

Volunteer Outreach Brief.

How we lock in confirmed RSVPs
for the RWA '11 reunion — one
classmate at a time.

WHEN

Sat · Aug 29 · 2026

TWO PARTS

School + Off-site

FROM

3 PM – 12 AM

Get every classmate's **confirmed RSVP** — so we can lock in deposits, donations, and the night itself.

Everyone's a little hard to track down 15 years later. This is the part the spreadsheet can't do — a real person picking up the phone, sending the message, and following up. **Thank you for being that person.**

Names in the sheet are sorted by priority — start at the top of your section and work down. We'd rather do this thoroughly than fast, so take your time.

We need **confirmed RSVPs** — fill it out with them.

RSVPs let us finalize deposits and donations. Open column E and walk them through the survey live — call, WhatsApp, Instagram DM, or FB Messenger.

01 Open **column E** for that row.

It's their personalized survey — don't share the same link with two people.

02 Reach out wherever they'll see it.

Call, WhatsApp, text, Instagram DM, FB Messenger — meet them on whichever channel they actually use. If one goes quiet, try another before stepping away.

03 Read the questions; capture answers as they go.

Type their replies directly into the form. Submit when done.

04 Log **S–W** back in the sheet.

Date, +1 to # of reach-outs, notes, tick **V** if they joined WhatsApp, next steps.

IF THEY DID THE INTEREST FORM

You're **reconfirming** what they already told us — phone, best channel, +1, donation. Short and easy.

IF THEY NEVER RESPONDED

Get the **critical info** from scratch — same survey, every field matters. RSVP is the priority.

SAY SOMETHING LIKE

“Hey — confirming RSVPs for the RWA '11 reunion, Aug 29 in Montreal. Got a couple minutes? Quick survey, I'll fill it in with you.”

ALWAYS CLOSE WITH

“Join the class WhatsApp group so we can reach you day-of.”

Then tick column **V** when they're in. Link & QR on the next page — a huge help for August 29.

Open it. Work down.

The sheet is your queue.
Names are sorted by priority —
start at the top of your section,
move down one row at a time.

- 01** Open the sheet from the volunteer email.
- 02** Find the first row without an **Outreach Owner** (column R).
- 03** Put your initials in **R** so no one doubles up.
- 04** Open the survey link in **column E** — it's personalized to that person.
- 05** Reach out; capture answers; log **S-W** as you go.

● ● ● RWA '11 — Outreach List
Class List

#	NAME	E SURVEY	...	Q GRO...	R OWNER	S D...	U 1:1 NOTES	V WA	W NEXT STEPS
01	Adler, Sam	open ↗	...	Hi-pri	JM	M...	Confirmed, +1	✓	Done
02	Ahmed, Layla	open ↗	...	Hi-pri	JM	M...	In WA grp	✓	Done
03	Beauchamp, Léa	open ↗	...	Med	RS	M...	Link sent, replied	✓	Done
04	Bélanger, Marc	open ↗	...	Hi-pri	—	—	you're here	—	—
05	Chen, Wei	open ↗	...	Med	—	—	—	—	—
06	Cohen, Daniela	open ↗	...	Low	—	—	—	—	—

E
SURVEY

Their personalized form.

Q
OUTREACH GROUP

Pre-assigned segment.

R
OUTREACH OWNER

Your initials. Claim it first.

S
DATE OF LAST CONTACT

Date you last reached out.

T
OF REACH OUTS

+1 every time you try.

U
1:1 NOTES

What they said, anything useful.

V
ADDED TO WHATSAPP

Tick when they're in.

W
NEXT STEPS

Follow-up, dead-end, done.

BREAKDOWN OF THE EVENTS

Two parts, one Saturday. Part 1 happens at the school. Part 2 moves off-site to a restaurant / terrasse in the neighbourhood. Every ticket includes a donation toward refurbishing the school auditorium.

PART 1 · SCHOOL DAY

School Day

Sat Aug 29 · 3 – 7 PM

\$25 per grad

- ✓ Donation to auditorium refurbishment
- ✓ Walk the halls one more time
- ✓ Refreshments at the school
- ✗ Grads only · no +1

MOST ARE DOING THIS

ALL EVENTS · DAY & AFTER-SCHOOL

Model Student

Sat Aug 29 · 3 PM – 12 AM

\$70 per person

- ✓ Donation to auditorium refurbishment
- ✓ Entry and refreshments for both portions
- ✓ Meal included at the ECA
- ✓ +1 tickets available for the After-School portion

FULL EVENING · OFF-SITE

After School Activity ECA

Sat Aug 29 · 7 PM – 12 AM · Restaurant / terrasse near school

\$50 per person

- ✓ Donation to auditorium refurbishment
- ✓ Meal + drinks included
- ✓ +1 allowed · additional \$50 each
- ✗ No School Day access

Everything you need — one click away.

Every link on this page also lives on the volunteer landing page. Bookmark it on your phone before you start calling.

VOLUNTEER LANDING PAGE

All the info, all in one place.

Sheet link, scripts, FAQ, and contacts. Open it on your phone when you start a call.

rwa-reunion-2026.pages.dev

STUCK OR UNSURE?

Write us anytime.

Anything from "this person moved" to "survey link broken" — we'll sort it.

rwaclassof2011@gmail.com

FOR VOLUNTEERS

Coordination Chat



chat.whatsapp.com/Hrt0qNAeNu88m0rIPwTHGQ

FOR THE WHOLE CLASS

General Class Chat



chat.whatsapp.com/CRAeppfeMKgLF9SFM9j04P

OR MESSAGE ONE OF US

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