

## **SAHS Alumni Association – Banquet Responsibilities - Last Updated 01/08/2025**

### **Who Provides What for the Alumni Association Banquet?**

The intent of this document is to provide clarification and direction for the alumni association President or other executive committee member who have questions on the process. Sometimes they get questions from parents, students or other alumni about the banquet, but often do not have the historical knowledge to answer or point someone to a given contact.

#### **General rule -**

Don't assume sending an email takes care of a request. Be proactive via phone if an email doesn't seem to work. Usually a comment "please respond to this email that you received this communication" is helpful.

<b>Item</b>	<b>Responsible</b>	<b>Comment</b>
Overall Banquet Process	Banquet Committee. John Klinger can be contacted for details. While John uses email, calling him directly is best. His number is 570-648-6763.	Responsibilities include, but not limited to securing a location, date, menu, cost and setup. Many times, details are pulled from the previous year. Committee may request setup help the morning of the banquet.
Afterglow	Afterglow Committee reports at executive meetings on the status, cost and interest.	Item directly coordinated with banquet committee and items which go into the newsletter.
Entertainment	Entertainment Committee reports at executive meetings on the status, cost and interest.	Item directly coordinated with banquet committee and items which go into the newsletter.
Publicity	Publicity Committee reports at executive meetings on any updates outside the newsletter or website.	Newsletter and website are used to promote the banquet.
Invitation/Newsletter	Banquet information gets placed in the Newsletter. Invitation/Newsletter Committee need to receive this information for processing.	Information needs to be known by February to be included in the building of the newsletter. Details include date, cost and how to pay if attending.

		Newsletter has 2 areas concerning the banquet – “Banquet Committee” (page 3) and “Mail In Form” (page 19).
Scholarship Testing.	Placeholder on this topic for the benefit of those gaining insight to the components which make up the banquet. Winners from this test are announced at the banquet.	Input from the high school principal or guidance area on testing dates and the number of students involved. Education Fund committee provides updates on the amounts to be offered for a given year from the Shamokin Area and Coal Township Alumni Associations.
Website	Website Committee maintains this information on the website.	Information gets pulled from the Newsletter, which is also on the website.
Program	Program Committee puts together this document for the night of the banquet. They will need to coordinate efforts with our publisher Paulhamus Litho, Inc.	Details includes listing past presidents (with photo) who died the past year, Necrology and meeting agenda.
Awards	Alumni Association awards are presented at the banquet. 2017 had 15 awards from the Shamokin and Coal Township Alumni Associations.	No names are known publicly until the evening of the banquet. The Education Fund Committee determines the number of and amounts of the award.
High School Senior Discussion	Alumni President or representative.	Discussion time with the senior class to review scholarship and banquet information. Efforts on when and where to hold the meeting are coordinated with the high school principal.
Banquet Reservation Letter to Parents	Alumni President, Secretary or Banquet Coordinator	See “SAHS Alumni Association – Banquet Registration” document. The “SAHS Alumni Banquet Parent Letter” should be updated with current year’s information and sent to the guidance department at the HS for them to mail to parents of seniors attending the banquet. These documents are found on the Alumni Website under Policy and Procedures

## FAQ

Q: What is the process for high school seniors and or parents/guardians to attend the banquet? Cost, due date, where to send in the payment.

A: Please refer to the "SAHS Alumni Association – Banquet Registration" policy and procedure document.

Q: Does anyone get counted but does not have to pay for the banquet? Examples include the principal and spouse, other guests, the musicians, special needs help, such as an interpreter?

A: Please refer to the "SAHS Alumni Association – Banquet Registration" policy and procedure document.

Q: Sometimes deadlines are tight and we get a new person wishing to come to the banquet. How should this be processed, including the check involved for payment?

A: (JFC opinion – needs verified). Hold onto the check and give to the treasurer the night of the banquet. Establish clear communication via email or phone that the person will be placed on the list and that the check/cash will be exchanged the night of the banquet.

Q: Can banquet admission be secured the night of the event?

A: (JFC opinion – needs verified). The general answer is no. To provide the business a headcount, the cutoff is two weeks prior to the banquet (3 weeks for students). With that being said, some room for accommodation may be possible if someone cancels or if the banquet hall has additional capacity. One would need to work with the banquet committee chairperson on a case by case basis.

Q: Can the alumni association give the scholarship test more than once?

A: I placed this question in this document since we had this asked in the spring of 2017. Someone got sick and wanted to take the test at another time. The website got updated to say the test is only given once in fairness to all students. No retakes. Please see the website for additional details.