
homecoming

September 25th – 27th, 2015

Volunteer Handbook

WELCOME HOME!

Dear Class Organizer,

Homecoming 2015 is set for September 25th to September 27th!

With Homecoming Weekend on its way, I'm excited to show you how we can help you plan a seamless Class Reunion that exceeds expectations and stands out in the minds of your classmates for years to come.

In this Homecoming Volunteer Handbook you will find all of the information you'll need to make this year's Class Reunion special: a description of your role as a Social Committee Volunteer, a description of our role in Alumni Relations, as well as local hotel and restaurant listings to help you get started.

Thank you for generously volunteering your time. Planning a Class Reunion can be extremely rewarding and we are sure your classmates will appreciate your involvement in making it an event to remember.

Remember, your Class Reunion is about rekindling old friendships, reminiscing about the good old days at Ivey, and building new memories that will last a lifetime. Enjoy the experience, and above all, have fun!

Also, as a University, we care about protecting personal information and privacy of our alumni. As a result, we have enclosed a short information piece on the Freedom of Information and Personal Privacy Act (FIPPA) and a Volunteer Confidentiality and Non-Disclosure Agreement. We ask that you take a few moments to review and sign a copy of the agreement and return it to me at your earliest convenience.

Warmest regards,

Jennifer Wyant

Alumni Relations Associate, Alumni Programs



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Social Committee Volunteer

You can make your Class Reunion a great success!

It simply would not be possible to host a successful Class Reunion without the effort and support of alumni volunteers like you. As a Social Committee Volunteer, you play a key role in planning and organizing your Class Reunion by acting as the key point of contact between Ivey and your classmates. With our experience and expertise in planning such events, we can help you make your Class Reunion at Homecoming an overwhelming success.

As a reunion Social Committee Volunteer, with the support of the Alumni Relations team, you will:

- Plan your Class Reunion by working with us to determine the venue and any additional details of your private class event. This can be accomplished via conference calls, emails, social media, and/or face-to-face meetings.
- Lead your Class Reunion by promoting your class-specific event and Ivey's Homecoming events to your classmates through multiple communication channels.
- Personalize letters and/or emails to be sent to your class.
- Contact your classmates directly, encouraging them to attend your Class Reunion. This personal form of contact always results in higher participation!
- Finalize the details of your private class event directly with the venue, including start time, menu, and A/V needs (where applicable).

Above all else, have fun in the process! ***The most important part of your role as a Social Committee Volunteer is encouraging all of your classmates to participate.*** By volunteering your time, you will make your Class Reunion an event to remember for everyone involved.

Steps to a Successful Reunion

- Recruit classmates to help plan your reunion
- Brainstorm Class Reunion plans with the Alumni Relations team and classmates
- "Mark the Date" email is sent by the School to all reunion years
- Finalize Class Reunion plans – reserve venues
- Contact your classmates, personally informing them about Class Reunion plans and encouraging their attendance
- Verify class contact information; send edits to Alumni Relations
- Full force social media campaign
- Class mailing sent from the School with a detailed class agenda, encouraging classmates to register online
- Finalize last minute details for Class Reunion events with Alumni Relations contact and venues
- Alumni Relations to coordinate final payments with various venues
- Have fun and enjoy your Class Reunion!



Alumni Relations' Role

We have been involved in organizing Class Reunions for many years and have the experience and expertise to help you plan a fabulous weekend. We will guide your efforts as you plan your private class event by:

- Providing updated class lists and contact information to Committee Volunteers.
- Drafting template letters and emails for your classmates to be sent by the Committee Volunteers. You are encouraged to customize and personalize these communications.
- Providing a comprehensive list of local venues for private class celebrations and offering selection guidance.
- Booking venues on behalf of Committee Volunteers and providing venue contact information.
- Building and maintaining your personal class website/social media page along with Committee Volunteers.
- Collecting payments and tracking registration via our secure website and sending regular participation updates to Committee Volunteers.
- Coordinating final payments with the venue.
- Answering any questions along the way. For any questions, contact:



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www.facebook.com/iveyhomecoming

[@JenWyant1](https://www.instagram.com/JenWyant1)

Hotel Information

Hotel	Reservation Number	Group Code	Price
Station Park Inn 242 Pall Mall Street London, ON N6A 5P6	Toll Free: 1-800-561-4574 Tel: (519) 642-4444	Group Code: "IVEYHC2015"	<ul style="list-style-type: none"> Deluxe Suite: \$209 CDN/Night Parking \$12/night
Delta London Armouries 325 Dundas Street London, ON N6B 1T9	Toll Free: 1-800-668-9999 Tel: (519) 679-6111	Group Code: "Richard Ivey 2015 Homecoming"	<ul style="list-style-type: none"> Delta Room: \$199 CDN/Night Premier Room:\$219 CDN/Night Signature Room:\$249 CDN/Night Valet Parking \$20/night Self- Parking \$12/night
Residence Inn Marriott 383 Colborne Street London, ON N6B 3P5	Toll Free: 1-888-236-2427 Tel: (519) 433-7222	Group Code: "IVY-T"	<ul style="list-style-type: none"> One Bedroom King: \$189 CDN/Night Two Bedroom with Bath: \$229 CDN/Night Parking \$12/night
Holiday Inn Express 374 Dundas Street London, ON N6B 1V7	Toll Free: 1-877-553-9992 Tel: (519) 661-0233	Group Code (Tel): "RIC"	<ul style="list-style-type: none"> Queen/King Room: \$125 CDN/Night Executive Suite: \$165 CDN/night Parking: \$11/night
Spencer Leadership Centre 551 Windermere Road London, ON N5X 2T1	Toll Free: 1-888-678-6926 Tel: (519) 679-4546	Group Code: Degree Year E.g. HBA 1965	<ul style="list-style-type: none"> Single / Double Occupancy: \$149 CDN/Night Maximum 2 guests.
Hilton London 300 King Street London, ON N6B 1S2	Toll Free: 1-800-210-9336 Tel: (519) 439-1661	Group Code: "Richard Ivey School of Business – 2015"	<ul style="list-style-type: none"> Standard Room: \$181 CDN/Night Parking: \$15/night \$10/person surcharge for triple/quadruple occupancy
Hotel Metro 32 Covent Market Place London, ON N6A 1E8	Toll Free: 1-800-626-3876 Tel: (519) 518-9000	Group Code: "Ivey"	<ul style="list-style-type: none"> Marvellous Double/Queen/Suite: \$199/night Marvellous King: \$219/night Loft King Suite: \$249/night
Idlewyld Inn & Spa 36 Grand Avenue London, ON N6C 1K8	Toll Free 1-855-432-5554 Tel: (519) 432-5554	Group Code: "Ivey Business School"	<ul style="list-style-type: none"> \$175 /night

Other Accommodation Suggestions:

- A Parkview Bed & Breakfast (519) 858-4170
- Best Western – Lamplighter Inn (519) 681-7151
- Country Inn and Suites (519) 430-1150
- Days Inn (519) 681-1240
- Four Points by Sheraton London (519) 681-0600
- Guest House on the Mount (519) 641-8100
- London Executive Suites Hotel (519) 679-3932
- Holiday Inn Hotel & Suites (519) 668-7900
- Staybridge Suites (519) 649-4500

Restaurants	Capacity (Seated)	Capacity (Standing)	Website	Address	Telephone
Abruzzi	40-50	75	www.abruzzo.ca	119 King St.	(519) 675-9995
Aroma	priv 20/35/45/120	40-200	www.fginternationalcorp.com	30 Wharncliffe Road N	(519) 435-0616
Auberge Du Petit Prince	35 Priv/50/80/135 3 rooms - 8/12/24		www.aubegerestaurant.ca	458-460 King St	(519) 434-7124
Barking Frog	priv 75/150		currently unavailable	209 John St.	(519) 850-3764
Beertown	20/30/180		http://www.beertown.ca/	109 Fanshawe Park Rd	519.679.5424
Ben Thanh (North)	20/40/50		http://www.benthanhlondon.com/	655 Fanshawe Park Rd. West	519 433 6346
Bertoldi's Trattoria	50 priv	65	www.bertoldis.ca	650 Richmond St.	(519) 438-4343
Black Trumpet	priv 12/24, max 28	160	www.blacktrumpet.ca	523 Richmond St.	(519) 850-1500
Blackfriars' Bistro	36-46	45-50	www.blackfriarsbistro.com	46 Blackfriars St.	(519) 667-4930
Blu Duby	50 ,125	150	http://www.bluduby.com	32 Covent Market Pl.	(519) 433-1414
Braywick Bistro	35-50	60	www.braywickbistro.ca	244 Dundas St.	(519) 645-6524
Che Resto Bar	70, 20/50	30/150	www.cherestobar.ca	225 Dundas St.	(519) 601-7999
David's Bistro	50 (no full venue)		www.davidsbistro.ca	432 Richmond St.	(519) 667-0535
Delta Armouries Grille	100, 200	150, 350	http://www.armouriesgrille.ca	325 Dundas St.	(519) 640-5030
Dragonfly Bistro (formerly Village Café)	24		www.dragonflybistro.ca	715 Richmond St.	(519) 432-2191
Fellini Koolini's	120 priv 20/30/50		www.fellinikoolini.com	155 Albert St.	(519) 642-2300
Fox and Fiddle	300, priv 75	100	www.foxandfiddle.com/	355 Wellington St.	(519) 679-4238
Garlic's	38	50	www.garlicsoflondon.com/	481 Richmond St.	(519) 432-4092
Grad Club	197		www.uwo.ca/sogs/gradclub/	Western University Middlesex College	(519) 661-3082
Green Leaf Cafe	70		www.greenleafcafe.uwo.ca/	Western University, Rm 3340, Somerville House	(519) 661-4080
Hilton London	30-900	25-1100	www.hilton.com	300 King St.	(519) 439-1661
Joe Kools	80		www.joekoolsrestaurant.ca	595 Richmond St.	(519) 663-5665
Kantina Café & Restaurant	30		www.kantina.ca/	349 Talbot St.	(519) 672-5862
La Casa	70-75	100	www.lacasaristorante.com	117 King St.	(519) 434-2272
London Club (DT)	30/140/240		www.londonclub.com/	177 Queens Ave	(519) 434-6889
London Convention Centre	60		www.londoncc.com	300 York St.	(519) 661-6374
London Hall	100		www.residenceatwestern.ca/london.cfm	Western University	(519) 661-3377
London Hunt & Country Club	190		www.londonhuntclub.on.ca/	1431 Oxford St. W.	519-471-6430
Marienbad Restaurant & Chaucer's Pub	40/45/85		www.marienbad.ca	122 Carling St	(519) 679-9940
Michael's on the Thames	175 total, priv 30/60/90		www.michaelsonthethames.com	1 York St.	(519) 672-0111
Milestones	priv 20/25/30		www.milestonesrestaurants.com	23-1680 Richmond St. N (Masonville Mall)	(519) 850-5116
Molly Blooms	50-100, total 319, patio 159		http://mollyslondon.com/	700 Richmond St.	(519) 675-1212
Moxie's Grill (DT)	273, upper level 60	100	www.moxies.ca	441 Richmond St.	(519) 936-0745
Palasad North	20-70/200		www.palasad.com	777 Adelaide St. N	(519) 645-7164
Spencer Leadership Centre			www.spencerconferencecentre.dolce.com	Windermere Rd	(519) 675-5545
Sunningdale Golf & Country Club	15-200	400	www.sunningdalegolf.com	465 Sunningdale Road W	(519) 660-8063
Tamarine	115		www.tamarine.ca	118 Dundas St.	(519) 601-8276
Thaifoon	35		www.thaifoonrestaurant.com	120 Dundas St	(519) 850-1222
The Morrissey House	priv 20/20		www.themorrisseyhouse.com	359-361 Dundas St.	(519) 204-9220
The Only on King	30-36		www.theonlyonking.ca	172 King St	(519) 936-2064
The River Room	86	130	www.northmoore.ca/theriverroom	421 Ridout St.	519-850-2287
Villa Cornelia	80, priv 36		www.villacorneliarestaurant.com	142 Kent St.	(519) 679-3444
Villa Resto Lounge	45	90-130	www.villarestolounge.com	109 Dundas St.	(519) 601-8890
Waldo's on King	70		www.waldos.on.ca	130 King St.	(519) 433-6161
Windermere's Café	50		www.windermere Manor.com	200 Collip Circle	519 858-5866

RENTAL VENUES

Venue	Address	Contact Information
Civic Gardens	625 Springbank Drive	Tel: 519-661-5575
Delta London Armouries	325 Dundas Street	Tel: 519-640-5030
Grad Club (UWO)	Western University, Middlesex College	Tel: 519-661-3082
Hilton London	300 King Street	Tel: 519-430-6439
London Convention Centre – Salon A	300 York Street	Tel: 519-661-6374
London Hall (UWO)	Western University	Tel: 519-661-2111
Museum London	421 Ridout Street North	Tel: 519-661-2500
Spencer Leadership Centre	551 Windermere Road	Tel: 519-675-5545

CATERERS

Caterer	Address	Contact Information
Amici	350 Dundas Street	Tel: 519-439-8983
Blackfriars Bistro & Caterer	46 Blackfriars Street	Tel: 519-667-4930
Culinary Catering Services	279 Springbank Drive	Tel: 519-641-4725
Elite Catering	347 Clarence Street	Tel: 519-858-9900
Great Hall Catering	Western University, Somerville House	Tel: 519-661-3048
Steel Grill Catering	1674 Dundas Street East	Tel: 519-453-8222
The Catering Company	1184 Frances Street	Tel: 226-663-3423
Wicked Catering	244 Dundas Street	Tel: 519-645-1188

Childcare Services



Supervised children's activities will be available at Ivey on Saturday, September 26th from 9:30 am – 2:00 pm.



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Western's Approach to Freedom of Information and Protection of Privacy...

With the extension of the Freedom of Information and Protection of Privacy Act (FIPPA) to Ontario Universities in June 2006, records under Western's custody or control are now subject to this provincial legislation. The two key principles that underlie the Act – public access to information and protection of personal privacy – are principles that Western had taken seriously for many years prior to the application of FIPPA.

In 1996 the Board of Governors approved The University of Western Ontario Guidelines on Access to Information and Protection of Privacy. The principles upon which the Guidelines are based include the following: as a general rule, with the exception of personal information, information contained in University records should be available to members of the University community and to members of the public more generally; exemptions from the general principle favouring access should be as limited and specific as possible; and collection, retention, use, and disclosure of personal information contained in University records should be regulated in a manner that will protect the privacy of individuals who are the subject of such information.

Currently, Western endeavours to provide both the University community and the public with broad access to its records. It continues its efforts to protect the personal information of all individuals who come into contact with the University, be they students, alumni, faculty, staff, or members of the general public. The goal has been to ensure that all information is dealt with appropriately, whether in accordance with University policies or legislation. The latter includes, for example, requirements laid out in the FIPPA and in the federal Personal Information Protection and Electronic Documents Act (PIPEDA), to the extent that the latter Act is applicable to the University.

Western has established a Freedom of Information and Privacy Office located in the University Secretariat, and appointed an interim Freedom of Information and Privacy Coordinator. This Office is responsible for the day-to-day administration of FIPPA and other related legislation. An Advisory Committee has been formed to assist the Coordinator with the task of implementation.

Each major academic and administrative unit has designated a Liaison Officer to assist with implementation. Liaison Officers will oversee implementation measures at the local level, act as a primary contact with the Coordinator, and assist Deans and Budget Unit Heads to carry out their delegated responsibilities. **For more information, visit: www.uwo.ca/privacy.**