

Violette Family Association

Reunion Planning Guidelines (Draft)

Organizing a Reunion

Reunions of the Violette Family Association have taken place every three years. The selection of the location for a Reunion is usually done at the previous Reunion and hopefully someone in attendance at that time will agree to chair it.

One way to organize a Committee that has been successfully used in the past is to write a letter to all Violette Family Association members in the target area inviting them to come to an organizing meeting. The Reunion Committee should consist of a Chairman (woman), Secretary, Treasurer and Committee members from that area. Ideally those people would be other than the Association officers.

When organizing a family Reunion the important thing is to find a hall large enough to accommodate from 200 to 300 people and it would be advantageous if that hall was located in a hotel, but that is not mandatory. Reunions have generally taken place in late July or early August.

The Committee should receive an advance of \$500 to \$1,000 from the Association Treasurer and would set up their own checking account at a bank convenient to them. The Committee would be responsible for all transactions and once the Reunion is over they would write a check to the Association Treasurer repaying the advance including any profits and then closing the account. Alternatively, the Committee would either request a check from the Treasurer for specific expenses or would pay for minor expense themselves and be reimbursed. The choice is usually at the discretion of the Committee.

Getting Reunion Committee members

The Webmaster can help by providing lists of members for any specific area. Give the Webmaster the zip codes for the desired area to be searched and you will get a list of VFA members in those areas. You can also ask the Webmaster to publish requests for help via eNews and Facebook (see below).

Common Reunion staffing

There are a number of people who have worked in past Reunions and are often willing to help in others. This includes preparing the registration packets in advance and handling registrations at the Reunion itself, helping with decorations, and handling the raffle. The Committee should feel free to ask those who have helped in the past, but not take it for granted that they can do it again.

Schedule of Events

The Reunion usually consists of a gathering at the hall around **noon on Friday** with registrations taking place and a time to meet, greet and chat followed by an inexpensive meal **Friday** evening so members can be together. Following the meal there can be a speaker or some entertainment. This is left to the discretion of the Committee, but the Committee should be responsible for inviting speakers and arranging for entertainment.

The Committee should have the hall decorated by noon on Friday, though some setup can be left for Friday afternoon. We want the members to be greeted by a well-organized event, though, to enhance their enjoyment of it.

Saturday will have continued registrations at the hall along with meet, greet, and chat. The Committee can also suggest things that members could do or see locally. A “goodie bag” could be prepared which would include pamphlets of local attractions as well as a map of the local area.

The Association officers would have their tri-annual meeting with Association members sometime on Saturday. The meeting is chaired by the Association president who is responsible for setting the agenda.

Saturday evening there will be a banquet followed by a speaker and/or entertainment. The speaker should focus on some aspect of the Violette Family or the Acadians and should be selected by and invited by the Committee. The President will be willing to help in this if asked. The Committee should also be responsible for selecting and arranging for the entertainment.

Sunday morning will have a breakfast together, if possible, and attendance at Mass locally for those members so inclined.

See the example program at the end of this document.

Registration Process

Registration packets need to be prepared in advance and sorted alphabetically by last name and in the case of Violettes sorted by first name and initial. Packets would include all name tags for that individual family as well as all meal tickets that were purchased. Include a schedule for the weekend. A Member Data Form should be included in each packet so the member can check information we have and point out any corrections needed.

Organizing the registration process is very critical since everyone seems to show up at once and are all in queue. It is necessary to set up several stations to accommodate members. On Friday and on Saturday morning, there should be one registration station dedicated to those who are pre-registered, one station dedicated to those not pre-registered, and one station that can handle either case. The station for non-registered members must have the capability to make name tags. At other times there should be at least one registration station open and someone nearby to act as a second station if need be.

Master lists of pre-registered members should be generated in alphabetical order with all the pertinent information to assist the registration process and copies made for each registration station.

The Committee should provide an assembly of items related to the Reunion area to help members find their way around as well as to let them know about services available. Local maps and brochures are customary. Perhaps the local chamber of commerce or visitor bureau will help with materials for the registration packets.

See the example registration form at the end of this document.

Genealogy

Since genealogy is an important part of the Violette Family Association, there is usually a lot of activity associated with it. The Committee must coordinate with the Association Genealogist in advance to determine what he or she will be able to provide at each Reunion, and advise members accordingly in advance and at registration.

A genealogy chart is usually provided to those members who pre-register. It is up to the Association Genealogist whether to provide a chart to late registrants or those who register at the door.

The Genealogist is entitled to a fee for these services to offset the cost of printing and binding genealogy packets.

Raffles

It is customary for members to donate items to the Association to be raffled off during Reunions. The Committee should provide one or more tables set up in an area to receive raffle items during registration and to display them during the Reunion. The Committee should be prepared to have two volunteers to staff the raffle tables during registration and to have at least one person at other times to safeguard the items.

As each item is received, it should be assigned a number and the number displayed by the item on the table. This will identify the item when it is being drawn for distribution.

The raffle committee members will set up their own raffle procedures.

A 50/50 raffle could also be used for this purpose.

The Committee must provide two-piece raffle tickets, with one piece being given to the purchaser and the other held for drawing at distribution.

Distribution of raffle items usually takes place during the Saturday night dinner. This does not have to be done all at one time, but can be done in segments to fill in between other activities.

Prices and Fees

Fees for Reunion attendees are set through coordination between the Committee and the Officers of the Association. The Committee will determine costs for such as hall rental, decorations, meals, and other items to be provided at the Reunion. This budget is then submitted to the President who will, with the Officers, include this with a budget for the Association for the next three years. Prices and fees are then set to cover the cost of the Reunion as well as to provide an operating budget for the next triennium.

Meal prices: Meal prices are usually adjusted upward a nominal amount to help with costs and to raise money for the newsletters and other Association expenses.

Registration Fee: A registration fee of \$5 is usually included to help with costs.

Decorations

Banners: There are four banners that have been displayed: one shows a family tree with individual states; a Violette Family Association banner; one with the Violette flower; and a banner depicting the dates and places of past Reunions. *Plus one with family crest.*

Decorations: Helium filled violet balloons have been used to decorate tables at the banquet. Centerpieces as appropriate for the banquet tables.

Other Reunion Activities

Clothing: The Association has sold violet colored Tee Shirts, Golf Shirts, Sweatshirts and Hats with the Violette Association logo. Many articles of clothing are sold in advance of the Reunion but a table is set up at the hall to sell to members who did not pre-buy.

Recognition: The Oldest Person, Youngest Person, Longest Married, Newest Married, Largest Number of Attendees from the Same Family, Longest Distance Traveled, and Past Presidents in attendance are usually recognized during one of the evening events. We usually take pictures of the individuals and publish them along with their names in the next newsletter.

Vendor Tables: Tables may be set up in the hall to accommodate people wishing to sell genealogical articles, etc. A donation can be accepted.???

Group Picture: We usually try to get a group picture just before the Saturday night banquet.

Publicizing the Reunion

It is important to publicize the Reunion in as many ways as possible so more members (and potential members) can plan to attend. We have three key ways of informing our members and the public about the Reunions: newsletters, email, and Facebook.

Newsletters

We have usually had three newsletters issued in the year prior to the Reunion. The first is about one year out, the second in the spring, and the third about two months before the Reunion. Newsletters are created in an Adobe PDF format that can be sent for printing as well as downloaded from the web site. Every member with an email address on file is sent an email with a link to the newsletter; those without have the newsletter sent using postal mail.

Each of those three newsletters has a registration form included.

Those newsletters also include a tentative schedule of events so the members know what to expect and when it will occur.

Those newsletters should also include listings of places to stay that includes contact information so members can make their housing arrangements.

The newsletters should also contain information about local attractions in the region where the Reunion will be held. This will help families plan their visit and may encourage them to come to the Reunion and spend some vacation time.

Currently, the Webmaster produces the newsletters and maintains the mailing lists, both print and electronic, and sends them.

ENews

In addition to sending the regular newsletters as email links, we also send more frequent eNews mailings to remind those members with an email address of the Reunion. These should be sent at least once a month starting six months before the Reunion. Each email should include links to the registration form and to the tentative schedule of events, as a minimum.

Currently, the Webmaster produces the eNews items and sends them.

Facebook

The Association has a Facebook group page – Violette Family Association Facebook – that has a following of more than 420 people. While most of the followers are members of the Association, many are not but they are either Violettes or are connected with the Violette family in some way.

The registration form and the tentative schedule form should both be available at the Facebook group page, and the Facebook group can also be used to publicize the Reunion and encourage people to register and attend.

Currently, the Webmaster maintains the Facebook group page.

REUNION 2014 PREREGISTRATION—EVENT AND MEALS

The Violette Family Association does not charge annual dues but depends on donations and proceeds from the triennial Reunions to provide operating funds. Your Reunion registration fee goes to cover Reunion expenses, and what is left over funds operations for the next three years. Please send your registration and meal fees with your registration form.

Address to REGISTER for Reunion:
 Don Hudenburg
 2726 Viking Dr, Oak Hill VA 20171
 Tel: (703) 716-1050
 E-mail: dh3739@verizon.net

Make checks payable to Violette Family Association

DEADLINE FOR MAIL-IN REGISTRATIONS; JULY 10, 2014

Registration: Adult—\$15, Child under 12—\$5
 Friday Dinner: Adult—\$15, Child under 12—\$8
 Saturday Dinner: Adult—\$20, Child under 12—\$10
 Sunday Brunch: Adult—\$8, Child under 12—\$6

Enter amounts in boxes below if person is registering for that item

Name of person	VFA Member number (if known)	First name or nickname to show on badge (Also give city, state if different from person responsible)	Age (if under 12)	Registration \$	Friday Dinner \$	Saturday Dinner \$	Sunday Brunch \$	Total Amount
								\$
								\$
								\$
								\$
								\$
								\$
Special Donation (not tax-deductible)								\$
Total registration, meals, and donation								\$

Person Responsible For This Registration

Name					VFA #	
Address						
City		State/Prov		ZIP/Postal Code		
Phone		Email				
Other						



We Are One! August 8-10, 2014, Van Buren ME

FRIDAY, August 8, 2014 Noon: Registration starts

(American Legion Post 49, 117 Washington Ave, Van Buren ME) Noon to 6:00 pm: Visit

with cousins, tour area, view tables and displays

6:00 pm: Buffet Supper

7:00 pm: ???, speaker (topic?)

7:30 pm: ???, speaker (topic?)

7:45 pm: Anne Roy, speaker (Preview of Acadian Village)

8:15 pm: ??? (entertainment?)

SATURDAY, August 9, 2014

Morning: Registration continues

9:00 am: Association Business Meeting and Voting (Acadian Village)

10:00 am ±: Selfguided tours of Acadian Village, St John River Valley

Noon: Acadian Traditional Foods (Acadian Village)

2:00 pm: Vendors and Displays: (same as Friday)

6:00 pm: Buffet Supper

6:45 pm: Introduction of new officers, Association announcements

7:00 pm: ???, speaker (topic?)

7:30 pm: Guy Dubay, Rod Violette, David Violette, speakers (A Violette History book)

8:00 pm: ???, keynote speaker (topic?)

8:30 pm: ??? (entertainment?)

9:15 pm: Raffle results

SUNDAY, August 10, 2014

8:00 am: Breakfast at Legion Hall

10:30 am: Special Mass at St Bruno Church, Van Buren

Farewells and Departure

Vendors and Displays: Raffle Items; ??? (Acadian/Cajun Genealogy); ??? (CMA?); Anne Roy (Preview of The Acadian Village); Guy Dubay/David Violette/ Rod Violette (the Violette History book); John Violette (Violette-branded items); Rod Violette (Violette genealogy); Paul Bunnell (Canadian/French/Metis Indian Genealogy); ???; ???