



**MHSOBA INC.**

**THE YEAR GROUP  
REUNIONS**

**An organisational model  
for  
prospective year group organisers**

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## 1. Introduction

The Year Group Reunion program for MHSOBA has now been formally operating since 1985, when the 1960 group celebrated their 25<sup>th</sup> year reunion in the MHS Dining Hall then at Confucious Court Chinese Restaurant at the school gates on Forrest Hill off Chapel Street.

Since the mid 1990s the reunions have centred on The Unicorn Club, MHSOBA south pavilion complex.

Year group reunions provide

- an opportunity for people sharing the same or similar year experiences to get together, reflect and reminisce about times past, often with or about some of their former staff who will invariably be in attendance
- a capacity for the Principal of the school, or his representative, to outline some of the current happenings at the school and to make comparison with times past
- an opportunity for the MHSOB Association, through the Executive Director or President or other committee person, to outline why membership of the OBA is so vital for its on-going work with current and former students

## 2. The Organising Committee

It is desirable for an organising committee from the year group to be formed between 6 and 10 months from the reunion date that is normally fixed in advance through the MHSOBA calendar.

The MHSOBA office will select likely committee persons known to them from the year group's list of OBA members. An email invitation will be forwarded outlining what is required.

The organising committee of 4-6 members should meet initially with the Executive Director to talk through the process and peruse a computer listing of the whole year group, by preferred year of exit to pick up those who identify best with this group but may have exited MHS at different times to the Year 12 peer group.

The organising committee should assume responsibility for all correspondence with the peer group although letters may well be generated through the MHSOBA office.

## 3. The Research Process

The aim for the next two or three months is primarily to improve the strike rate with addresses, emails and phone numbers for all people from that year group.

Emails to those for whom we have details seeking their support for the provision of info about those for whom we know little, together with reference to the MHSOBA website at [www.mhsoba.asn.au](http://www.mhsoba.asn.au) where the whole year group is listed, is the major priority.

The list should be divided amongst all committee members to research a defined section.

Electoral rolls and white pages on the net are the two best sources of finding people for whom only scant information is known.

After a couple of months this new information should be consolidated, passed through to the OBA office and the UCERM database updated.

## 4. Putting it all together

Items such as list consolidation, preparing the specific invitation from the template provided by the OBA, format of the evening, staff and costs should all be considered by the organising committee in the planning stage.

The normal 'tried and true' methods of the OBA may well be adopted in full or adapted to suit the particular needs of the organising committee.

## 5. The Teaching Staff

One of the highlights of the reunion is meeting up again with former teaching staff, although as the reunion years go by many may no longer be with us or able to actively participate.

The organising committee should consult a copy of *The Unicorn* magazine and extract the names of all staff, ensuring that appropriate year 12 staff and other significant staff are listed for specific invitation. One of the staff members may be of some assistance in rounding up staff from the past.

All appropriate staff should receive a personal written invitation from the organising committee. This invitation must state the cost of the evening to former staff, which is normally set at \$30 if the cost to former students is \$45. The main idea would be to ensure the meal cost is covered.

## 6. Costs

There are known costs for the reunion. These include the following:

- mailing of invitation, currently \$1.00 times the number of people on the mailing list (includes stamp, envelope, printed personal mail-merged invitation from MHSOBA database and a little cost for stuffing the envelope)
- catering @ \$22.00 per head for luncheons and dinners including GST but \$14.00 per head for finger foods and cold buffet (One year reunion)
- rental of The Unicorn Club @ \$100 (4 hours @ \$25 ph)
- pre-dinner drinks @ \$5 ph
- table linen of about \$65 (15 tables @ \$4 per tablecloth and serviettes)
- program @ \$1 ph for those attending
- name tags @ \$0.50 ph for those attending
- other communication costs through email, say \$1.00 ph
- all drinks for the duration of the function after the pre-dinners are paid through the bar as purchased

The cost structure currently provides for a purchase price of \$45 ph for members of the MHSOBA or \$50 for non-members. In the case of the One year reunion the buffet charges are \$30 ph for members and \$35 for non-members.

## 7. The Invitation

The standard template mail-merge invitation is attached as an annex to this document. Variation is possible. All invitations should have a 'fax back' acceptance form allowing for payment by credit card or cheque. The written invitation should be emailed to those with email addresses and sent to all with mailing addresses but no email about 10-12 weeks prior to the reunion function after the research lists have been consolidated.

Notification of MHSOBA membership details on the acceptance form must be shown so that acceptances can be for the required amount.

Staff should be invited with a more personal letter from the organising committee. A sample is attached as an annex to this document.

The organising committee should make follow up emails to non-respondants at regular intervals.

## 8. Responses

Experience shows that most people will respond to the written invitation through the 'fax back' response form with credit card details. Fewer are returned by post with either cheque or credit card

A web-based application is also available, now with secure on-line payments. Contacting the office by phone with credit card details is also an acceptable payment method for secure transactions.

Responses by email are acceptable although instructions may need to be given through response email as to the desired payment method.

## 9. Acknowledgements

All people who have responded, irrespective of method, and have indicated their email address, should receive an auto-generated personal UCERM response email confirming their details have been received and recorded. Payment or non-payment will also be stated in the email.

This email will also restate precise details as to the timings of arrival, drinks, group photograph, dinner, parking arrangements, etc. Those who do not have email details will not receive further confirmation from the OBA.

## 10. Arranging the function

The organising committee should ensure the following matters receive due attention:

- Who will be the MC? It can be the Executive Director of the MHSOBA but it would be more desirable for him to pass over to an MC from the year group for the ‘anecdotal’ part of the evening.
- The format of the typical reunion evening dinner will be (timings approximate)
  - 5.30 pm        Tours of the school (see below)
  - 6.30 pm        Registration at The Unicorn Club
  - 6.40 pm        Pre-dinner drinks in the Unicorn Club
  - 7.20 pm        Group photograph if possible
  - 7.30 pm        Sit down for evening meal  
                    Welcome – Executive Director of MHSOBA
  - 7.40 pm        Entrée – Soup (table service)
  - 8.15 pm        School Song: Honour the Work
  - 8.20 pm        The Principal
  - 8.45 pm        Main Course – Carvery buffet
  - 9.30 pm        Anecdotal commentary by former students and staff  
                    Guest items (musicians, comics, etc)
  - 10.30 pm       Dessert – Buffet
  - 11.30 pm       Closure of the evening

## 11. Program and Displays

The MHSOBA Office will arrange the formal program. It will include copies of the following on every place setting.

- Program, including menu, school song, MHSOBA membership details
- MHSOBA product or event brochures (where relevant)

Other literature on the table may include promotional copies of *The Old Unicornian*.

The organising committee may wish to arrange a display of photos etc from the year group, most likely photocopied enlargements from the school magazine. These could be arranged on some of the walls of The Unicorn Club or on mobile display stands.

## 12. Registration

There will be a registration table set up at the main door to The Unicorn Club. This table will comprise:

- Plastic name tags with MHSOBA computerised names for all attendees
- Copies of all MHSOBA publications
- Items of merchandise, such as ties and cuff links for sale at the function

People who have still to pay for the reunion, usually a very small number, will do so at the registration desk or during the function.

## 13. The School Tour

The school archivist arranges and conducts the tours of the school, often with assistance from former staff members depending on numbers of attendees.

Experience suggests that all who attend the tour consider it a real highlight of the function and should not be missed.

Participants for the evening reunion dinners may meet in the School Memorial Hall at 5.30 pm or shortly after for the tour. The last stop will be the Heritage Room (museum) in the tower where a year group display has been arranged.

The tour of the school will follow the reunion luncheons at approximately 2.45 pm and lasts about one hour.

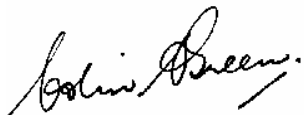
## 14. Review and Follow-up

Following the reunion function a follow-up email will be forwarded to all with email addresses by the OBA office thanking them for their attendance, reminding them of their required support for their next reunion in five years time and requesting they give due consideration to joining the MHSOBA as a financial member if they have not already done so.

The organising committee will be thanked for their work and may be invited to the MHSOBA Appreciation Evening prior to Christmas.

## 15. Five years on

All people who attended the reunion will be asked to become 'active committee' for the next reunion in five years time. They will be provided with an updated computer list about one year out from the reunion and so the research process continues.



Colin Green

Executive Director  
MHSOBA Inc.

January 2006

**ANNEX 1:**  
MAIL-MERGE  
TEMPLATE  
INVITATION TO  
FORMER  
STUDENTS

**MELBOURNE HIGH SCHOOL OLD BOYS' ASSOCIATION INC.**

Melbourne High School, Forrest Hill, South Yarra, 3141

Telephone (03) 9824 0480 Fax (03) 9827 0257

E-mail: [mhsoba@mhsoba.asn.au](mailto:mhsoba@mhsoba.asn.au) www.mhsoba.asn.au

Office Location: Scoreboard Pavilion. Enter off Claremont Street.

**20 YEARS ON!**

5.30 Meet in Hall for Tour  
6.30 Pre-dinner drinks (incl. in price)  
7.20 Dinner at The Unicorn Club  
Full bar available  
*Partners are welcome.*  
**\$45 members of MHSOBA**  
**\$50 for all non-members**

Dear «PrefName»,

This year marks the **20th anniversary** of your peer group's departure from Melbourne High School. We are marking this occasion with a **SPECIAL REUNION DINNER** on **Friday 28<sup>th</sup> April 2006**.

Our aim is to get back as many of your exit year group as possible, *including those who may have left at other times but identify best with this year group.*

It would be greatly appreciated «PrefName» if you could set aside this night and make a special effort to attend this reunion. Maybe you could assist us by contacting some of your friends from school and get them to come along as well. Please check the "missing persons" list on our website at <http://www.mhsoba.asn.au/reunions> and let me know if you have details that would assist in communicating with these people.

There is a return booking slip attached below. You could fax this back to the MHSOBA Office if paying by credit card. You can even book directly by e-mailing your details and credit card number to [administrator@mhsoba.asn.au](mailto:administrator@mhsoba.asn.au) or post the form back with accompanying cheque. To save on post tickets will NOT be forwarded but bookings will be confirmed by e-mail.

I look forward to a great reunion on the 28<sup>th</sup> April «PrefName». I hope you will be there.

Best wishes,

**Colin C Green**, Executive Director

**Note: Collar and tie for men preferred**

Return by **FAX to (03) 9827 0257** or e-mail your response to: [administrator@mhsoba.asn.au](mailto:administrator@mhsoba.asn.au).

Reunion: **20 YR 1986**

Name: «PrefName» «Surname»

Address (if different to above).....  
..... P/C.....

E-mail address: «Email» .....

Phone Nos. (H) «HomePh» .....

(W) «BusPh» .....

(F) «FaxNo» .....

Mobile «MobileNo» .....

MHSOBA Member = «MType» «MembNo»  
(Blank if not a member)

- \_\_\_\_\_ \$45 Member MHSOBA
- \_\_\_\_\_ \$50 Non-Member
- \_\_\_\_\_ plus \$55 Annual Membership fee
- \$ \_\_\_\_\_ TOTAL Payment enclosed**

Cheque to MHSOBA or  
 Credit Card =  BC  MC  Visa  Amex (see below)

Card No:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: ..... / ..... **Amex Security No:** \_\_\_\_\_

Signature: .....  
Date: \_\_/\_\_/2006

8<sup>th</sup> November 2002

**ANNEX 2:**

MAIL-MERGE TEMPLATE  
INVITATION TO FORMER  
TEACHING STAFF

Dear xxxxxxxxxxxxxxxx

The Melbourne High School exit year students of **1962** are holding a **40 Year Reunion** at the MHSOBA Unicorn Club (south pavilion complex) on Wednesday, November 20th from 6.30 pm. The 1962 lads are coming from far and wide to see their mates and meet up again with their former teachers.

So, the organising committee is delighted to extend to you an invitation to come along on the night and see where time and tide has taken your former charges. Xxxxxxxx, your presence would add considerably to this function.

The cost for staff is just \$30 payable on the night. This includes a 3 course meal and pre-dinner drinks. Tours of the school commence from the Memorial Hall at 5.30 pm if you would like to join in.

If you are able to attend, could you please contact Colin Green at the MHSOBA Office via return post or email on [administrator@mhsoba.asn.au](mailto:administrator@mhsoba.asn.au). Ian Huntington will no doubt ring you in the next few days to encourage you to attend.

Looking forward to seeing you on the 20th.

Best wishes,



**Colin Green**

Executive Director  
MHSOBA Inc  
(1962 exit)