

Berlin High School Alumni Association Foundation, Inc.



Dear Class Chairperson,

Our mission is to assist you in getting the word out to your classmates to attend not only your class party, but to attend the Alumni Banquet which holds Berlin’s long-standing tradition together and supports our youth with scholarships and teachers with grant funds to improve student learning options. As we move forward, you have a few options with the banquet letter. 1) You may scan the letter & email it to your classmates, 2) you may direct your classmates to the <http://berlinalumni.org> website Banquet tab so they can print out the information or 3) you can send the hard copy of the letter by mail.

In the past the BHS Alumni Association has paid for ½ of the postage to mail the enclosed banquet letters, along with your reunion information. We plan to continue to do this.

Eligibility to receive reimbursement for ½ of the postage, you must do ALL of the following:

- 1) **Mail banquet information to your classmates and provide an updated class list with current names & addresses by April 1, 2024** (This will be used for our mailings only, we will not share these addresses)
- 2) Complete & return the form at the bottom of this page by **May 15, 2024**.
- 3) Provide a receipt of postage purchase by May 15, 2024

A check will be sent to you once verified & processed. We look forward to seeing you at the banquet. Thank you for your continued support and volunteering to support the *Berlin High School Alumni Association Foundation, Inc.* 2023-24 Board of Directors

Cut here & return bottom portion

To receive payment, return with postage receipt & current class list by **May 15, 2024**

Return to: Berlin High School Alumni Association Foundation, Inc.

Attn: Emily Burns, Treasurer

PO Box 267

Berlin, WI 54923

bhsaluniassociation50@gmail.com .

Class of _____ Contact Person (s): _____

Mailing Address _____

Email Address/Phone #: _____

Number of banquet letters mailed by April 1, 2024 _____

Total Postage paid: \$ _____ Date mailed: _____

Class Representative signature: _____