CAVE
Carleton Alumni Volunteer Experience

Alumni Board Member Schedule & Guide
August 11-13, 2023
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Welcome!

First and foremost, THANK YOU for everything you do.

Carleton volunteers organize Reunion, solicit classmates, host and attend events, share Carleton love on social media, welcome the next generation of Carls, and continuously give back to Carleton in countless ways. Your dedication to strengthening our alma mater makes a real difference for students, faculty, staff, and alumni. These efforts are essential and greatly appreciated.

We are excited for a larger, Mammoth CAVE this year, bringing our alumni boards’ members, ’4s and ’9s Reunion teams, and Alumni Annual Fund agents together. We look forward to this weekend of volunteer engagement providing opportunities for collaborations and conversations with members of our Alumni Admissions Representatives (AAR) Board, Alumni Annual Fund (AAF) Board, Alumni Council, Carleton Careers Alumni Board (CCAB), ‘C’ Club Board, Multicultural Alumni Network (MCAN) Board, and Out After Carleton (OAC) Board.

We hope CAVE provides opportunities to reconnect with fellow alumni and hear updates from college leadership, as well as time to explore new and beloved places on campus. Of course we also hope you spend some time planning your reunions, doing AAF outreach, and planning your board’s goals for the coming year.

This guide will assist you during your time on campus. We’ve set aside ample time for team-specific sessions so that you can connect as a committee or board and plan for the year ahead. Staff-led workshops, information sessions, and office hours are also scheduled throughout the weekend offering tips and guidance for specific volunteer roles.

Checklists (see page 4) will walk you through what we hope you will accomplish this weekend – whether you are a Reunion committee member, board member, or an AAF volunteer, or all three.

As you develop plans for the year, we hope you will consider:

- Who else should we invite to join us in our work?
- What was important to our class that we want to highlight?
- What do we love best about Carleton and how can we share that in a fun, focused way to engage others?

We are so excited for the year ahead. Please reach out to staff any time you have questions, and have a great weekend!

In maize and blue,

Anita Fisher Egge ’94
Director of the Alumni Annual Fund

Michael Thompson ’96
Director of Alumni Relations
CAVE Tasks

Work as a team to complete the relevant checklist. Please have ONE member of your team submit your responses by the end of CAVE Weekend.

To Complete

- Reunion Program & Outreach Committee Checklist
  go.carleton.edu/RPOCC
- Reunion Gift Committee Checklist
  go.carleton.edu/RGCC
- Non-Reunion Alumni Annual Fund Checklist
  go.carleton.edu/AAFC

Other Helpful Links

- Reunion Website
  go.carleton.edu/Reunion
- CAVE Website
  go.carleton.edu/CAVE
- Reunion Planning Handbook
  go.carleton.edu/reunionhandbook
- Alumni Annual Fund Volunteer Portal
  go.carleton.edu/portal
- Carleton Alumni Facebook
  www.facebook.com/CarletonCollegeAlumni
- Alumni Annual Fund Volunteer Facebook Group
  tinyurl.com/2p8cuyct
# Schedule

## Thursday, August 10

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00pm - 8:30pm</td>
<td>Check-In</td>
<td>Class of 1980 Commons, Weitz Center for Creativity</td>
</tr>
<tr>
<td>8:30pm - 7:00am</td>
<td>Late-Night Check-In</td>
<td>Campus Security, Hoppin House, 420 First St E</td>
</tr>
</tbody>
</table>

## Friday, August 11

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am - 8:30pm</td>
<td>Check-In</td>
<td>Class of 1980 Commons, Weitz Center for Creativity</td>
</tr>
<tr>
<td>8:00am - 9:30am</td>
<td>All-Volunteer Breakfast</td>
<td>Class of 1980 Commons, Weitz Center for Creativity</td>
</tr>
<tr>
<td>9:30am - 9:45am</td>
<td>Welcome &amp; Meet the Team</td>
<td>Anita Fisher Egge ’94, Director of the Alumni Annual Fund &amp; Michael Thompson ’96, Director of Alumni Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kracum Performance Hall, Weitz Center for Creativity</td>
</tr>
<tr>
<td>9:45am - 10:30am</td>
<td>The Economics of the College</td>
<td>Eric Runestad, Vice President &amp; Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kracum Performance Hall, Weitz Center for Creativity</td>
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<tr>
<td></td>
<td></td>
<td>The head of Carleton’s Business &amp; Finance Division will share insights on Carleton’s finances in a presentation tailored for AAF and Reunion volunteers.</td>
</tr>
</tbody>
</table>
**Reunion Committee Time**
Reunion Committees should find their assigned rooms and work on their checklists (found on Page 4).

- 45th Reunion - Room 131
- 40th Reunion - Room 230
- 35th Reunion - Room 136
- 30th Reunion - Room 133
- 20th Reunion - Room 132
- 15th Reunion - Room 233
- 10th Reunion - Room 138
- 5th Reunion - Room 172

**AAF Non-Reunion Volunteer Work Time**
Room 235, Weitz Center for Creativity
AAF Volunteers should find their team members and work on their checklist (found on Page 4).

**All-Volunteer Lunch**
Class of 1980 Commons, Weitz Center for Creativity

**Reunion Committee Work Time**
Reunion Committees should find their assigned rooms and work on their checklists (found on Page 4).

**AAF Non-Reunion Volunteer Work Time**
Room 235, Weitz Center for Creativity

**Leadership Giving Table Talks**
Room 236, Weitz Center for Creativity
Leadership gifts account for 70% of all Annual Fund dollars—and a donor’s interest in making a leadership gift often begins with an ask from a classmate. During this session, you’ll have the opportunity to connect in small groups of volunteers and board members to share best practices for engaging leadership-level donors, navigating difficult conversations, and more!

**Volunteer Tools, Training, & Resources**
Room 235, Weitz Center for Creativity
Contacting classmates should not be hard, so we have adopted a series of tools and resources to make volunteer tasks as simple as possible. During this session, staff will share Volunteer Portal tips and tricks, teach you to use Yet Another Mail Merge (YAMM) to maximize your outreach, and answer questions about other resources.

Volunteers should report to this training at their scheduled time.

- 2:30pm - Classes of 1970-1989
- 3:20pm - Classes of 1990-1998
- 4:10pm - Classes of 2000-2023
5:15pm - 6:15pm  
**All-Volunteer Social Hour**  
Daugherty Atrium, Anderson Hall

6:30pm - 7:45pm  
**All-Volunteer Dinner**  
Class of 1980 Commons, Weitz Center for Creativity

8:30pm - 9:30pm  
**Student Board Representative Social Hour**  
Class of 1980 Commons, Weitz Center for Creativity

8:30pm - 7:00am  
**Late-Night Check-In**  
Campus Security, Hoppin House, 420 First St E  
507-222-4444

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**Saturday, August 12**

7:00am - 5:00pm  
**Check-In / Check-Out**  
Class of 1980 Commons, Weitz Center for Creativity

7:30am - 9:00am  
**Alumni Board Chairs Breakfast**  
Weitz 236  
*Only board chairs need to attend this session. All other board members should attend the All-Volunteer Breakfast.*

**All-Volunteer Breakfast**  
Class of 1980 Commons, Weitz Center for Creativity

9:00am - 10:00am  
**Welcome & Campus Updates**  
*Alison Byerly P15, College President*  
Kracum Performance Hall, Weitz Center for Creativity

10:30am - 11:30am  
**Optional: Campus Architecture Tour**  
Class of 1980 Commons, Weitz Center for Creativity  
*Join Art History Professor Baird Jarman on a tour of campus focused on the architecture and history of the main campus quad.*

**Optional: Self-Paced Campus Scavenger Hunt**  
Pick up materials from check-in table
10:30am - 12:30pm  Alumni Council Meeting & Photo
Anderson 121

Optional - Campus Offices Open
Office of International Student Life - Sayles-Hill 063
Office of Intercultural Life - Sayles-Hill 201

12:30pm - 1:15pm  All-Volunteer Lunch
Class of 1980 Commons, Weitz Center for Creativity

1:30pm - 2:30pm  Campus Updates on Inclusion, Equity, Community and Admissions
Dina Zavala, VP for Inclusion, Equity, and Community &
Art Rodriguez ’96, VP and Dean of Admissions & Financial Aid
Kracum Performance Hall, Weitz Center for Creativity

Meet Carleton’s first Vice President for Inclusion, Equity, and Community; hear updates on the Community Plan for Inclusion, Diversity, and Equity; preview the incoming Class of 2027; and learn more about Carleton’s approach to admissions.

2:45pm - 5:00pm  Alumni Board Meetings & Photos
Alumni board members should find their assigned rooms for board-specific meetings.

Alumni Admissions Representative Board - Scoville Reading Room
Alumni Annual Fund Board - Anderson 223
Alumni Council Committees- Anderson 121
Career Center Alumni Board - Olin 102
Out After Carleton Board - Olin 104
Multicultural Alumni Network Board - Olin 106

5:15pm - 6:30pm  All-Volunteer Garden Party
Nutting House (Rain Location: Lounge Overlooking Main Entrance (LOME), Weitz Center for Creativity)

6:45pm - 8:30pm  All-Volunteer Dinner, Goals Celebration & Trivia
Class of 1980 Commons, Weitz Center for Creativity

Attendees are encouraged to continue socializing off campus after the all-volunteer dinner!
## Sunday, August 13

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am - 8:30am</td>
<td>Breakfast</td>
<td>Weitz 236</td>
</tr>
<tr>
<td>8:30am - 12:30pm</td>
<td>Alumni Boards Meeting</td>
<td>Weitz 236</td>
</tr>
<tr>
<td></td>
<td><em>The alumni boards will meet together to discuss strategic plans for the upcoming year. Then, the group will break out into topical groups and individual boards. We will reconvene and wrap up all together prior to lunch.</em></td>
<td></td>
</tr>
<tr>
<td>12:30-1:30pm</td>
<td>Lunch</td>
<td>Weitz 236</td>
</tr>
<tr>
<td>Before 2:00pm</td>
<td>Check-Out</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Please return your key or keycard to the collection box in Weitz Commons. Please note there is a $50 fee for unreturned keys and a $20 fee for unreturned keycards!</em></td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>Airport Shuttle Pick Up</td>
<td>1st Street &amp; Maple Street</td>
</tr>
<tr>
<td></td>
<td><em>(Reservation Required)</em></td>
<td></td>
</tr>
</tbody>
</table>
Campus Info

Check-In & Check-Out

Class of 1980 Commons, Weitz Center for Creativity  
(Main Entrance found at the corner of Third Street and College Street)

Staff are available to check in guests, answer questions, and provide additional resources during the following hours:

- Thursday 4:00pm - 8:30pm
- Friday 7:00am - 8:30pm
- Saturday 7:00am - 5:00pm

If you arrive after check-in hours and are registered for housing, proceed to Security Services (located in Hoppin House, 420 First St E, at the corner of First and Winona) or call them at 507-222-4444 to arrange to be let into your room. Check in at Weitz the following morning for your key card and registration materials.

Please return your key or keycard to one of the boxes located in James (box in lounge) or Watson (Express Check Out box in entryway). Please note there is a $50 fee for unreturned keys and a $20 fee for unreturned keycards!

Campus WiFi

Wireless access to the Carleton network is available throughout campus.
- To log on, select the “CarletonGuest” wireless network.
- You will be prompted to press the orange "Log In" button, which will connect you to Carleton’s Guest wireless network. This will need to be done separately for each device.

The ITS Helpdesk (507-222-5999) is available 8:00am-5:00pm on Thursday & Friday if you need help.

Computer Lab

Lab Locations & Hours in Weitz:
- Friday: Room 138 (8:00am - 10:00pm)
- Saturday: Room 138 (8:00am - 10:00pm)

Login Credentials for Computer Labs:
- Username: friend
- Password: cowscollegescontent
Building Hours of Operation

**Carleton Bookstore**
The Sayles Cafe is under construction. Use the Sayles patio door to access the Bookstore.
- Thursday: 10:00am - 2:00pm
- Friday: 9:00am - 4:00pm
- Saturday: 11:00am - 6:00pm
- Sunday: CLOSED

**Gould Library**
- Thursday: 8:00am - 5:00pm
- Friday: 8:00am - 5:00pm
- Saturday: CLOSED
- Sunday: CLOSED

**Recreation Center**
The south entrance to Rec Center parking lot off Highway 19 is CLOSED. The north entrance (near the Arb Office) is OPEN.
- Thursday: 6:30am - 7:00pm
- Friday: 6:30am - 7:00pm
- Saturday: 8:00am - 12:00pm
- Sunday: CLOSED

**Cowling Pool & West Gym Pool**
CLOSED for the summer.

**Schulze Cafe** (Anderson Hall)
- Thursday: 7:30am - 1:30pm
- Friday: 7:30am - 1:30pm
- Saturday: CLOSED
- Sunday: CLOSED

Construction Updates

Several areas of campus are active construction zones. For your safety, please watch for signs and be aware that some buildings are closed and others require access through specified entrances.

- Sayles Cafe is CLOSED.
- Alumni Guest House is CLOSED.
- South Highway 19 driveway & sidewalk to Rec Center are CLOSED; Rec Center itself is OPEN.

Important Phone Numbers

<table>
<thead>
<tr>
<th>Phone</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Northfield Hospital</td>
<td>507-646-1000</td>
</tr>
<tr>
<td>Campus Security</td>
<td>507-222-4444</td>
</tr>
<tr>
<td>Northfield Police</td>
<td>507-645-4475 (non-emergency)</td>
</tr>
<tr>
<td>CarlAlert Notifications</td>
<td>Text CCSUBSCRIBE to 888777 to subscribe to alerts</td>
</tr>
</tbody>
</table>
Scan the QR code to view an interactive CAVE map!
Staff Lists

Annual Fund Staff

**Kim Barnes**
Alumni and Parent Giving Coordinator

**Katie Berg ’03**
Director of Parent & Family Giving

**Liz Dwinnell**
Associate Director of Leadership Giving
20th, 15th & 10th Reunion Classes

**Tristan English**
Associate Director of Non-Reunion Classes
Years 29-11

**Anita Fisher Egge ’94**
Director of the Alumni Annual Fund

**Kate Flory**
Program Director of Post-50th Philanthropy & Engagement

**Megan Foust**
Assistant Director
Non-Reunion Classes
Years 49-31

**Kaara Maki**
Associate Director
45th, 40th, 35th & 30th Reunion Classes

**Tom Niemisto**
Office Coordinator

**Abi Tupa**
Associate Director of Messaging & Project Management

**Becky Zrimsek ’89**
Assistant Vice President for External Relations
Alumni Relations Staff

Christopher Brunelle ’89
Associate Director
50th, 45th, & 40th
Reunion Classes

Shalin Carranza ’20
Alumni Engagement Officer

Kate Flory
Program Director of Post-50th Philanthropy & Engagement

Amy Gragg
Project Specialist

Krista Herbstrith P24
Associate Director
35th, 30th, & 25th
Reunion Classes

Zoe Ingersoll
Reunion & Alumni Programs Administrator

Corey Johnson
Program Director for Young Alumni Engagement
20th, 15th, 10th, & 5th Reunion Classes

Michael Thompson ’96
Director of Alumni Relations

Sophie Vlahoulis
Administrative Assistant

Becky Zrimsek ’89
Assistant Vice President for External Relations

Milestone Reunions Staff

Lindsey Feist
Assistant Director

Sarah Forster ’93 P22 P24
Director of Milestone Reunions
50th Reunion

Meredith Galdeen
Associate Director of Milestone Reunions
25th Reunion

Whitney Gunter
Development Coordinator
Expense Policy

In accordance with Carleton College policy, volunteers may receive reimbursement of expenses incurred while conducting College business. Volunteers may submit their travel expenses either for reimbursement or to receive a letter from the College that they can use for tax purposes. We no longer transfer the equivalent of those expenses from the AAF/Alumni Relations office budgets to the AAF for individual gift credit.

The college does not wish to limit the participation of any volunteer because of financial restrictions. Alumni engagement is important to the college. Our goal is to ensure that all volunteers can participate, not necessarily to cover all the costs associated with attendance. Please note that you will need to pay up front for your associated travel expenses. You can be reimbursed for the following expenses:

- **Air Travel:** The cost of your three-week advance-purchase round-trip coach airfare. We encourage you to purchase the lowest available airfare from your home city. We have a general guideline of $400 or less for fares, but recognize that from some cities fares may be higher.
- **Transportation between the Minneapolis/St. Paul airport and campus:** Round-trip cost of transportation up to $100. We encourage volunteers to carpool when possible.
- **Car Travel:** Mileage between your home and campus at 14 cents per mile (the IRS-approved rate for volunteers), or the cost of a three-week advance-purchase round-trip coach airfare, whichever is less.

The following are considered ineligible expenses for reimbursement. However, you may be able to deduct these types of expenses on your taxes:

- Travel between your home and your local airport; airport parking
- Lodging en route to a meeting (if you drive long-distance to campus)
- Food and beverages en route, other than those provided during the business portion of the on-campus meeting
- Airline fees for checked baggage
- Mileage, if you’ve rented a car (mileage is included in the cost of most rental cars)
- Care arrangements for children or pets
- Gifts for hosts (e.g., if you stay with friends or relatives)

Please note that the IRS requires original receipts for all expenses for the College to process a reimbursement. We would appreciate receiving your expense statement within 30 days.

(Forms on next page)
To receive reimbursement for volunteer expenses, or a letter for tax purposes, complete the Volunteer Expenses Form.

![Volunteer Expenses Form](go.carleton.edu/volunteerexpenses)

If you haven't received reimbursement from Carleton in the past, you will also need to submit a W-9 Form. You will receive a link to a secure upload portal upon completing the Volunteer Expense Form.

**Questions about reimbursement?**
If you are an Alumni Board Member or Reunion Committee Volunteer, email your questions to alumni-office@carleton.edu. If you are an Alumni Annual Fund Volunteer, email your questions to aaf@carleton.edu.
Northfield

**Brick Oven Bakery**
Sunday 6:00am - 2:00pm  
158 N. Water Street, Suite 6  
507-645-9517  
www.brickovenbakery.com

**Goodbye Blue Monday Coffeehouse**
Sunday 6:30am - 6:00pm  
319 Division Street  
507-663-6188  
www.gbmcoffee.com

**Hideaway Coffeehouse & Wine Bar**
Sunday 7:00am - 5:00pm  
421 Division Street  
507-664-0400  
www.thehideawaynorthfield.com

**Little Joy Coffee**
Sunday 7:00am - 6:00pm  
300 Division Street  
507-301-7757  
www.groundwire.coffee/pages/little-joy

**Ole Store Restaurant**
Sunday 8:00am - 2:00pm (Breakfast only)  
1011 St. Olaf Ave  
507-786-9400  
www.olestorerestaurant.com

**Perkins**
Sunday 7:00am - 8:00pm  
1401 Riverview Dr  
507-645-4830  
www.stores.perkinsrestaurants.com/us/mn/northfield

**The Grand**
Sunday 7:00am - 12:00pm  
316 Washington Street  
507-663-1773  
https://www.thegrandnorthfield.com/