

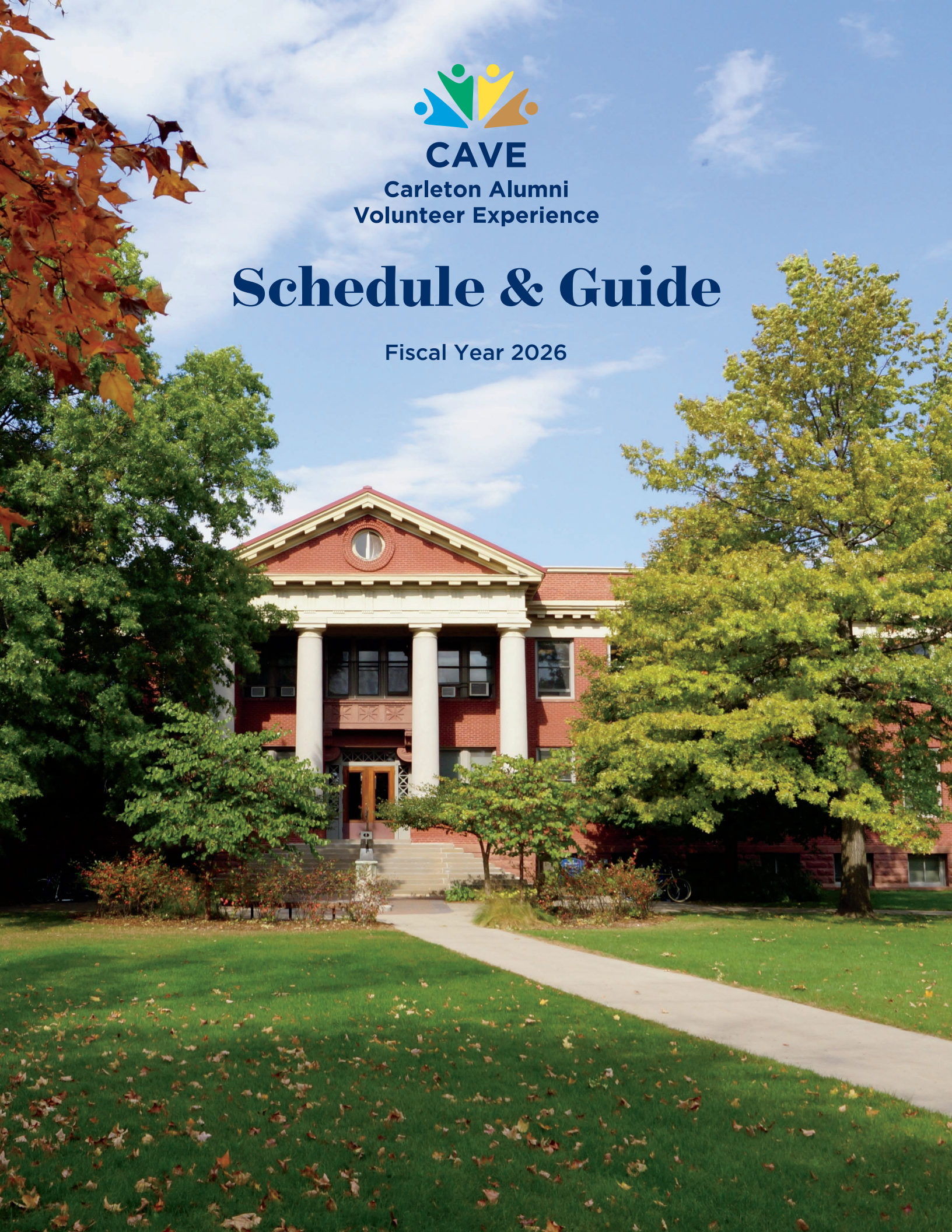


**CAVE**

**Carleton Alumni  
Volunteer Experience**

# **Schedule & Guide**

**Fiscal Year 2026**







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# Welcome!

## It's great to have you back home for the weekend!

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 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 discussing 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 class-specific sessions so that you can connect as a committee or board and plan for the year ahead. Staff-led trainings and information sessions 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, an AAF volunteer, or all three.

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

- Which messages seem to resonate best with your classmates?
- How can we build excitement and engagement, whether or not individual classmates have the opportunity to attend Carleton events or return to campus?
- How can we collaborate with other volunteer efforts?
- What was important to your class that you want to highlight?
- What do we love best about Carleton, and how can we share that in a fun, focused way to engage all of our alumni?

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,



A handwritten signature in blue ink.

**Anita Fisher Egge '94**

Director of the  
Alumni Annual Fund



A handwritten signature in black ink.

**Michael Thompson '96**

Director of Alumni  
Relations



# CAVE Tasks

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

## To Complete



### Reunion Committee Form

<https://www.carleton.edu/alumni/class-volunteers/reunion-program-outreach-gift-form/>



### 25th Reunion Program Committee Checklist

Google Drive: Class of 2001 >  
25th Reunion Planning (FY2026)  
> Program Committee



### Non-Reunion Alumni Annual Fund Volunteer Form

<https://www.carleton.edu/alumni/cave/non-reunion-aaf-volunteer-form/>



### 25th Reunion Outreach Committee Checklist

Google Drive: Class of 2002 >  
25th Reunion Planning (FY2026)  
> Outreach Committee



### 25th Reunion Gift Committee Checklist

Google Drive: Class of 2001 >  
25th Reunion Planning (FY2026)  
> Gift Committee

## Other Helpful Links

### Reunion Website

[go.carleton.edu/Reunion](https://go.carleton.edu/Reunion)

### CAVE Website

[go.carleton.edu/CAVE](https://go.carleton.edu/CAVE)

### Reunion Planning Handbook

[go.carleton.edu/ReunionHandbook](https://go.carleton.edu/ReunionHandbook)

### Alumni Annual Fund Volunteer Portal

[go.carleton.edu/Portal](https://go.carleton.edu/Portal)

### Carleton Alumni Facebook

[www.facebook.com/CarletonCollegeAlumni](https://www.facebook.com/CarletonCollegeAlumni)

### Alumni Annual Fund Volunteer Facebook Group

[tinyurl.com/2p8cuyc7](https://tinyurl.com/2p8cuyc7)

# Schedule

## Wednesday, August 6

**7:00 p.m. - 9:00 p.m.**

**5th & 10th Reunion Jumpstart Check-In**

Class of 1980 Commons, Weitz Center for Creativity

**9:00 p.m. - 7:00 a.m.**

**Late Night Key Pick-Up**

Campus Security, Hoppin House, 420 First St E (P: 507-222-4444)

## Thursday, August 7

**10:30 a.m. - 11:00 a.m.**

**5th & 10th Reunion Jumpstart Check-In**

Class of 1980 Commons, Weitz Center for Creativity

**11:00 a.m. - 5:30 p.m.**

**5th & 10th Reunion Jumpstart**

Larson Family Meeting Room (WCC 236), Weitz Center for Creativity

**4:00 p.m. - 8:30 p.m.**

**CAVE Check-In**

Class of 1980 Commons, Weitz Center for Creativity

**5:30 p.m. - 6:15 p.m.**

**5th & 10th Reunion Reception with President Byerly**

1961 Courtyard, Weitz Center for Creativity (Rain Location: Parents Lounge)

**6:00 p.m. - 7:00 p.m.**

**25th Reunion Social Hour**

Alumni Guest House Meeting Room & Library

**6:15 p.m. - 7:15 p.m.**

**5th & 10th Reunion Dinner**

Larson Family Meeting Room (WCC 236), Weitz Center for Creativity

**7:00 p.m. - 8:15 p.m.**

**25th Reunion Dinner with President Byerly**

Alumni Guest House Meeting Room & Library

**7:00 p.m. - 8:00 p.m.**

**5th & 10th Reunion Social Time**

Downtown Northfield

**8:15 p.m. Onward**

**25th Reunion Social Time & Postcard Writing**

Nourse Hall Lounge

**8:30 p.m. - 8:00 a.m.**

**Late Night Key Pick-Up**

Campus Security, Hoppin House, 420 First St E (P: 507-222-4444)

**8:00 a.m. - 7:00 p.m.**

**CAVE Check-In**

Class of 1980 Commons, Weitz Center for Creativity

**8:45 a.m. - 9:00 a.m.**

**25th Reunion Co-Chairs Check-In**

MarG Commons (M001), Weitz Center for Creativity

**9:00 a.m. - 9:45 a.m.**

**Continental Breakfast Reception with President Byerly**

Class of 1980 Commons, Weitz Center for Creativity

**9:45 a.m. - 11:00 a.m.**

**CAVE Welcome & President's Remarks**

*Alison Byerly P '15, College President*

Kracum Performance Hall, Weitz Center for Creativity



Priority  
Session!

**11:00 a.m. - 12:00 p.m.**

**Reunion Committee Cohort Time**

5th, 10th, 15th, & 20th Reunion Committees: Weitz Theater (WCC 182)

30th, 35th, 40th, & 45th Reunion Committees: Weitz Cinema (WCC 161)

55th and 60th Reunion Committees: Class of 1980 Commons

**25th Reunion Full Committee Meeting**

Applebaum Hall (M215), Weitz Center for Creativity

**AAF Non-Reunion Volunteer Work Time**

Class of 1960 Interactive Classroom Room (WCC 235), Weitz Center for Creativity

**Alumni Board Leadership Meeting**

Parents Lounge (WCC 215), Weitz Center for Creativity

**11:50 a.m. - 12:00 p.m.**

**5th Reunion Class Photo**

Stairs outside Kracum Auditorium, Weitz Center for Creativity

**12:00 p.m. - 1:00 p.m.**

**All-Volunteer Lunch**

Class of 1980 Commons, Weitz Center for Creativity

**1:00 p.m. - 5:00 p.m.**

**Reunion Class Time**

5th Reunion: WCC 172

10th Reunion: WCC 138

15th Reunion: WCC 136

20th Reunion: WCC 230

30th Reunion: WCC 231

35th Reunion: WCC 233

40th Reunion: WCC 132

45th Reunion: CSA President's Meeting Space (WCC 131)

55th Reunion: Alumni Guest House Library (AGH 119)

60th Reunion: Alumni Guest House Meeting Room (AGH 114)

**AAF Non-Reunion Volunteer Work Time**

Class of 1960 Interactive Classroom Room (WCC 235), Weitz Center for Creativity



**1:00 p.m. - 2:30 p.m.****25th Reunion Full Committee Meeting & Tools Training**

Applebaum Hall (M215), Weitz Center for Creativity

**1:00 p.m. - 3:00 p.m.****Alumni Council Meeting**

Larson Family Meeting Room (WCC 236), Weitz Center for Creativity

**2:30 p.m. - 5:00 p.m.****AAF Tools Training****Maddie Liberti, Assistant Director & Kaara Maki, Associate Director**

Class of 1960 Interactive Classroom Room (WCC 235), Weitz Center for Creativity



Priority  
Session for  
AAF Volunteers  
& Reunion Gift  
Committees!

**Cohorts should report to WCC 235 at their assigned time.**

2:30 p.m. – Classes of 1977–1996

3:20 p.m. – Classes of 1997–2014

4:10 p.m. – Classes of 2015–2025

**2:45 p.m. - 5:00 p.m.****25th Reunion Subcommittee Breakouts**

Gift Committee: Applebaum Hall (M215)

Outreach &amp; Communications Committee: MarG Commons (M001) &amp; Hamlin Creative Space (M005)

Program Committee: WCC 133

**3:00 p.m. - 4:30 p.m.****All-Board Meeting**

Larson Family Meeting Room (WCC 236), Weitz Center for Creativity

**4:30 p.m. - 5:30 p.m.****Meet the Division of Inclusion, Equity, and Community**

Upper Sayles-Hill

**5:30 p.m. - 7:30 p.m.****Mix & Mingle Community Dinner**

Sayles-Hill Great Space

*Enjoy dinner while you mingle with fellow alumni volunteers. Students staying on campus over the summer will also be invited to attend this community meal.*

**55th & 60th Reunion Committee Dinner**

Sayles-Hill Lounge 212

**7:00 p.m. - 7:00 a.m.****Late Night Key Pick-Up**

Campus Security, Hoppin House, 420 First St E (P: 507-222-4444)

**7:30 p.m. - 8:30 p.m.****AAF Board & Staff Huddle**

Roy Grow Room (105) &amp; Patio, Hasenstab Hall

**7:30 a.m. - 5:00 p.m.**

**CAVE Check-In/Checkout**

Class of 1980 Commons, Weitz Center for Creativity

**7:30 a.m. - 9:00 a.m.**

**All-Volunteer Breakfast**

Class of 1980 Commons, Weitz Center for Creativity

**7:45 a.m. - 8:45 a.m.**

**Alumni Annual Fund Board Breakfast Meeting**

WCC 172

*Bring your breakfast from the buffet in the Class of 1980 Commons*

**8:30 a.m. - 9:00 a.m.**

**25th Reunion Co-Chairs Breakfast Meeting**

Class of 1980 Commons, Weitz Center for Creativity

**9:00 a.m. - 10:30 a.m.**

**Campus Leader Panel: What's New on Campus?**

Kracum Performance Hall, Weitz Center for Creativity

- Eric Egge '94, Associate Provost and Professor of Mathematics
- Laura Hartpence, Director of the Career Center
- Heidi Jaynes, Athletic Director & Professor of Physical Education, Athletics, and Recreation
- Ann Koller, Assistant Director for Alumni and Parent Engagement
- Nicole Schroeder, Associate Director of Employer Relations and Operations
- Linda Weingarten, Associate Vice President of Facilities and Capital Planning



**Priority Session!**

**10:30 a.m. - 11:30 a.m.**

**Break / Self-Paced Campus Scavenger Hunt**

Scavenger hunt instructions available at the check-in table

**Reunion Committee Photos**

Stairwell outside Kracum Performance Hall, Weitz Center for Creativity

**Committees must report to the stairwell at their scheduled time**

10:30 a.m. — 25th Reunion Committee  
10:40 a.m. — 20th Reunion Committee  
10:45 a.m. — 15th Reunion Committee  
10:50 a.m. — 10th Reunion Committee  
10:55 a.m. — 55th Reunion Committee  
11:00 a.m. — 60th Reunion Committee

**10:40 a.m. - 11:30 a.m.****25th Reunion Sub-Committee Breakouts**

Gift Committee: Applebaum Hall (M215)

Outreach &amp; Communications Committee: MarG Commons (M001) &amp; Hamlin Creative Space (M005)

Program Committee: WCC 133

**11:30 a.m. - 12:45 p.m.****All-Volunteer Lunch**

Class of 1980 Commons, Weitz Center for Creativity

**12:45 p.m. - 1:45 p.m.****25th Reunion Save the Date Outreach Blitz**

Applebaum Hall (M215), Weitz Center for Creativity

**1:00 p.m. - 2:30 p.m.****Table Talks & Tactics: Alumni Outreach & the Annual Fund  
Led by AAF Staff and AAF Board Members**

Larson Family Meeting Room (WCC 236), Weitz Center for Creativity

*An interactive session featuring discussions by table on the following topics: AAF Fundamentals, Navigating Difficult Conversations, Making the Ask, and AAF Impact & Sustaining the College.***Priority  
Session for  
AAF Volunteers  
& Reunion Gift  
Committees!****1:00 p.m. - 5:00 p.m.****Reunion Committee Work Time**

5th Reunion: WCC 172

10th Reunion: WCC 138

15th Reunion: WCC 136

20th Reunion: WCC 230

30th Reunion: WCC 231

35th Reunion: WCC 233

40th Reunion: WCC 132

45th Reunion: CSA President's Meeting Space (WCC 131)

55th Reunion: Alumni Guest House Library

60th Reunion: Alumni Guest House Meeting Room

**Alumni Board Meetings**

Alumni Council Committees: Weitz Theater (WCC 182)

'C' Club Board: LTC Library (WCC 146)

MCAN Board: Sayles 251

OAC Board: Sayles 252

Our Family Gathering Committee: Sayles 253

**1:45 p.m. - 4:15 p.m.****25th Reunion Sub-Committee Break Outs**

Gift Committee: Applebaum Hall (M215)

Outreach &amp; Communications Committee: MarG Commons (M001) &amp; Hamlin Creative Space (M005)

Program Committee: WCC 133



**2:30 p.m. - 5:00 p.m.**

**AAF Non-Reunion Volunteer Work Time**

Class of 1960 Interactive Classroom Room (WCC 235), Weitz Center for Creativity

**4:15 p.m. - 4:45 p.m.**

**25th Reunion Full Committee Wrap-Up Session**

Applebaum Hall (M215), Weitz Center for Creativity

**4:30 p.m. - 5:00 p.m.**

**Reunion Committee Photos**

Stairwell outside Kracum Performance Hall, Weitz Center for Creativity

**Committees must report to the stairwell at their scheduled time**

4:30 p.m. — 45th Reunion Committee

4:35 p.m. — 40th Reunion Committee

4:40 p.m. — 35th Reunion Committee

4:45 p.m. — 30th Reunion Committee

**4:45 p.m. - 5:10 p.m.**

**25th Reunion Co-Chairs Wrap-Up**

Applebaum Hall (M215), Weitz Center for Creativity

**5:15 p.m. - 6:30 p.m.**

**All-Volunteer Reception**

Severance Great Hall

**6:45 p.m. - 8:30 p.m.**

**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 10

**Before 11:00 a.m.**

**CAVE Check-Out**

Please return your key to one of the Express Check-Out boxes located in the entry lobby of Nourse or Watson.

**Please note there is a \$50 fee for unreturned keys!**

**Thank you for attending the  
Carleton Alumni Volunteer Experience (CAVE)!**

Options for Sunday breakfast can be found on Page 21.

# Campus Info

## Check-In & Check-Out

### **Class of 1980 Commons, Weitz Center for Creativity (Corner of Third and College)**

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

Thursday 4:00 p.m. – 7:00 p.m.

Friday 8:00 a.m. – 7:00 p.m.

Saturday 7:30 a.m. – 5:00 p.m.

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). Check in at Weitz the following morning for your registration materials.

**Please return your key to one of the Express Check Out boxes located in the entry lobby of Watson or Nourse. Please note there is a \$50 fee for unreturned keys!**

WCC 210 is a dedicated Lactation Room. Ask staff at the Check-In table for access.

## 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 8:00 a.m.–5:00 p.m. on Thursday & Friday if you need help.

## Building Hours of Operation

### Carleton Bookstore

Thursday: 10:00 a.m. - 2:00 p.m.  
Friday: 10:00 a.m. - 7:00 p.m.

Saturday: 11:00 a.m. - 4:00 p.m.  
Sunday: **CLOSED**

### Gould Library

Thursday: 8:00 a.m. - 5:00 p.m.  
Friday: 8:00 a.m. - 5:00 p.m.

Saturday: **CLOSED**  
Sunday: **CLOSED**

### Recreation Center

Thursday: 6:30 a.m. - 7:00 p.m.  
Friday: 6:30 a.m. - 7:00 p.m.

Saturday: 8:00 a.m. - 12:00 p.m.  
Sunday: **CLOSED**

### Cowling Pool & West Gym Pool

**CLOSED for the summer.**

### Schulze Cafe (Anderson Hall)

**CLOSED for the summer.**

## 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.

- Class of 1974 Center & Student Housing Construction: Union Street closed between 1st and 2nd; Most pedestrian routes are open but construction activities may require periodic closures to complete final landscaping work. Please pay attention and follow all detour signs.
- Union Street Closed from Musser Hall North to the Facilities Building: no pedestrian traffic allowed in this area. Use Division Street or College Street.

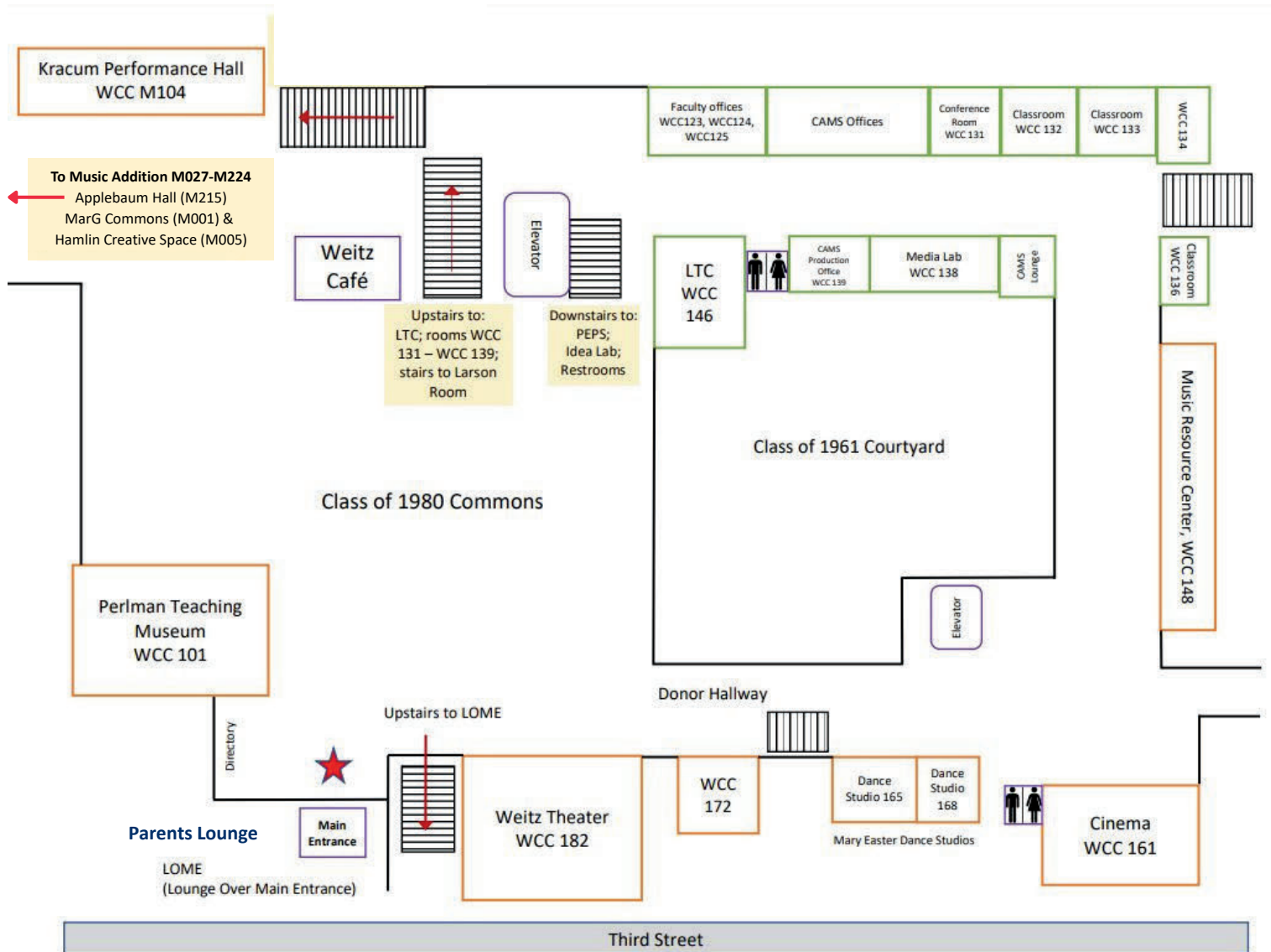
## Important Phone Numbers

Emergency	911
Northfield Hospital	507-646-1000
Campus Security	507-222-4444
Northfield Police	507-645-4475 (non-emergency)
CarlAlert Notifications	Text CCSUBSCRIBE to 888777 to subscribe to alerts



# Campus Maps

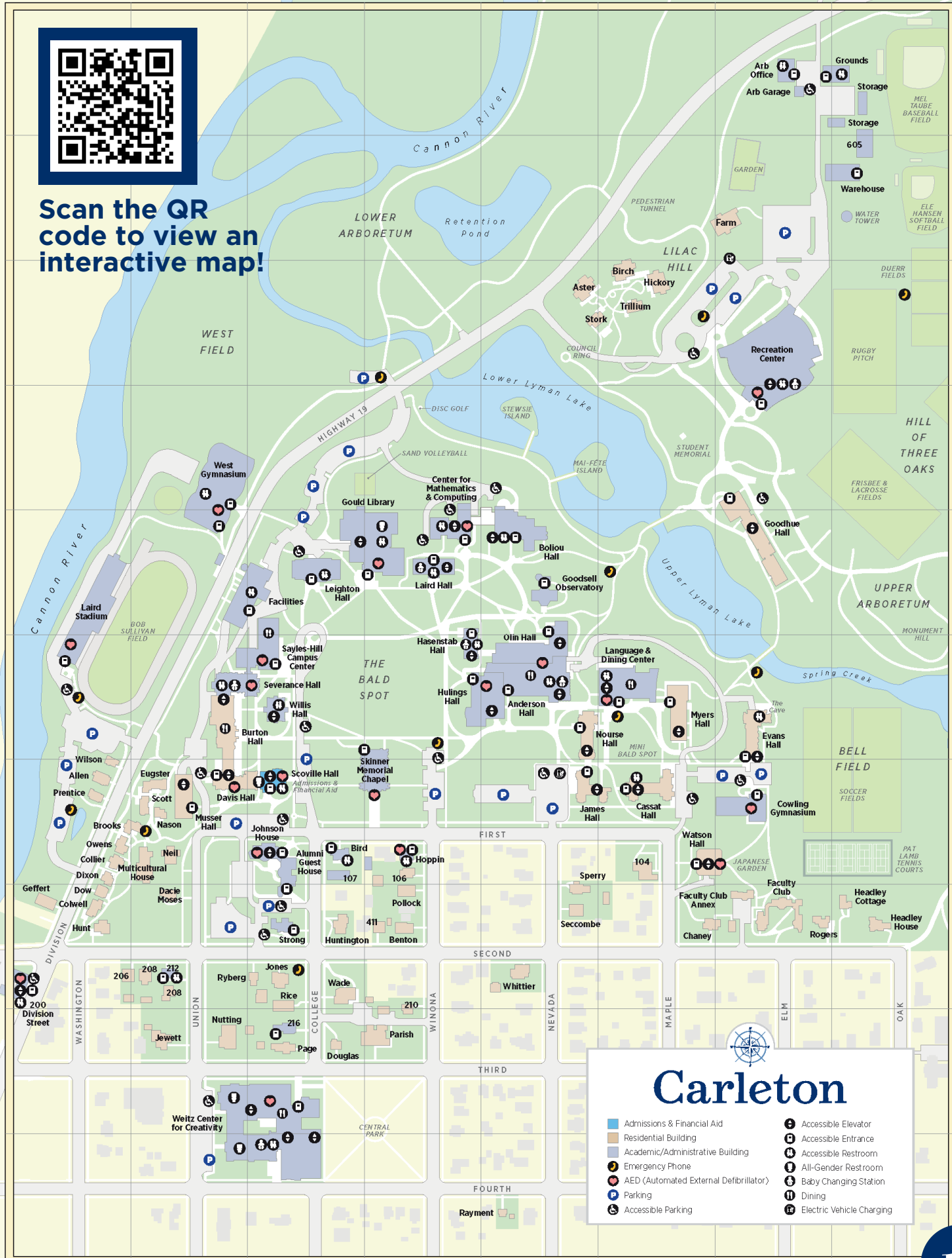
## Weitz Center for Creativity





Scan the QR code to view an interactive map!

A  
B  
C  
D  
E  
F  
G  
H  
I  
J



# Carleton

- Admissions & Financial Aid
- Residential Building
- Academic/Administrative Building
- Emergency Phone
- AED (Automated External Defibrillator)
- Parking
- Accessible Parking
- Accessible Elevator
- Accessible Entrance
- Accessible Restroom
- All-Gender Restroom
- Baby Changing Station
- Dining
- Electric Vehicle Charging

# Staff Lists

## Annual Fund Staff



**Abi Campbell**

Associate Director of  
Messaging & Project  
Management



**Kaara Maki**

Associate Director  
*Non-Reunion Classes*  
*Years 31-49*



**Shalin Carranza '20**

Associate Director for  
Young Alumni Philanthropy  
*5th & 10th Reunion Classes*



**Tom Niemisto**

Office Coordinator



**Liz Dwinell**

Associate Director of  
Leadership Giving  
*15th & 20th Reunion Classes*



**Leslie Palmieri**

Director of Parent &  
Family Giving



**Anita Fisher Egge '94**

Director of the  
Alumni Annual Fund



**Marina Rossman**

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



**Kate Flory**

Program Director of  
Post-50th Philanthropy &  
Engagement



**Maelynn Thomas**

Alumni and Parent  
Giving Coordinator



**Maddie Liberti**

Assistant Director  
*Non-Reunion Classes*  
*Years 11-29*



**Becky Zrimsek '89**

Associate Vice President  
for Development &  
Alumni Relations



## Alumni Relations Staff



**Christopher Brunelle '89**

Associate Director  
*40th, 45th, & 50th  
Reunion Classes*



**Corey Johnson**

Associate Director for  
Young Alumni Engagement  
*5th, 10th, 15th, & 20th  
Reunion Classes*



**Kate Flory**

Program Director of  
Post-50th Philanthropy &  
Engagement



**Alison Rossow**

Reunion Assistant &  
Student Manager



**Amy Gragg**

Project Specialist



**Michael Thompson '96**

Director of Alumni  
Relations



**Krista Herbstrith P '24**

Associate Director  
*25th, 30th, & 35th,  
Reunion Classes*



**Sophie Vlahoulis**

Administrative Assistant  
and Office Manager



**Zoe Ingersoll**

Reunion and Alumni  
Programs  
Administrator

## Milestone Reunions Staff



**Erik Abramson '17**

Milestone Reunions  
Coordinator



**Meredith Galdeen**

Senior Associate  
Director of Milestone  
Reunions  
*25th Reunion Class*



**Lindsey Feist**

Assistant Director  
of Milestone  
Reunions

# Board Lists

Bolded names indicate board chair(s)

## Alumni Admissions Board

### **Ross Chavez '01**

Chase Garcia '19  
Michael Guritz '15  
Ruth Helgerud '93 P '20  
Holly Lake '25  
Nicholas Leeke '18  
Dana Mackey '12  
Ella Peoples '25  
Nicholas Stuart '13  
Raba Tefera '21  
Maya Theus '00  
Richard Trent '88  
Monica Welke '10

## Alumni Annual Fund Board

Mary Baumgartner '18  
Carrie Bloss '97  
John Davidson '15  
Nancy Dixon '72  
Christine Furlanetto '67 P '98  
**Sandy Glick '93**  
Luke Hasskamp '03  
Ben Kendall '20  
Andrew Knap '04  
Jerry McIntyre '11  
Tenzin Nordon '11  
Britt Olander '82 P '20  
Anushka Patel '12  
Jenni Rogan '19  
Maya Rogers '22

Kate Russell '07  
Andrew Ruvkun '18  
Natalie Spadaccini Rosenberg '91 P '25  
Ted Weldon '83 P '25  
Andy Wilson '91 P '24  
Teddy Wolfe '20

## Alumni Council

Busola Akinwale '98  
Amelia Asfaw '25  
Arah Bahn '91  
Elaine Blatt '83  
Paul Blomgren '92  
Bethany Bobo '20  
Jonas Cartano '01  
Ross Chavez '01  
Herbert Crawford '75  
Jack Culotta '19  
Trixie Dao '18  
Eryn Deeming Kehe '96  
**Rebecca Ditsch '93**  
Ken Ehrman '73  
Maisa Frank '05  
Sandy Glick '93  
Sarah Hagerty '13  
James Jurkovich '87 P '21  
Nathan Markowitz '81  
Allison Penn '25  
Elizabeth Sylvester '06  
Gordon Walker, Jr. '97 P '26  
Jo Young '96  
Zhuoli Zhang '20

## 'C' Club Board

Busola Akinwale '98  
Laura Albares '10  
**Paul Blomgren '92**  
Rokhsana Bozicevich '91 P '21 P '24  
Jordan Butler '13  
Louise Martin '11  
Elizabeth Moncrief '05  
Richard Picard '74

## Out After Carleton Board

**Jack Culotta '19**  
Broderick Dressen '09  
Lance McCready '90  
Arthur Onwumere '24  
Krystal Stackhouse '09  
Matthew Watowich '21  
Michael Wickersheimer '92  
**Jo Young '96**

## Careers Board

Peggy Steif Abram '80 P '17  
Jeffrey Bissoy-Mattis '16  
Matthew Borland '95  
Susan Hammel '86  
Cornell Hills '74  
Aaron Kaufman '09  
Todd Larson '83  
Elizabeth Marquez '01  
Linda McAllister '87  
Elizabeth Merrill '08  
Birungi Mutebi '02  
Hilary Fuller Renner '87  
**Gordon Walker, Jr. '97 P '26**

## Multicultural Alumni Network Board

Rekiyat Agboola '24  
Morgan Bettin-Coleman '21  
**Bethany Bobo '20**  
Bladimir Contreras '26  
Denicia Dwarica '08  
Ricardo Garcia '21  
Nicolina Hernandez '08  
Amanda Khouw '24  
Lettu Konshie '24  
Alanna Morris '20  
Debra Ponce de Leon '81  
Danielle Reynoso '25  
David Wallace-Jackson '87 P '19 P '24

# 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 \$200. 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.



To receive reimbursement for volunteer expenses, or a letter for tax purposes, complete the Volunteer Expenses Form.



**Volunteer Expenses Form**

[go.carleton.edu/volunteerexpenses](https://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 a Reunion Committee Volunteer, email your questions to [alumni-office@carleton.edu](mailto:alumni-office@carleton.edu). If you are an Annual Fund Volunteer, email your questions to [aaf@carleton.edu](mailto:aaf@carleton.edu).

# Northfield

Explore the following breakfast options for Sunday morning.

**Brick Oven Bakery**

Sunday 6:00am - 2:00pm  
158 N. Water Street, Suite 6  
507-645-9517  
[www.brickovenbakery.com](http://www.brickovenbakery.com)

**Goodbye Blue Monday Coffeehouse**

Sunday 6:30am - 6:00pm  
319 Division Street  
507-663-6188  
[www.gbmcoffee.com](http://www.gbmcoffee.com)

**Hideaway Coffeehouse & Wine Bar**

Sunday 7:00am - 5:00pm  
421 Division Street  
507-664-0400  
[www.thehideawaynorthfield.com](http://www.thehideawaynorthfield.com)

**Little Joy Coffee**

Sunday 7:00am - 6:00pm  
300 Division Street  
507-301-7757  
[www.groundwire.coffee/pages/little-joy](http://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](http://www.olestorerestaurant.com)

**Perkins**

Sunday 7:00am - 8:00pm  
1401 Riverview Dr  
507-645-4830  
[www.stores.perkinsrestaurants.com/us/mn/northfield](http://www.stores.perkinsrestaurants.com/us/mn/northfield)

**The Grand**

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

**Still Hungry?**

For a more complete list of Northfield restaurants, scan the QR code.



# Terms to Know

## Alumni Engagement Terms to Know

Alumni Association Awards: awards granted to Carleton community members through an annual nomination process

- Distinguished Achievement Award: recognizes exceptional achievement and impact within the field or fields of professional accomplishment, non-professional pursuit, or volunteer service. This honor is intended for living alumni of the College, and preference is given to those in the Reunion classes.
- Exceptional Service Award: recognizes exceptional service that contributes substantially to the well-being of the College by furthering its purposes and programs. Individuals currently serving the College as employees, trustees, or council members are not normally eligible, but can be nominated if they have retired or completed their service. This recognition is not restricted to alumni and may include friends, faculty, administrators, or others who have served the College.
- In the Spirit of Carleton Award: honors Carleton alumni from the most recent 15 classes who have made significant and/or transformational contributions to civic or professional organizations and who demonstrate the attributes of Carleton's liberal arts education. Recipients show initiative, creativity, purposefulness, and a commitment to quality and improving their community.

Affinity Groups:

- 'C' Club: alumni who lettered in varsity athletics during their time at Carleton.
- 'C' Club Hall of Fame: recognizes and honors Carleton letter winners, coaches, and others who have made outstanding contributions to athletics at Carleton College.
- Carleton Young Alumni (C'YA): C'YA is a group dedicated to helping connect Carls in their first 10 years after graduation. C'YA hosts events and provides support for new alumni as they connect with their class, current students, and other young alumni.
- Multicultural Alumni Network (MCAN): Carleton's network of alumni who are Black, Indigenous, and People of Color. MCAN exists to broaden and support the College's overall educational, admissions, career, and fundraising programs, particularly as these programs relate to the enrichment of its students and alumni of color.
- Out After Carleton (OAC): Carleton's network of LGBTQIA+ alumni; OAC exists to forge a lifelong connection between and among Carleton and its Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual+ (LGBTQIA+) and Queer, Trans, Black, Indigenous People of Color+ (QTBIPOC+) alumni and to serve as an agent of positive transformation and change in the lives of current students, former students, the College, and our communities.

Alumni Council: the umbrella organization that represents the many alumni stewardship efforts of the College. It acts as a catalyst for new initiatives; fosters communication and collaboration between the various alumni efforts; and provides recognition to those alumni and others who, through their efforts both with respect to Carleton College and the greater community, actively demonstrate an outstanding achievement and substantial volunteer service.

Alumni Directory: a digital catalog of Carleton alumni used to update personal contact information and connect with fellow alumni and/or students.

### Campus Events:

- Carleton Alumni Volunteer Experience (CAVE): a volunteer training weekend for Reunion Committees, Alumni Annual Fund Volunteers, and Alumni Boards.
- Homecoming Weekend: a fall tradition that brings together current students, alumni, faculty, staff, and community members to celebrate school spirit; October 17-19, 2025.
- Maize & Blue Daize: an annual week of Carleton pride and philanthropy education for alumni, students, families, and the campus community.
- Our Family Gathering: a campus alumni gathering co-hosted by Out After Carleton and the Multicultural Alumni Network the weekend of October 1-4, 2026.
- Reunion: a hallmark event during which 2,000+ alumni return to campus to reconnect, reminisce, and learn about the Carleton of today.

### Regional Events

- Alumni Adventures: worldwide group travel opportunities led by a Carleton faculty and/or staff member.
- Coffee with Carls: an annual, alumni-driven gathering of Carleton community members at coffee shops worldwide.
- Summer Send-Offs: optional gatherings hosted by current Carleton students, parents, and alumni to give Carleton's newest students the opportunity to come together and meet other Carls from their area who will be a part of their incoming class.

### Virtual Programming:

- Carleton Connects: a free monthly online webinar series open to all members of the Carleton community that features new and notable work being done on campus and throughout the world by faculty, staff, and alumni.
- Nationwide Trivia: an annual, virtual trivia competition for Carls.
- Virtual Book Club: an online reading community and opportunity to connect with fellow Carleton alumni, faculty, and staff. The group reads and discusses one book every two months in various genres, such as lifelong learning, personal growth, novels, and other topics.
- Virtual Breakfast Club: The Breakfast Club is the second Thursday of the month and features alumni speakers on a wide variety of topics.

### Volunteer Opportunities:

- Alumni Admissions Representatives (AAR): The Alumni Admissions Representative Program partners enthusiastic alumni with the Admissions Office to share Carleton stories, to elevate the College's national reputation, and to attract and recruit an applicant pool that enhances the character of Carleton in the quality, depth, and diversity of the student body. Alumni Admissions Representatives (AARs) work to connect alumni to prospective students through college fairs, interviews, hosting gatherings, and more.
- Alumni Annual Fund Volunteers: see "Fundraising Terms to Know"
- Career Center Volunteers: Alumni offer valuable information and experience to students regarding career paths, industry expertise, potential employers and much more. Career Center Volunteers host internships and externships, participate in CarlsChat, and recruit for jobs.
- Regional Carls Program: a program that connects alumni, students, parents, and friends of the College who live or work in a shared geographic region.
- Reunion Committee: volunteers who help plan programming, engagement, and fundraising efforts in the fiscal year leading up to their Reunion.

## Fundraising Terms to Know

Alumni Annual Fund (AAF): the unrestricted, current-use fund that gives Carleton budget flexibility when unexpected needs arise.

AAF Gift Designations: areas of impact within the Annual Fund:

- Area of Greatest Need
- Carleton Athletic Initiative (CAI)
- Financial Aid
- Inclusion, Diversity, Equity
- Learning & Teaching
- Life & Career
- Multicultural Alumni Network (MCAN) Fellows

AAF Groups: Carleton's system of categorizing donors based on giving history (chart on Page 25).

AAF Tools:

- Emma: the Alumni Annual Fund email marketing platform.
- ThankView: a tool to send personalized videos for donor stewardship or solicitations.
- Salesforce Volunteer Portal: online database where volunteers access classmate contact info.
- ThruText: a platform for sending mass texts messages.
- Yet Another Mail Merge (YAMM): a Gmail extension that allows volunteers and volunteer managers to send mass emails from a personal email account.

AAF Volunteers:

- Assistant Agent: an Alumni Annual Fund volunteer team member.
- Class Agent: a leader within an AAF volunteer team.
- Gift Chair: a leader within the Gift Committee of a Reunion Committee.
- Gift Committee Member: a member of the Gift Committee of a Reunion Committee.
- Three Oaks Agent: an AAF volunteer dedicated to leadership giving prospect outreach.

Fundraising Acronyms:

- CYE: Calendar Year End; December 31 tax deadline.
- CYG: "Continuous Years of Giving" to the Annual Fund.
- FYE: Fiscal Year End; June 30 each year.
- LYBUNT: Donor category meaning "Last Year But Unfortunately Not This" year.
- SYBUNT: Donor category meaning "Some Year But Unfortunately Not This" year.
- TORB: "Three Oaks Recognition Booklet"; an annual list of leadership donors to the AAF.

GiveCampus: the vendor that hosts Carleton's giving form ([give.carleton.edu](http://give.carleton.edu)) and fundraising campaign pages.

- GiveCampus Campaign Page: a landing page to collect gifts during an active fundraising period such as All Day, All Knights, Giving Tuesday, Maize & Blue Daize, and Fiscal Year End. Also used during Reunion Class Challenges.
- GiveCampus Advocacy: opportunities to share and promote a campaign directly from a GiveCampus campaign page, including social media links and offering a match/challenge.

Giving Methods:

- Online: Carleton accepts gifts by credit card, ACH transfer, cryptocurrency, PayPal, Venmo, ApplePay, and GooglePay.
- Stock/securities transfer;
- Donor Advised Fund (DAF);
- Qualified Charitable Distribution (QCD): a method of giving from an IRA for those who are at least 70.5 years old.

Giving Societies:

- Gould Society: Carleton's participation giving society. Members have a CYG  $\geq 3$
- Three Oaks Society: Carleton's leadership giving society.
  - Bonfire Circle: a tier of Carleton's leadership giving society that recognizes donors who contribute \$25,000 or more in a given fiscal year.

Recurring Giving: an automatic gift on a monthly or annual basis.

### Fiscal Year 2026 Carleton Alumni Annual Fund Grouping Definitions

Group		Classes of 1935-1955	Classes of 1956-2021	Class of 2022	Class of 2023	Class of 2024	Class of 2025
A		Classmates with <b>5 or more</b> years of continuous giving.		Classmates with <b>4 or more</b> years of continuous giving.	Classmates with <b>3 or more</b> years of continuous giving.	Classmates with <b>2 or more</b> years of continuous giving.	
B	Classmates with <b>3-4</b> years giving between FY21 and FY25.			Classmates with <b>1-2</b> years of giving between FY21 and FY25.	Classmates with <b>1</b> year of continuous giving.		
C		Classmates with <b>1-2 years</b> of giving between fiscal years FY21 and FY25.					
D		Classmates with at least <b>1 AAF gift</b> prior to FY2021.					
E		Classmates who have never made a gift to the Alumni Annual Fund.					

- No groups for current students (Classes of 2026 - 2029).
- No groups T, A, B, C or D for Class of 2025
- No evaluation for the Class of 1976 (50<sup>th</sup> Reunion)

Group	Classes of 1936-2016	Class of 2017-2021	Class of 2022-2025
T	Classmates with fiscal year 2026 ask amount of \$1,000 or more	Classmates with fiscal year 2026 ask amount of \$500 or more	Classmates with fiscal year 2026 ask amount of \$300 or more

Group	Classes of 1936-2025
R	Select 1s & 6s classmates (and their spouses) identified as potential stretch donors during current reunion cycle



# Notes

