

Thank you for volunteering to coordinate a reunion for members of your graduation class. These guidelines have been prepared to ensure a successful reunion that will benefit both alumni and Malden Catholic High School.

What volunteers can expect from Malden Catholic

- MC will provide a mailing list to the organizer of alumni from that class year. (Mailing lists are only as accurate as the information provided by alumni to the school.)
- MC will send an email blast to alumni for whom we have an email address regarding your reunion.
- MC will post your event on our Facebook page.
- If the organizer is creating a custom-designed invitation, upon request Malden Catholic will provide an approved logo and brand standards.

What MC can expect from the Volunteers

- Select a venue and date for your reunion. Please check with a member of the Advancement staff to avoid conflicts with other school-related activities.
- Gather a committee of 5 or 6 classmates to make phone calls, send emails and/or use social media to encourage attendance. Your committee will be critical in driving attendance.
- Prepare a preliminary budget for your event and set a fee that will cover all costs.
- Allow 3-5 members of the MC faculty or staff to attend the event free of charge and bring collateral material.
- Send MC photos of your event that we can post on our website and social media.
- Send any updated addresses, phone numbers or emails that you gather to the Advancement Office.

Local Caterers/Venues

You may wish to make arrangements with the following suggested caterers/venues or with others. Menu selection, reservations and billing are handled by the reunion organizer.

Anthony's of Malden

Address: 105 Canal St, Malden, MA 02148

Phone: [\(781\) 321-8900](tel:(781)321-8900)

Pisa Pizza

Address: 133 Pearl St, Malden, MA 02148

Phone: [\(781\) 397-7777](tel:(781)397-7777)

Four Points by Sheraton Wakefield Hotel & Conference Center

Address: 1 Audubon Rd, Wakefield, MA 01880

Phone: [\(781\) 245-9300](tel:(781)245-9300)

Fundraising Guidelines

The dissemination of proceeds from any event utilizing Malden Catholic High School resources (personnel, mailing lists, phone numbers, social media, etc.) must meet with MC guidelines. Malden Catholic prohibits the use of MC resources to raise funds for other organizations. Malden Catholic is a charitable organization and the priority of the Advancement Office and its staff is to secure funding for the benefit of MC and its students.

For additional information, please contact Constituent Relations Associate Zachary Creeden at creedenz@maldencatholic.org or 781-475-5315.