

Class Reunion Funds & Ticket Sales

Best Practices for Reunion Committees

- **SPHSAA is a registered 501(c)(3) nonprofit** — but class reunions are separate activities organized by volunteer committees and are not legally part of SPHSAA operations. This guide covers the most common and most efficient ways reunion committees collect and manage funds.

IMPORTANT: SPHSAA'S 501(C)(3) STATUS

Reunion committees **may not** use SPHSAA's nonprofit status, federal tax ID (EIN), or SPHSAA bank accounts for reunion deposits, venue payments, or online ticket sales. Doing so can create legal, tax, and reporting issues for the organization.

THE MOST COMMON APPROACH: A DEDICATED BANK ACCOUNT

The most efficient approach is for the reunion committee to designate a **treasurer** (or co-treasurers) and open a separate checking account used *only* for reunion funds. Checks then document deposits, vendor payments, and reimbursements — keeping everything clean and accountable.

- **Label the account clearly** — outside of the treasurer's personal checking. Example: *"Jane Smith — SPHS 1994 Class Reunion Account"*

Recommended Security & Transparency Steps

- ✓ Add a second committee member as an authorized signer on the account (recommended)
- ✓ Have the committee vote on who serves as treasurer and secondary signer
- ✓ Use the account only for reunion income and expenses — no mixing personal funds
- ✓ Keep a simple spreadsheet log of all deposits and expenses

PAYMENT COLLECTION OPTIONS

Most committees offer at least **two options**: a no-fee method and a credit-card convenience option. Transaction fees for credit card platforms are often built into the ticket price.

Checks / Bill-Pay

Traditional check or online banking "bill-pay" checks mailed to the treasurer.

Fee: None — often the lowest-cost method

Zelle

Fast, bank-to-bank transfers; requires an email or phone number tied to the account.

Fee: None

Venmo

Widely used and convenient for classmates. Track payments carefully.

Fee: None for bank transfer; small fee for instant

PayPal

Useful for accepting credit cards; easy to share a payment link.

Fee: ~2.9% + \$0.30 per transaction (typical)

■ Cheddar Up — A Current Class Favorite

Many SPHS reunion committees have been using **Cheddar Up** to simplify online fund collection. It lets you create a reunion payment page, track who has paid, and accept funds — all in one place. Less spreadsheet juggling, more time planning the party.

cheddarup.com | cheddarup.com/pricing (select the Free Forever option)

■ TicketStripe — Ticketing Built for Reunions

TicketStripe is an event ticketing platform with features tailored specifically for class reunions — including online ticket sales, attendee management, and payment processing. It's a good fit for committees that want a dedicated ticketing page rather than a general payment collection tool.

ticketstripe.com/sell-tickets-to-class-reunion-ts/

DO YOU NEED TO FORM A NONPROFIT OR BUSINESS ENTITY?



In most cases, **no**. Creating a formal entity for a short-term reunion is usually unnecessary and burdensome — it may require a federal EIN, a business bank account, and extra administrative steps. Most committees use a dedicated reunion checking account instead.

TAXES & REPORTING — GENERAL GUIDANCE

Reunion committees typically collect money for a group event and spend it on that event (venue, catering, entertainment, printing, etc.). As a general rule, if reunion funds are used *only* for reunion expenses and the account is closed with a zero balance, there is usually no personal tax burden for the treasurer.

Every situation can vary — committees should confirm with a CPA or tax professional if they have questions.

HANDLING LEFTOVER FUNDS AFTER THE REUNION

If money remains after all expenses are paid, the committee should vote on how to handle the remaining balance. Common options:

Refund classmates equally

Divide remaining funds equally among paying attendees.

Rarely done in practice — logistics can be complex.

Donate to a nonprofit

Very common. Request a donation acknowledgment letter for your records.

SPHSAA scholarships are a great option — donate in your class name to a general or named scholarship fund. Or choose any nonprofit your class prefers.

OPTIONAL COMMUNICATION & RSVP TOOLS

Committees often combine several tools to communicate with classmates and manage RSVPs:

■ Private Facebook or Instagram Group

Great for date polls, event announcements, and casual engagement with classmates who use social media.

■ ClassCreator Class Website

A private class website that can track classmates, manage RSVPs, and accept payments via PayPal. [Visit ClassCreator.com for details.](#)

■ Email Lists

Still the most reliable way to reach many classmates. SPHSAA provides a current list of email addresses to committee members who sign a privacy agreement.

Need Help? We're Here for You.

If your committee has questions after reviewing this guide, reach out to us through the Reunion Resources page at sphsaa.org — or email your class directly:

your-class-reunion@sphsaa.org