

Queen Anne High School Alumni Association  
PO Box 9128  
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 an 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`, 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.

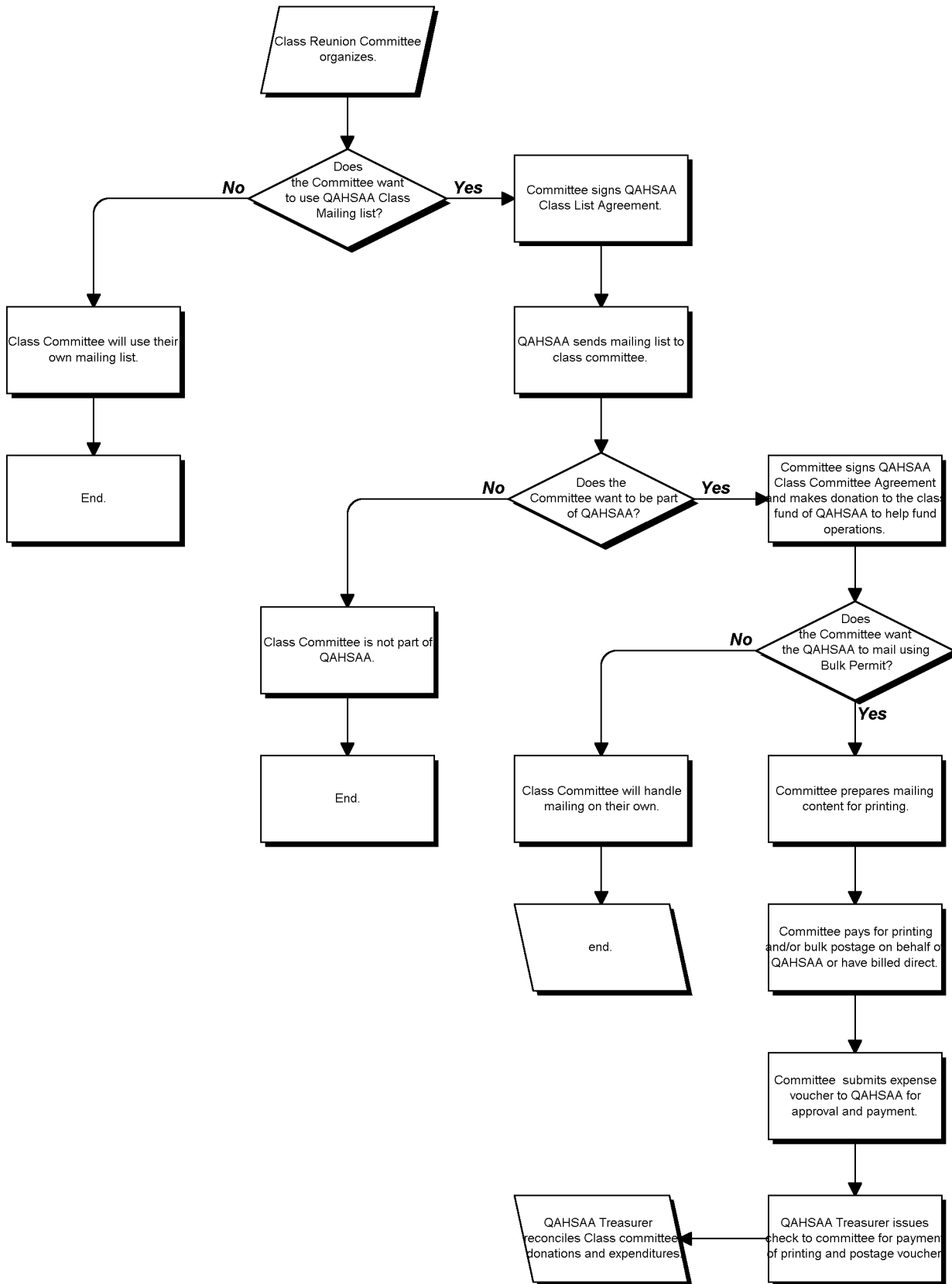
We have banners that can be used at your reunion in QAHS colors and references. We can be present at your reunion offering QAHS memorabilia for sale to support our work and the Scholarship Fund, as well as answer your classmate questions about the QAHSAA. After your reunion is over, we can hold your 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 1 and 2), 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 \_\_\_\_\_, 200\_\_\_\_\_**

**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 \_\_\_\_\_**

## **CLASS COMMITTEE AGREEMENT QUEEN ANNE HIGH SCHOOL ALUMNI ASSOCIATION**

### **A) PREAMBLE**

The Queen Anne High School Alumni Association (QAHSAA) was first established at the time of permanent closure of Queen Anne High School in 1981, and it has remained an active organization since. Membership to the QAHSAA is automatic for all alumni of QAHS. There are no dues to belong.

The primary mission of the QAHSAA is philanthropic, as expressed by

- (1) providing charitable scholarships to advance education and other financial help to relieve distress, and
- (2) facilitating communications and fellowship among the alumni members of the organization.

The QAHSAA strives to achieve its mission through a number of publications, mailings and fund raising social events during each year.

### ***EVENTS:***

There are currently three all-alum events and several class-specific events that occur during each year. All of these events provide fund raising for the organization and fellowship for members of the organization. The events are fundraisers in three ways. First, the newsletter and mailings for the events contain a request for donation for the scholarship fund. Second, there are fund raising activities at the events themselves that may include memorabilia merchandise sales, raffles and donation pots. Third, some portion of any money earned in registration fees above event costs can be donated to the scholarship fund.

The fellowship that is generated by both the all class and class-specific events is self-apparent. The goal of the events is for everyone to see old friends and have a good time. Even those who do not attend, benefit from the memory books produced and the publications describing the activity.

### ***PUBLICATIONS AND MAILINGS:***

The QAHSAA publishes The KUAY newsletter twice per year and it is mailed to all members with valid addresses. This newsletter includes items of interest about alumni and faculty, association giving, fund raising merchandise, and information about different alumni events.

There are also class-specific mailings that go out each year to inform alumni about class-specific events, to solicit reservations and donations for both the event and the scholarship fund, and to provide other necessary information about the event as becomes available. These mailings are originated by the class committees of the QAHSAA.

### ***SUMMARY:***

Overall, the combination of publications, mailings and events, both all class and class-specific, form an integrated approach to achieving the mission of the QAHSAA. It is in the best interest of the board, the committees and the members of the QAHSAA to work together to support all of these efforts.

### **B) AGREEMENT**

This is an agreement between the QAHSAA board of directors and the class committees. The purpose of the agreement is to clearly specify the requirements that must be agreed to by the organizing members of class committees to be a recognized by the board as a bona fide class committee of the QAHSAA. Further, the agreement specifies the benefits that can be received by the class committees that follows these requirements.

It is recognized that the organizers and most of the members of each class committee are existing members of the QAHSAA. This agreement is to provide assurances to the board that all of its committees, class and other, abide by the rules and regulations necessary to keep the QAHSAA in compliance with the various government agencies as related to its non-profit and postal permit status. Any class committee formed by members or non-members of the QAHSAA that does not agree to and comply with this agreement is not considered a bona fide class committee of the QAHSAA.

***BENEFITS - Received from QAHSAA for Reunion Support***

- 1) Access to use, subject to board policy, the QAHSAA mailing list and mailing permit for authorized communications.
- 2) Ability to publicize the class event on the QAHSAA web site and in the KUAY.
- 3) Assigned a QAHSAA domain e-mail address (forwarding type) for use in mailings, etc.  
Example: class54@qagrizzlies.org. Mail sent to this e-mail address will be forwarded to an e-mail address of your choice.
- 4) Access to QAHSAA event support materials including banner, memorabilia merchandise, posters, etc.
- 5) Contact names for other class committees who are also working on or have completed events for ideas and support on your event.
- 6) Hold your funds remaining after the completion of your event and all expenses have been covered. Funds are held tax-free available to you for your between-event expenses and seed money for the next event.

***REQUIREMENTS - For Class Committee to Use Bulk Mailing Permit***

- 1) Provide designated representative of the board with your current committee members on an on-going basis.
- 2) The committee is responsible for meeting its budget, including all revenue shortfalls and/or expense overruns.
- 3) Construct all bulk permit mailings in compliance for both content and format with the USPS rules and regulations as specified in USPS Publications #417 and #49. Follow QAHSAA examples where possible.
- 4) Notify the QAHSAA Correspondence Secretary of all bulk permit mailings before they are sent.
- 5) Make appropriate payment to the permit fund at the USPS before mailing. Send a copy of the payment receipt and bulk mailing receipt to the board Treasurer for posting. Unless you have experience with the bulk mailing process and requirements, we recommend that you use a mailing service to mail. Mail'nStuff is the mailing service familiar with doing our mailings. If you mail yourself, obtain and follow the sorting and packaging requirement for non-profit bulk mail. See separate instructions for using QAHSAA mailing permit.
- 6) Provide an opportunity for members to donate to the QAHSAA scholarship fund in all mailings requesting payment for event registration. The money received for the scholarship fund will be tracked by the committee and provided to the QAHSAA board for deposit into that fund.
- 7) Provide space at your event for a QAHS memorabilia merchandise sales table to be staffed by board-designated members.
- 8) Contribute a reasonable donation to the QAHSAA, when possible, from your remaining funds after your event completion to help support the work to the QAHSAA and offset the costs incurred supporting the class committees.

***APPROVAL***

As the authorized representative of the class committee named below, I do agree on behalf of the committee to follow the above stated requirements. I will assure that all members of the class committee, both current and future, will be informed of the requirement and will agree to follow them. I further agree that the committee will establish procedures to monitor committee work for compliance.

Class Committee: CLASS OF \_\_\_\_\_

Signature: \_\_\_\_\_

Signed by (printed): \_\_\_\_\_

Date: \_\_\_\_\_

## Class Committees Using the QAHSAA Mailing Permit

### INTRODUCTION:

This document provides class committees with more detailed information on properly using the non-profit bulk mailing permit. The process includes creating the mail piece, updating the address list, printing, labeling and mailing, and handling returns. Do take advantage of our web site as well to contact your classmates. Be sure your class fund has sufficient funds to cover the costs of your mailing before you start. Contact the Treasurer if you have any questions about that.

### PROCESS:

#### *1) Creating the Mail Piece:*

The mail piece can take several forms. Most common are either the post card announcement or the 8 1/2 x 11 inch multiple-sheet folded in half mailing. This section deals with the content and layout issues.

First, you must have at least 200 addresses (or 50 pounds) to mail to use the bulk mailing process. Otherwise you must use First Class mail.

Next, the content of any mail piece must meet the postal standards for non-profit. This means reference to commercial products may not be allowed. See the attached summary sheet titled QAHSAA Content-Based Restrictions or refer to post office publication 417. Content can cover the back of a postcard and all sides but one, of a mailing using folded 8 1/2 x 11 sheets. When organizing a sheet mailing, you should plan for the fold to be at the bottom of the address page. See information below and the sample attachments for more detail.

Queen Anne High School  
Alumni Assoc. (Class 'xx)  
PO Box 9128  
Seattle, WA 98109-0128

NONPROFIT ORG. U. S. POSTAGE PAID SEATTLE, WA PERMIT # 1951
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### **RETURN SERVICE REQUESTED**

You will want to ask classmates for their e-mail address, as you will find this to be an inexpensive way to update them with reservation or reunion schedule information. Be sure to mention in your mailings the QAHSAA web site ([www.qagrizzlies.org](http://www.qagrizzlies.org)) in your mailings so that they can refer there to get the latest information on the reunion.

Be sure to compose your reservation letter so your classmates are able to retain the reunion information when they return the reservation information to you. See the sample. Our database has the ability to store a variety of address information. We suggest that you ask classmates to provide as much of it as you can. You will need to keep your own record of reservation information and personal information beyond the scope of our main database, such as children or comments for the memory book. Attached is a list of the database fields of our main database to help you design your information form. Also see the attached sample letter.

#### *2) Printing the Mail Piece:*

Contact the QAHSAA database manager to obtain the mailable count for your class so you know how many to print. Be sure we already have your latest address corrections and found classmates, with their MemberID, so that your list is most accurate. Be sure to print extras for wastage, re-mailing returns and for found classmates that need the notice. Ten percent extra is generally the most you need.

- Postcard: The postcard must be of cardboard stock with the message on one side and the address information on the other. The return address is in the top left corner and the permit box is in the top right corner of the address side of the card. The center of the card is reserved for the address label. See the example for placement locations and content.

- Folded sheets: It is quite common to mail one, two or three sheets of paper covered with content and folded in half to make a size of 8 1/2 x 5 1/2 inches piece for mailing. The weight of the paper used depends on the number of sheets.

one sheet: 40 # paper

two sheets: 24# paper

three or more: 20# paper

One face of the outside sheet must be used for addressing only and contain the permit in the top right corner, the return address in the top left corner and the mailing label in the middle. When having the printing done, be sure the printing is done so that the fold is at the bottom of the address page and that the folding is done by machine, not by hand. We have found it less expensive to have the printing people fold, but not collate the pages, and then use volunteers to collate the sheets, but check with your printer to find out the cost differences.

**DO NOT** staple or seal the mail piece if you are using Mail'nStuff to process your mailing. They will provide the necessary attachments as part of printing the labels for you.

Your printing and mailing costs will be paid by the QAHSAA, so keep your receipts. Attach your receipts to the QAHSAA Expense Voucher form (attached) and send them to the QAHSAA treasurer for payment from your class fund. It is important that you keep your class fund well funded so that your printing and mailing expenses can be covered.

### ***3) Label and Mailing***

It is possible to print and affix your own mailing labels to your mail piece, sort it properly, fill out the forms and take the mailing to the bulk mailing center. However, this is a complex process that can go wrong very easily. We recommend that you use the mailing vender (Mail'nStuff) that we use for our mailings as a way to simplify your efforts and assure a correct mailing is given to the post office. When you use Mail'nStuff, we are able to send the address information from the master database to them electronically and they will print and affix the labels, properly sorted, and take the mailing to the post office. They will bill the QAHSAA for their services and the postage, which will be covered by your class fund.

After you have your mailing printed and assembled, take them to the Mail'nStuff location in Shoreline. Be sure to take 5% extra for wastage. If you want a copy of the bill and postage expense, take a self-addressed envelope and give to them.

### ***4) Returns:***

Any mailing will have some returns. Classmates move and do not let us know. Bulk mailing is NOT first class mail, and is not forwarded without extra charges. We ask you to use the RETURN SERVICE REQUESTED marking on the address page so that the post office will

return the mail piece with whatever information they have, hopefully a forwarding address the classmate has left with the post office.

The QAHSAA Correspondence Secretary gets the mail from the post office and sends it to the database manager for posting. If you want to be contacted when returns are received so that you may re-mail those with corrected addresses and try to locate those with bad addresses, you should let the secretary know who is the contact on your committee. The cost of the returns will be covered by your class fund.

**5) Web Site:**

After you have mailed your information, you should consider sending an electronic version to our web master to post to our web site in the reunion section. Send it with your contact information to [info@qagrizzlies.org](mailto:info@qagrizzlies.org). As changes in your program or schedule occur, you should update the web information.

**SUMMARY:**

The QAHSAA bulk mailing permit can save the organization significant costs, but it must be used properly. There are rules for what can be mailed using the permit that must be followed to preserve our ability to have the permit. The address format is also important. The return address must be the QAHSAA box and the permit markings correctly placed. The printing and assembly of the mail piece requires certain papers weight and machine folding to pass muster. Although the process of labeling and sorting postal routes can be done by volunteers, we strongly recommend using the mail service that we use for the KUAY to simplify your task and to assure proper addressing and sorting. The attached material provides further details. Please contact those on the list of contacts to assist you make this process a successful part of your reunion planning.

**CONTACTS:**

Class Coordinator: Glo Gleason Holcomb 206-783-9936  
Database: Hal Will 206- 789-0287 [halathome@aol.com](mailto:halathome@aol.com)  
Corr. Secretary: Francis Chapman Ferris 206-282-9353  
Treasurer: Sherry Grant 360-466-1660 [shergeo@msn.com](mailto:shergeo@msn.com)  
Mail'nStuff: Pam Arnhold 206-542-0978 [barnhold@aol.com](mailto:barnhold@aol.com)

**ATTACHMENTS:**

- A) Content-Based Restrictions Paper
- B) Sample Letter
- C) Sample Postcard address side
- D) QAHSAA Database Fields
- E) QAHSAA Expense Voucher

# Non-Profit Standard Bulk Mailing Content-Based Restrictions

## Summary of Rules for QAHSAA Class Committees

The purpose of this summary is to provide you with a benchmark for normally mailed items and to guide you to the key parts of Pub 417. However, the responsibility to comply with USPS rules and regulations, as specified in Pub 417, rests with your committee. Content questions should be directed to the USPS Bulk Mail center staff.

The announcement and registration mailings for reunion events and the offering of memory books in those mailings are all advertising of products (the event and the book). As long as these advertisements have substantial relatedness to the purpose of our organization, they are permitted uses of the non-profit mailing rate. If other products are advertised, please refer to the six-step process in Pub 417.

The memory books that we mail to classmates are considered products. In order to use the non-profit rate for mailing memory books, they must qualify as a low-cost item. To be a low-cost item, the cost to the committee for the item, not what the committee charged for the item, must be no more than \$6.75. If the cost to produce the memory book is more than \$6.75, the books must be mailed via commercial bulk rate, book rate or first class mail.

## Excerpts from Pub 417. Different Rules for Products and Advertisements

### *Rules for Products*

#### 6-3.2.3 Low-Cost Item

The determination of whether an item is considered a low-cost item whether purchased or made by the organization is based on the actual cost to the authorized organization or on whose behalf the product is distributed. The term low-cost item is defined in 26 U.S.C. 513(h)(2) of the Internal Revenue Code. Effective January 1, 1996, low-cost items were items costing no more than \$6.75. At the beginning of each calendar year, the value of low-cost items is adjusted for changes in the cost of living. This information is published in the Internal Revenue Service's Internal Revenue Bulletin.

#### **Examples – Low-cost items**

Authorized organization A prepares a mail piece that contains a paperback book bought for \$3. The book is eligible for mailing at the Nonprofit Standard Mail rates if it does not contain ineligible advertisements because it meets the statutory product provision for low-cost items.

Authorized labor organization L plans to mail a calendar bought for \$2. The calendar, which does not bear ineligible advertisements, is not substantially related to the organization's qualifying purposes. The calendar is still eligible for mailing at the Nonprofit Standard Mail rates because it meets the statutory product provision for low-cost items.

Authorized university U buys books for \$8 each and plans to mail them to alumni. The book is substantially related to the university's educational purposes. The book is ineligible for mailing at the Nonprofit Standard Mail rates because it does not meet the statutory product provision for low-cost items.

Authorized college C buys for \$3 each canvas tote bags bearing the college logo. College C plans to mail the tote bags to its alumni, each of whom pays the college \$10 for the bag. The tote bag meets the statutory product provision for low-cost items because the actual purchase price did not exceed \$6.75. (The amount that an authorized organization pays for an item not the amount at which the organization sells the item determines whether an item is a low-cost item.)

Authorized fraternal organization F buys materials to make notebooks. The notebooks cost organization F about \$2 each, including labor, materials, and overhead expenses, making it a low-cost item. (If an authorized organization makes the product itself, the costs incurred by the organization determine whether the product is a low-cost item.) The notebook is eligible for the Nonprofit Standard Mail rates because it meets the statutory product provision for low-cost items.

## **Rules for Advertisements**

### **6-3.4 Step 4: Determine Prohibited or Restricted Advertisements**

#### **6-3.4.1 Process**

Determine whether the mail piece contains any prohibited or restricted advertisements. Consider these three conditions and proceed as follows:

. If the mail piece contains any prohibited advertisement (that is, for a credit, debit, or charge card or similar financial instrument or account), the mail piece is ineligible for mailing at the Nonprofit Standard Mail rates.

. If the mail piece contains any restricted advertisement (that is, for an insurance policy or travel arrangement), the mail piece is ineligible for mailing at the Nonprofit Standard Mail rates unless the advertisement meets the conditions described in this section.

. If the mail piece contains no prohibited or ineligible restricted advertisement but contains any other advertisements, go to step 6. If it contains no prohibited or ineligible restricted advertisements and no other advertisements, the content-based restrictions for advertisements do not apply, and if there are no other problems such as noncompliance with the cooperative mailing rule, the mail piece is eligible for mailing at the Nonprofit Standard Mail rates.

### **6-3.6 Step 6: Determine Substantial Relatedness of Advertised Products and Services**

#### **6-3.6.1 Process**

Determine the substantial relatedness of each advertised product or service. Consider these two conditions:

. If all the products or services advertised in the mail piece are substantially related to one or more of the authorized organization's purposes, the advertisements are eligible for mailing at the Nonprofit Standard Mail rates.

. If any product or service advertised in the mail piece is not substantially related to one or more of the authorized organization's purposes, the mail piece is ineligible for mailing at the Nonprofit Standard Mail rates.

#### **6-3.6.2 Substantially Related Requirement**

If the advertisement for the product or service is a part of material that does not meet the content requirements for a periodical publication (see step 5), advertised products and services must be substantially related to one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail rates is based. However, if the advertisement for the product or service is part of material that meets the content requirements for a periodical publication, advertising restrictions for products and services (other than travel arrangements, insurance policies, and financial instruments) do not apply.

### **Examples – Not substantially related advertisements**

Authorized religious organization E's mail piece contains an advertisement for a financial planner, a nail salon, and a hair salon. Unless organization E demonstrates that each of the advertised services is substantially related to its religious purposes, the mail piece is ineligible for mailing at the Nonprofit Standard Mail rates. If the mail piece meets the content requirements for a periodical publication, the advertisements can qualify under the space advertisement exception; that is, they need not be substantially related to the authorized organization's purpose(s).

Nonprofit conservation organization J prints a catalog containing 94 items. Of those items, 93 are for items such as bird feeders, books, and specialized camping equipment and clothing that are substantially related to organization J's purposes. The 94th item is a key ring with organization J's name. The key ring is not substantially related to organization J's purposes. The catalog is ineligible for mailing at the Nonprofit Standard Mail rates because all advertisements are not substantially related.

*Queen Anne High School*  
*Class of 19XX*  
*XXth Reunion*

As you know, we—the Class of 'XX Committee of our QAHSAA—are planning our XXth high school reunion. We hope you will plan to come and share your memories, your current lives, and catch up with your classmates. We will be posting reunion information on the Queen Anne High School Alumni Association's website, so check it out: <http://www.qagrizzlies.org>.

**The main event will be Saturday, September 14. We are also planning a no-host drop-in gathering at XYZ on Friday, September 13, at 7:30. (XYZ's is located at xxxxxxxx, right on the water.) They also have a special offering for those who want dinner.**

- Date:** Saturday, September 14, 200N
- Where:** ABC's Restaurant on Lower Queen Anne (address)
- Food:** Hot and cold buffet; no-host bar
- Music:** Dance to the songs from the '50s and '60s (You know—our songs!)
- Dress:** Casual
- Cost:** **By June 1:** \$60/person, which includes one Memory Book.  
 Or, \$110/couple, with one Memory Book.
- After June 1:** \$70/person, which includes one Memory Book.  
 Or, \$120/couple, with one Memory Book.
- \$15 for Memory Book only.

**Please send your reservations in by June 1.** Our final deposit requires a final head count. If cost is an issue, please let us know. We have worked hard to minimize costs, yet provide everyone with a fun-filled evening. The committee has funds to help you. We don't want you to miss another great reunion of the Queen Anne class of 19XX!

Also, please carefully read through the missing persons list (other side) and send us any name and address changes you know about. We want to find as many classmates as we can. The committee will even check out leads! We want to make sure that everyone is included. Thanks!

Please send us your reservation or memory book information by June 1.

We look forward to seeing you September 13 and 14!

—The Class of 'XX Committee of the QAHSAA

**<http://www.qagrizzlies.org>**

## QAHS Class of 'XX Missing Persons List

Laurie Adams Williams	Yvonne Gleyre	Jon McMahan
Leslie Adams Westlund	Paula Grobe	Jan McMullen Perly
Mike Anderson	Richardo Hahn	Hawley P. Mills Jr.
Anna Arthur	Karen Haigh	Dick Morell
Bruce Axman McKay	Shirley S. Hale	Don Nelson
Brian Barrie	Bob Hansen	Jim Nelson
Stephen Bear	Don Harr	Judy Niemeyer Violette
Wilda Bright	Patricia Haverly	Lorna Nightingale
Susan Brown	Bob Hedblum Jr.	John Nunley
Betsy Brown Lund	Judy Henderson Vialette	Gloria J. Oliveros
Harold G. Brown	Julie Hill Sikorski	Carol Olson
Lynne Brydges Andrew	John Holland	Robert Olson
Anita Burmaz Nordhof	John E. Holte	John Peterson
Bonnie Campbell	Sharon Jancura Cassady	Dan Piro
Linda Cerny	Darryl Jenkins	Steve Rathbun
Edwin Chaney	Scott Jepson	Curt Raudies
Steven E. Cohen	Arlene Jonson	Sandi Redfern
Ed Cooper	Allan Keith	Wilson Ruiz
Mary Crawford Smith	David Kelley	Robert Russell
Dianne Dainard Sundram	Suzanne Kollman	Barbara Sanchez Bartz
Dianne Damon	Sylvia Krause	Joanne Scott
Karen Daniel	Donald Kriens	Art Smith
Jerry Dealph	Renee M. Labrache	Susan Smith Vandusen
Barbara Desisto	Gary Larson	Julie Sutter
Gary Dolan	Dave Larson	Marita Ulhaas
Donna Donaldson	Jonathan Maas	Dorrine Wanezek
Kathleen Dyson Colby	Charlotte MacDonald	Rita White
Marilyn Edwards	Don Manley	Wanda Williams
Dan Ferguson	Richard Massena	Gayle Williams
Denise M. Ford	Frank M. Mathews	Dee Ann Wold
Patricia Fuchs	Sandy McCutchen Lauzier	Amanda Yost
Judy Fullford Wood	Phil McKenna	
Pete Geiger	Karen McKenzie	

**Reservation Form**  
**Please return by June 1, 200X!**

Number of single reservations @ \$ 60 by June 1: \_\_\_\_\_ \$ 70 after June 1: \_\_\_\_\_

Number of couple reservations @ \$110 by June 1: \_\_\_\_\_ \$120 after June 1: \_\_\_\_\_

Number of Memory Books only @ \$ 15/each: \_\_\_\_\_

My donation to the reunion fund or to help a classmate attend: \$ \_\_\_\_\_

My donation to the QAHSAA Scholarship Fund: \$ \_\_\_\_\_

Total amount enclosed: \$ \_\_\_\_\_

Please return this completed form, along with your check (payable to QAHSAA Class of 'XX Committee), and any information on our missing classmates to:

Reservations Chair, QAHSAA Class of 'XX Committee  
Name of Reservation Chair  
Address  
City, ST ZIP  
Phone  
[classXX@qagrizzlies.org](mailto:classXX@qagrizzlies.org)

**Memory Book Information**

*Please type or print clearly.*

First name \_\_\_\_\_

Last name in school \_\_\_\_\_

Current last name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (w/area code) \_\_\_\_\_ Cell (w/area code) \_\_\_\_\_

Email address \_\_\_\_\_ Website \_\_\_\_\_

QA/Mag Elementary school \_\_\_\_\_

Spouse's name \_\_\_\_\_ If spouse is a Q.A. grad, year \_\_\_\_\_

Children/grandchildren \_\_\_\_\_

Your occupation/employer \_\_\_\_\_

Current passion or reflections to share (10–25 words): \_\_\_\_\_

\_\_\_\_\_

Queen Anne High School  
Alumni Assoc. (Class 'XX)  
P.O. Box 9128  
Seattle, WA 98109-0128


NONPROFIT ORG.  
U. S. POSTAGE PAID  
SEATTLE, WA  
PERMIT # 1951

RETURN SERVICE REQUESTED


*Queen Anne Class of 'XX  
XX<sup>th</sup> Reunion Committee*

Chair  
Name  
Phone



Committee member 1  
Committee member 2  
Committee member 3  
etc.



**ALMA MATER**



**Hail to alma mater,  
our dear old  
Queen Anne High.  
You will always see her  
banners in the sky...  
See the students cheering,  
their own maroon and gold,  
For within our memory  
there stands a grizzly bold!**



Queen Anne High School  
Alumni Assoc. (Class '43)  
P.O. Box 9128  
Seattle, WA 98109-0128

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## QAHS Alumni Association Database Structure

<b>COLUMN NAME</b>	<b>TYPE</b>	<b>PURPOSE</b>
MemberID	Num	Unique number for alum. Include with all updating
YearGrad	Char	Cohort graduation year
SchoolName	Char	Last name during school years
FirstName	Char	Formal first name
Married	Char	Current last name
NickName	Char	Nick name used in school
SpouseName	Char	Name of spouse. If spouse is female and attended QAHS, include her schoolname
QAYr	Num	If spouse attended QAHS, Grad year of his/her class
CellPhone	Char	Cell phone number. For deceased, date of death
FaxNumber	Char	
Email	Char	One or more e-mail addresses separated by semicolon.
Website	Char	Personal or business website address
WorkCompany	Char	Name of Business or type of work
WorkPhone	Char	
HomeAddress	Char	Address of main location or location during summer months
HomeAddress2	Char	Supplmental address information to appear before main address line
HomeCity	Char	
HomeStateOrProvince	Char	
HomePostalCode	Char	nnnnn-nnnn for USA or other formats for foreign
HomeCountry	Char	Use if other than USA
HomePhone	Char	Include area code for Americas, or city code, etc for foreign
Mail WinterAddress	Char	Used to switch between Home and Winter addresses on seasonal basis
LockAddress	Yes/No	Used to lock to a specific address regardless of seasonal switch
WinterAddress	Yes/No	Address of winter location, if different than Home Address
WinterAddress2	Char	Supplmental address information to appear before main address line
WinterCity	Char	
WinterStateOrProvince	Char	
WinterPostalCode	Char	
WinterCountry	Char	
WinterPhone	Char	
ElemSchl	Char	Local elementary school attended by student. OOA or OOS for out of area or out of state school
LabelData	Char	Used with certain mailing labels
C1	Char	Status of alum: Blank is current, X=deceased, Z=lost, F= foreign, D=declined, M= male alum of QAHS couple, W=only mail in winter, S=only mail in summer
C2	Char	Inactive
C3	Char	Inactive
Pledges	Num	Pending donations
Donations	Char	Historic listing of donations to QAHSAA
MembertypelD	Num	Type of member in DB: Alumnus, Relative, Faculty, Guest
Updated	Date	Date of last update
Comment	Memo	Memo field to hold comments regarding alum to help keep track of them

