



Dear Reunion Manager,

If your business includes planning high school reunions, or you have been contemplating getting into the high school reunion planning business, then you should consider joining the **National Association of Reunion Managers (NARM)**.

As a NARM member, you will have access to invaluable information and support as you grow the high school reunion planning segment of your company. A NARM membership identifies you with an association that values a strong code of ethics and industry standards, and as a leader in the reunion management industry.

Your NARM membership includes:

- Networking opportunities to meet and interact with others who understand the challenges and opportunities of reunion management.
- Advertising for your company and the listing of your reunions on the popular NARM website www.reunions.com.
- Current NARM member companies have been in business an average of 10 years and manage hundreds of reunions annually.
- An opportunity to virtually attend the only annual conference for professionals in the reunion management industry (included in your membership) each January.
- Participation in quarterly member conference calls where members discuss industry related topics.
- The credibility of an outstanding association, which has been in existence since 1986.

Nearly half of all reunion management companies are members of NARM, making us the voice of the reunion industry. We would like to include your voice.

Annual membership dues are \$450, for January—December calendar year. Dues will be pro-rated based on joining month. The profit from just one lead generated from www.reunions.com will cover your NARM membership. Please review the enclosed membership information and join NARM today.

We look forward to welcoming you to our association. A member company will be contacting you soon.

Sincerely,
Lynn Thompson
President
National Association of Reunion Managers (NARM)

2018 Board of Directors:

Lynn Thompson, President
Carol McEvoy, Vice President
Kirsten Richardson, Secretary/Treasurer

www.Reunions.com • Membership@Reunions.com
P.O. Box 40527, Bellevue, WA 98015



Reunions.com

NATIONAL ASSOCIATION OF REUNION MANAGERS

Membership Certificate: Show your reunion committees, alumni & business partners that you are committed to a high professional standard in the reunion industry. Display your membership certificate where it can easily be seen. Everyone will feel confident about the fact that they are working with a professional reunion manager who is a member of NARM.

Code of Ethics & Industry Standards: As a NARM member, it is important that you understand and subscribe to the NARM Code of Ethics and Industry Standards. Show everyone that you abide by these guidelines by displaying them next to your membership certificate. When you do good business you can never go wrong.

Satellite Offices: Any reunion business that is operated from another work office other than the originating office is considered a Satellite Office, and listed in the directories.

Sample Contracts: Make sure you have all your bases covered with your contracts. For a small fee, a NARM Sample Contract packet, including 7 different generic layouts, is available. NARM recommends that an attorney review your contract before submitting it to your clients.

Resource Guide: The Resource Guide is designed to keep NARM at your fingertips. It contains the listings of all NARM members, satellite offices and sponsors, along with copies of the NARM By-laws.

Online Directory: This directory lists reunion manager members, board members and sponsors in a variety of ways. It is

continually updated and posted on the NARM website.

Logo Sheet: This is one of the most powerful tools you have as a NARM member. It shows your commitment to the reunion industry.

NARM Website: Advertise your reunions and your business to the world! This is one of the most valuable benefits of your membership. One referral from vendors, members or any board member can pay for your membership. Log-in instructions will be provided to you. List your reunions, link your website and let the referrals come in.

Annual Conference: The annual NARM virtual conference allows you access to a wealth of networking opportunities from meeting and sharing ideas with other reunion managers to exploring new technologies presented by vendor members.

Board of Directors: NARM is a non-profit association managed by a Board of Directors of three elected reunion manager members, who meet bi-monthly via conference call. Each member is a liaison between a committee and the board.

Committee Teams: Committee Teams are made up of volunteer members and sponsors. Committees include Ethics, Membership, and Conference. Each member of NARM should consider holding a board or committee team position every few years.

Statement of Industry Standards

NARM members will conduct business in accordance with the following Statement of Industry Standards adopted by the National Association of Reunion Managers.

Members will make best effort to contact the graduating class officers for the purpose of obtaining a reunion contract if the class has not had a previous reunion. The previous reunion planning committee must be contacted when a previous reunion has been planned. Other class members may be considered only after these people have been contacted and/or consulted. If no classmate is willing to serve as the reunion committee, a member may proceed to plan the reunion without a reunion contract. The member who planned the most recent reunion has the first right of refusal in planning a reunion without a contract. If no previous reunion was held, the member whose business address is closest to the high school has the first right of refusal.

Members will use a written contract clearly stating the per person ticket price, services, products, and other essential information. The contract must be signed by a representative of the Committee. If a reunion committee cannot be identified, a contract is not required.

Members will not interfere with the performance of another reunion manager's current written and signed contractual arrangement with a reunion committee.

Members will advertise and/or announce reunions only after a current written and signed agreement is established with the Committee for a specific event. If a reunion committee cannot be identified, a contract is not required.

Members will communicate their involvement with the reunions to the individual high schools.

Members, in conjunction with the committee, will attempt to locate all the alumni.

Members will have written policies regarding cancellations and refunds for events and individual alumni. These policies must be communicated to all clients.

Adherence to this Code of Ethics and Statement of Industry Standards signifies professionalism, competence, fair dealing and high integrity. Failure to abide by these may subject a member to disciplinary action.

Code of Ethics

NARM members will conduct business in accordance with the following Code of Ethics adopted by the National Association of Reunion Managers.

- Strive for excellence in all aspects of reunion management.
- Maintain the highest standard of personal conduct and promote and encourage the highest level of professionalism within the reunion management industry.
- Use only legal and ethical means in all reunion management activities.
- Practice fair, professional, and accepted methods in competition.
- Cooperate in every reasonable and proper way with other reunion managers and work with them in the advancement of the reunion management industry.
- Ensure rights to privacy and protect confidentiality of privileged information.
- Conform to all existing laws, regulations, and codes governing business practices and procedures, and to report any violations of the law to proper state, local or federal authorities.
- Abstain from any form of false, misleading, deceptive or fraudulent advertising or promotional activities.
- Refuse to initiate or participate in any discussion or activity which might result in an unjust injury to another reunion manager's reputation or business relationships.

Membership Application

Dues and fees applicable September 1, 2018– December 31, 2018

Please type or print legibly and enclose a business card to go into your membership record. Partially completed application forms cannot be processed.

Company:	
First Name:	Last Name:

Preferred Mailing Address:

Address:	
City:	State Province:
Zip/Postal Code:	Country:
Business Phone:	Web Address:
Toll Free Phone:	E-mail:
Fax Phone:	E-mail:

This company is a: Sole Proprietor Partnership Corporation LLC Other (list) _____

Company Fed EIN/Business I.D.#:	# of years operating:	# of years in the reunion business:
Date of Incorporation:	State of Incorporation:	
List the states you plan to service (or are servicing):		

Please list all owners/partners/corporate

Name:	Position:
Name:	Position:
Name:	Position:

Description	Price	Quantity	Total Price
Annual Membership dues (includes Reunions.com listing in contiguous states (list states):	\$450.00	1	
Reunions.com additional state listings (using same address as home office) list states:	Comp		
Satellite Office Per State - Renewal or addition (circle one) list states:	Comp		
Sample Contract Packets (includes 7 generic contracts)	\$10.00		
Application total			

Method of Payment:

Check # _____

(please make all checks payable to National Association of Reunion Managers)

enclosed for \$ _____

Membership Application

Dues and fees applicable September 1, 2018 to December 31, 2018

Please list any reunion companies with which you now or have been affiliated with:

Name:	City/State:
Name:	City/State:
Name:	City/State:

Please list any reunion planning training you have received:

Please list any reunion planning training you have received:

Number of reunions managed:	2 years ago:	Last Year:	Projected this year:
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Please list active memberships in professional organizations/associations (i.e. BBB, NACE, etc):

Name:	City/State:
Name:	City/State:
Name:	City/State:

Reference Requirements:

These references are required to keep your membership in good standing. You will be a probationary member of NARM until the following documents are received. You have one year from the date of this application to furnish the references and your business license if you're a new company.

The following items must be submitted with your application:

- Name and address of a financial institution where you currently have a business account.
- A reference from a banquet facility or a client.
- A photocopy of your Business or Occupational License (or SSN card).
- A sampling of your company's sample promotional materials.

By signing; I agree to have reference requirements provided within 1 year of membership:

Signature

Date

Disclaimer for Sample Contracts

The information contained within the Sample Contract Packet has been compiled from seven reunion managers who are members of the National Association of Reunion Managers. The information included is believed to be current and reliable, however the NARM Board of Directors, NARM members and the NARM Executive Director cannot be held responsible for any errors or omissions.

The Sample Contracts are intended for use by NARM members only in and only in relation to their reunion activities. The information provided in the sample contracts is generic and has not been written to meet your individual requirements. It is your sole responsibility to satisfy yourself, prior to using this information in any way, that it is suitable for your purposes.

NARM has made all reasonable attempts to exclude business names from the contracts making them generic. It cannot ensure absolute exclusion and no liability is accepted for errors. Thus, you are recommended to take all appropriate safeguards before photocopying/publishing information from these documents.

I have read and understand the above Disclaimer for Sample Contracts and been given a copy of the NARM Code of Ethics and Industry Standards. By signing below, I agree to adhere to the NARM Code of Ethics and Industry Standards in order to maintain my membership status of good standing with NARM. I also agree to pay the membership dues as stated above.

Signature and date must be received in order to keep your membership active:

Signature

Date

Mail completed application and payment to: NARM, Attention Membership, PO Box 40527, Bellevue, WA 98015

*** Please make a copy of this application for your records ***

Rec'd Date	Check No.	Database	Directory	Pkt. Mailed	Balance Due
Welcome	Certificate	Website	Email Directory	Email Logo	