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.