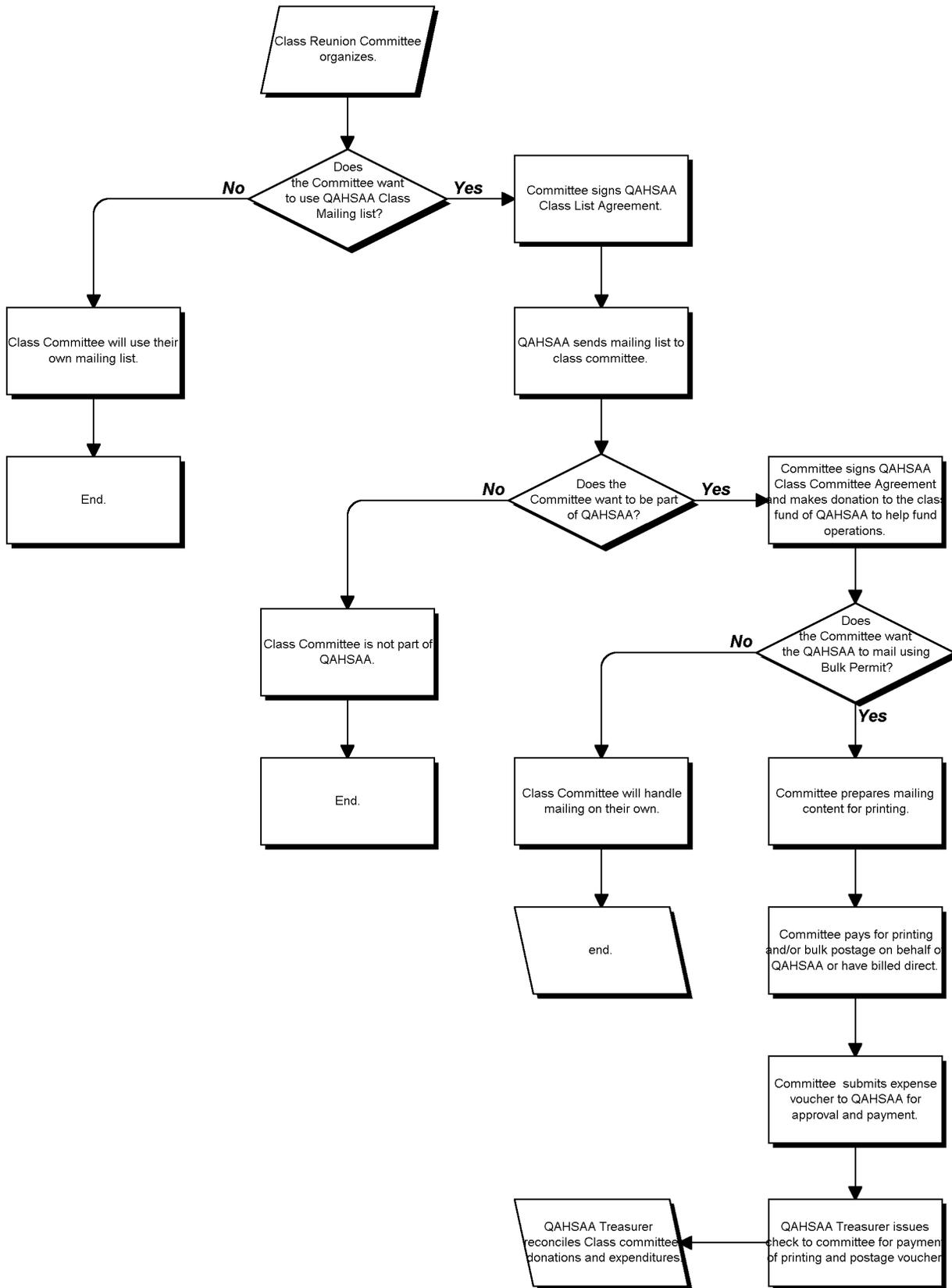
We have banners that can be used at your reunion in QAHS colors and references. We can be present at your reunion offering QAHS memorabilia for sale to support our work and the Scholarship Fund, as well as answer your classmate questions about the QAHSAA. After your reunion is over, we can hold your left-over funds for you, tax-free, until you are ready to start your next reunion.

In summary, you can see that the QAHSAA has much to offer your committee to organize and present well attended reunion events. The sooner you review and sign the class agreements (attachments 2 and 3), the sooner we can get started together preparing for your important event. We hope you find our materials and assistance useful and we look forward to working with you. Please let us know if you have any questions or suggestions.

Best regards,

Class Committee Liaison

# QAHSAA Class Committee Process



**Agreement Regarding Use of Queen Anne High School Alumni Association Class List**

The undersigned Representative of the Queen Anne High School Class of \_\_\_\_\_ Reunion Committee hereby acknowledges and agrees on behalf of himself or herself and on behalf of the above referenced class reunion committee with the Queen Anne High School Alumni Association (QAHSAA) as follows:

The use of the QAHSAA Class Member List is restricted ONLY for use in promoting the class reunion and publishing a Memory Book Directory.

If the QAHSAA Class Member List shows that a person has requested that his or her information be held confidential, that person's information shall not be used in any fashion for any purpose by undersigned or by the reunion committee.

The information contained in the QAHSAA Class Member List will be held in confidence and will not be disseminated to anyone other than an authorized Class Reunion committee member or as a Memory Book publication with distribution limited to classmates. The QAHSAA Class Member List will not be used, sold, or exchanged for any advertising or commercial purpose of any kind or sort.

The Class committee shall provide the QAHSAA with any updated class member information in a reasonable time period, but no later than one month after the reunion event. This information, preferably in electronic format, will include, whenever possible, the MemberID of the classmate associated with the updated information.

The provisions of this Agreement shall also apply to any service provider the Reunion Committee retains to assist in contacting class members. If your service provider will not agree to the terms of this agreement, including the electronically returning of updates, then the QAHSAA Class Member List may not be given to them, and you may want to select a different vendor.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

**Accepted on behalf of the Class of \_\_\_\_\_**

**X \_\_\_\_\_**

**Please print signer's name here \_\_\_\_\_**

**Accepted on behalf of the Queen Anne High School Alumni Association**

**X \_\_\_\_\_**

**Please print signer's name here \_\_\_\_\_**