CPUAAGTA GUIDELINE FOR HOSTING A GLOBAL REUNION

This guideline, based on CPUAAGTA's experience in organizing the **12th Global Reunion (Toronto, July 10–13, 2025)**, is designed to assist future hosts. It highlights:
1. **Key components of reunion planning** – committee structure and responsibilities.
2. **Phases of planning and execution** – with overlapping committee roles.
3. **Framework and program design** – including resources for reference.

KEY COMPONENTS OF GLOBAL REUNION PLANNING

1. **Define the Main Purpose of the Event**
   GR 2025 Theme: *Reigniting the Central Spirit and Keeping it Aflame*
   The global reunion, originally scheduled for 2022, was postponed due to the COVID-19 crisis and other circumstances, including the celebration of CCINAA's 100th anniversary—a milestone historically well attended by nurses. Despite these delays, the reunion moved forward in 2025 with renewed determination. Its purpose was to reconnect, reminisce, and celebrate alumni from around the world, continuing the tradition of unity and fellowship within the CPU Alumni Association.

2. **Establish a Realistic Budget**
   Securing seed funding has often been a challenge. For 2025, the officers adopted an all-inclusive paid event model to ensure that all expenses were covered. The break-even target was set at **230 participants**, balancing financial sustainability with accessibility.

3. **Select an Appropriate Venue**
   When choosing a venue, the following criteria were prioritized:
   1. Convenient transportation access from the airport to the hotel
   2. Capacity to accommodate the target number of attendees
   3. Affordability and accessibility, with adequate parking
   4. Availability of essential amenities for planned activities
   5. Maximum capacity aligned with the expected audience size

COMMITTEES & SUPPORT GROUPS

A. **Overall Steering Committee**
   1. Registration Metrics Reporting – Collect and compile data on attendance, demographics, and participant feedback for post-event evaluation.
   2. Inter-Committee Coordination – Collaborate closely with logistics, hospitality, and program teams to ensure a smooth and cohesive attendee experience.
   3. Oversight of Standing Committees – Monitor progress and confirm that all committees remain current with their assigned responsibilities.
   4. Support for Committee Objectives – Provide guidance and assistance to help each committee achieve its specific goals and overall event objectives.

B. Steering Committee Composition
1. **Chairperson:** Meriam Amy – President, CPUAAGTA
2. **Co-Chairperson:** Rod Gonzales – Advisor, CPUAAGTA

1. Finance Committee
The Finance Committee plays a central role in safeguarding the financial integrity and ensuring the overall success of the global reunion.

Its responsibilities include:
1. **Budget Planning and Management**
   - Develop a comprehensive budget covering all income sources (ticket sales, sponsorships, donations) and projected expenses (venue rental, catering, etc.).
   - Conduct regular reviews and updates to prevent overspending and ensure resources are allocated effectively.
2. **Financial Record Keeping**
   - Maintain accurate and transparent records of all financial transactions, including receipts, invoices, and bank statements.
   - Provide accountability and support post-event financial evaluations.
3. **Expense Authorization**
   - Review and approve all expenses prior to payment, ensuring alignment with the approved budget.
   - Minimize risks of unauthorized or unnecessary spending.
4. **Financial Reporting**
   - Prepare and share regular financial reports with the overall committee.
   - Highlight budget performance, potential risks, and any significant variances from projections.
5. **Post-Event Financial Review**
   - Conduct a thorough reconciliation of accounts after the event.
   - Assess budget accuracy and prepare a final financial report for documentation and future reference.

2. Publicity & Souvenir Program Committee
The Publicity & Souvenir Program Committee plays a vital role in the planning, promotion, and communication of the global reunion. By bridging the gap between committees, participants, and the wider community, this team ensures effective campaigns and impactful publications.

1. Content Creation and Publication
- Draft, edit, and proofread promotional materials, event brochures, and the souvenir program.
- Distribute requests for souvenir ad placements to all chapters.
- Design the souvenir program layout, collaborating with graphic designers as needed.

- Work closely with the Program Committee to align the souvenir program with the overall reunion agenda.
- Prepare and submit a comprehensive budget for cost projections.

2. Press Release Management
- Distribute press releases, video teasers, and event announcements to maximize media coverage.
- Develop accessible and engaging campaign materials suitable for all generations.

3. Digital and Social Media Management
- Oversee event websites, social media accounts, and online listings.
- Identify the most effective channels for promotion (e.g., social media platforms, email campaigns).
- Collaborate with the CPU Communications Director, CPUAAI President, and FOAA President to promote souvenir ad campaigns.

3. Hospitality & Reception Committee
The Hospitality & Reception Committee is tasked with creating a welcoming environment and ensuring smooth logistics before, during, and after the reunion.

Pre-Event Responsibilities
1. Develop a comprehensive event plan, including scheduling, budgeting, and venue selection.
2. Research and secure suitable venues, ensuring accessibility, safety compliance, and appropriate layout, décor, and seating arrangements.
3. Coordinate with catering services to provide food and beverages that meet guest preferences and dietary needs.
4. Recruit, schedule, and train volunteers or staff to support various aspects of the event.

On-the-Day Responsibilities
1. Welcome guests upon arrival, provide directions, and ensure they feel comfortable and informed.
2. Manage the registration desk, including check-in, distribution of name tags, and handling last-minute inquiries.
3. Oversee hospitality services such as food and beverage delivery.
4. Supervise logistics, monitor event flow, coordinate activity timing, and address unexpected issues.

Post-Event Responsibilities
1. Organize clean-up and venue teardown, returning the space to its original condition.
2. Collect attendee feedback through surveys or direct input to evaluate event success.
3. Compile reports, document lessons learned, and archive materials for future reference.

4. Program (Events & Entertainment) Committee

The Program and Entertainment Committee plays a central role in designing and delivering engaging activities for the global reunion. Its mandate is to plan, coordinate, and oversee all program elements to ensure they are enjoyable, inclusive, and aligned with the reunion's objectives.

Key Responsibilities:
1. **Budget Preparation** – Develop detailed budgets for each event, outlining anticipated expenses and revenues, and ensure resources are used cost-effectively.
2. **Talent Coordination** – Research, select, and invite alumni to serve as inspirational speakers, entertainers, or performers of special music.
3. **Event Setup & Technical Oversight** – Supervise event logistics, technical requirements, and on-site coordination to guarantee smooth execution.
4. **Daily Program Management** – Assign event coordinators to oversee daily activities, ensuring proper timing and seamless program flow.
5. **Recognition & Appreciation** – Prepare and distribute tokens of appreciation to participants and contributors.
6. **Feedback Collection** – Gather input from attendees, volunteers, and stakeholders after each event to evaluate success and identify areas for improvement.
7. **Comprehensive Budget Submission** – Finalize and submit a complete budget projection for approval.

5. Registration Committee

The Registration Committee is responsible for managing all aspects of attendee registration to ensure a smooth and efficient process.

Key Responsibilities:
1. **Develop Registration Procedures** – Establish clear guidelines for both online and onsite registration.

2. **Set Up Registration Platforms** – Select and configure secure, accessible digital tools or software for registration.
3. **Communication with Attendees** – Send invitations, confirmations, and reminders; track registrations, cancellations, and special requests.
4. **Welcome Package Preparation** – Organize name badges, tote bags, souvenir programs, and other materials; recruit volunteers to greet attendees and assist with inquiries.
5. **Budget Submission** – Prepare and submit a comprehensive budget projection for registration-related expenses.
6. **Data Privacy Compliance** – Ensure all personal information collected is managed in accordance with privacy laws and best practices.

6. Fund-Raising Committee

The Fund-Raising Committee is responsible for overseeing all fundraising activities, ensuring compliance with regulations and adherence to best practices. Its role includes managing donations, tracking contributions, and reporting on fundraising outcomes.

Key Responsibilities:
1. **Activity Planning and Execution** – Organize and implement fundraising initiatives both prior to and during the global reunion.
2. **Collaboration and Coordination** – Work closely with chapter presidents, FOAA, CPUAAI, and CCINAA to secure sponsorships and explore additional avenues of financial support.

7. Transportation & Tours Committee

The Transportation & Tours Committee ensures that participants enjoy a safe, smooth, and memorable experience throughout the reunion. Both tour guides and transportation teams play vital roles in managing travel logistics and enhancing the overall event.

Key Responsibilities:
1. **Coach Services** – Identify and contract a reputable coach company to provide transportation for the Niagara Falls trip.
2. **Picnic Coordination** – Organize picnic arrangements and recruit volunteers to serve as tour guides.
3. **Site Management** – Oversee picnic site registration and coordinate catering services with the designated sub-committee.

4. **Parking Logistics** – Collaborate with the venue manager to manage vehicle parking effectively.
5. **Permits & Reservations** – Secure a picnic location in Niagara Falls and obtain the required bus parking permits.
6. **Shuttle Services** – Provide a detailed schedule and clear signage for shuttle transfers between the airport and the venue.
7. **Accessibility Support** – Ensure transportation assistance is available for alumni with physical limitations.

8. Devotional and Prayer Team

The Devotional and Prayer Team, led by Corporate Treasurer and NorCal AA President **Edward Pastor Pormilos**, is composed of nine committed members representing various global chapters. Meeting monthly via Zoom, the team provides spiritual support for the reunion while also addressing key matters such as meetings with the CPU President, federation concerns, university relations, and personal needs of alumni.

ADDITIONAL SUPPORT COMMITTEES

C. CPU OFFICE OF COMMUNICATION WEBSITE	1.Liaison Officer, webmaster CPUAAGTA 2.CPU Communications Director
D. CPUFOAA SUPPORT TEAM –	1.FOAA President, 2.Corporate Secretary, 3.Corporate Treasurer, 4.Assistant Treasurer
E. CPUAAI SUPPORT TEAM -	1. Liaison CPUAAI Secretary 2. Director CPU Comm 3. CPUAAI President
F. CCINAA SUPPORT TEAM -	1.Dean, College of Nursing 2. CCINAA President, Iloilo Chapter

Background Information

In reaching out to various chapters that had previously hosted global reunions, the feedback received was both encouraging and insightful. Each reunion proved to be highly successful, despite the inevitable challenges and stresses associated with organizing such large-scale events.

A.	**REGISTRATION/ FINANCE** **PHASE 1** **PHASE 2** **PHASE 3**	1. A letter of invitation to all alumni chapters, with a letter from the host chapter President regarding visa application. Sent to CPU, CPUAAI and UAE 2. Established a target number of full registration at 230. Deposit of $200.00 U.S or Canadian dollars nonrefundable early registration was also offered on discounted price. 3. Accepting only full registration in order meet our deposit requirement. This is subject to reassessment by the committee. 4. Deadline for early registration moved to April 30, 2025. Actual deadline for registration May 31,2025 5. Ala Carte registration was offered to those that registered with more than two attendees from the same family. The deadline for final registration was extended from May 31- June 30, 2025. The Ala Carte open was published and daily 6. Monitor registrants that are unable to attend for reassignment of tickets and registration fee. 7. Treasurer in collaboration with chapter president were task to distribute reassignment of free tickets fairly according to needs assessment. 8. Accommodation of last-minute request, pending on ticket availability for reassignment.
B.	**PUBLICITY/FUND RAISING** **Phase 1**	1. Video teaser developed and sent out to all chapters to boost registration. 2. Promotional video and personal invitation by Chapter President to the CCINAA reunion in Las Vegas. Contact info obtained from interested alumni.

Phase 2	3. Letters, emails and FB messages sent out to alumni for prospective subscription. Officers were assigned to follow up by geographical

Fund raising planned and executed in 2024 had been very successful. Our chapter had enough seed money from the revenue of the three activities.

Secured some sponsorship from {SMDC} Shoe Mart Development Corporation through The president of North Texas Chapter. Lou

FOAA and CPUAAGTA Officers responded to the need to provide funding for Bahandi meals for regular weekly practice. A few alumni donated substantial amount in support of the Hopevale Musical. |
| **Phase 3** | Various accounts opened for better access to payment options. FOAA, CPU alumni office, opened a stripe account.

Third party account to facilitate payment online was opened in conjunction with the e-souvenir program. A 50 percent discount

Promotion of A la Carte and stand-alone activity through short video reel and distributed to social media.

Campaign medium produced by Bahandi Toronto to boost the interest of the millennials and gen x generation. |

ALUMNI SURVEY AND PROGRAM FRAMEWORK

Three years before the reunion, the Chapter President conducted a randomized survey to gather insights into the expectations and perspectives of CPU global alumni. The survey revealed that 80% of respondents were Baby Boomers, 15% were Traditionalists, and 5% were Millennials. It consisted of ten questions designed to capture experiences and aspirations across generations who had attended previous

reunions. Additionally, 5% of respondents who had never participated in a global reunion shared their perspectives.

The survey questions were divided into three focus areas:

1. **Program Design and Structure** – Length and timing of daily activities, balancing large sessions with small group gatherings.

2. **Memorable Activities** – Identification of favorite and most impactful activities from past reunions.

3. **Venue and Food Service** – Evaluation of facilities and catering quality.

The Program Committee used these findings as the foundation for designing the 12th Global Reunion, adopting the following guiding principles:

1. **Timing** – Keep presentations and introductions concise and focused.

2. **Engagement** – Establish clear timing criteria to maintain audience interest and participation.

3. **Participation** – Encourage multiple contributors, with involvement from various chapters rather than relying solely on the host.

4. **Acknowledgement** – Ensure recognition of all groups, including chapters, classes, and faculty members.

Day 1: Registration and Opening Night

1. **Opening Ceremony** – An evening of welcome featuring chapter and alumni presentations. The program included a parade of colors with chapter banners, along with introductions of guests, local representatives, and CPU dignitaries.

2. **Fellowship Buffet** – A shared meal provided an opportunity for alumni to reconnect and build camaraderie around the table.

3. **Talent Showcase / Chapter Reports** – A structured program was prepared with judging criteria distributed to all groups six months in advance. Chapters were introduced, class groups recognized, and reports presented. In place of talent performances, each chapter delivered a three-minute update based on the following template:

   o Year the chapter was established

   o Current demographic profile of the chapter

- o   Two highlights from recent chapter activities

- o   Hopes and aspirations for the future of the chapter

Day 2: Niagara Falls Tour & Hopevale Concert by Bahandi Singers Hybrid Presentation

The second day was dedicated to either a full-day excursion to **Niagara Falls** or personal visits with friends and classmates in Toronto. While participants enjoyed sightseeing, members of the **Bahandi Singers** used the time to prepare for their evening performance.

The Niagara tour offered both recreational and educational experiences, showcasing historic landmarks significant to Canada and the United States. The picnic area provided amenities for relaxation, while the bus rides were filled with lively entertainment from singers and performers, adding joy and energy to the journey.

Feature Presentation

The evening culminated in a **Fundraising Concert** featuring the Bahandi Singers, held in support of the chapter's scholarship program. Scholars who had received full-time assistance shared heartfelt testimonials about their journeys. The production of the *Hopevale Playbill* further deepened alumni appreciation of CPU's heritage and history, blending music, storytelling, and community spirit into a memorable presentation.

Day 3: Open Forum and Gala Night

Morning Session The day began with an open forum led by the CPU President, followed by the FOAA meeting. Alumni also gathered in smaller groups for fellowship, which included a book sale/meet up showcasing works authored by alumni.

Gala Night The Gala Night, a highlight of the reunion, featured Dr. Ernest Dagohoy as the inspirational speaker. During the evening, FOAA presented five awards for outstanding service, while the host chapter introduced a new and distinctive recognition—an award unprecedented in previous reunions.

The Awards Committee established clear criteria for these honors. Originally called *The Unsung Heroes*, the award was later renamed the *President's Choice Awards*.

Criteria for Recognition

- Honoring alumni who have made significant contributions to CPU and enriched the CPUAAGTA global reunion.

- Special focus on individuals whose efforts had not been previously acknowledged.

- Designed to be a surprise recognition, celebrating dedication and service in a meaningful way.

Award Categories and Recipients

1. **Dr. Jose Denzil Daquiado – Music and Performing Arts Award**
   Honored for over 30 years of outstanding contributions as Musical Director of the Bahandi Singers. He directed all four musical adaptations of *Hopevale*, leaving a lasting legacy in alumni cultural presentations.

2. **Eng. Rodney Gicana – Audio Visual and Graphic Arts Award**
   Recognized for his exceptional artistry and creative contributions, including paintings donated to IMH, the design of Centennial Reunion stamps, and portrait drawings of all CPU Presidents. A gifted graphic artist, he designed the souvenir program layouts for 2023 and 2025, produced numerous videos for chapter and reunion presentations, and composed several songs—including the official theme for the 12th Global Reunion.

3. **Eng. Filomeno Faldas – CPU Student Engagement Award**
   Celebrated for fostering student creativity through a graphic arts contest, which produced winning designs featured on the souvenir covers in 2003 and 2025. He generously provided cash prizes to encourage and reward student talent.

Awards Committee

- **Chairman:** Rev. Dr. Nestor Abdon – Vice Chair, Program Committee

- **Members:**

  o Dr. Romarate – Director of Student Affairs

  o Dr. Ernest Dagohoy – CPU President

  o Meriam Amy – CPUAAGTA President

  o Faith Gicana – Chair, Program Committee

FOAA Service Award Recipients

1. **Rod Gonzales** – Past FOAA President

2. **Magdalena Calcetas** – Adviser and former Chairperson of the CBL Committee

3. **Easter Arora** – Coordinator of "Meet and Greet with the CPU President" in the U.S.; Former Regional VP

4. **Meriam Amy** – Chairperson, Global Reunion Steering Committee; CPUAAGTA President

5. **The Bahandi Singers** – Recognized for their *Hopevale Concert* contribution

Day 4: Community Service and Closing Ceremony

The four-day reunion concluded with a **community worship service**, highlighted by an inspirational message. The Vice President of the host chapter formally declared the closing of the event. In a symbolic gesture, a Canadian baseball cap and T-shirt were passed on to CPU, the next host of the global reunion in **2026**, which will coincide with University Day and the Homecoming celebration in the fall. Looking ahead, the **Washington/B.C. chapter** also presented plans for hosting the global reunion in **2028**, with further details to follow.

New Strategies Introduced

1. **Payment Options in the Philippines** – Established through the CPU Alumni Office to facilitate easier transactions.

2. **Fundraising Night Feature Presentation** – Included hybrid testimonies from full-time scholars supported by the chapter.

3. **Alumni Authors Recognition** – Hosted a book sale featuring alumni writers, with proceeds donated to the scholarship program.

4. **Historic E-Souvenir Program Launch** – Generated additional fundraising revenue through alumni subscriptions; the electronic format proved more cost-effective than printed copies.

5. **President's Choice Awards** – Introduced to acknowledge alumni contributions both at CPU and within the Toronto host chapter.

6. **Hybrid Hopevale Presentation** – Delivered by Bahandi Toronto, blending tradition with modern presentation formats.

Resources Available Online for Future Reference

The following materials will be accessible through the CPUAAGTA website:

1. **Talent Contest Criteria** – Detailed guidelines for participation and judging.

2. **E-Souvenir Program** – Includes all subscriptions related to the 12th Global Reunion.

3. **Photos and Videos** – Coverage of reunion highlights available on the CPUAAGTA site.

4. **Post-Reunion Survey Link** – For alumni feedback and evaluation.

Access the documents here:

GR 2025 Forms – CPUAAGTA