

I. Introduction

The De La Salle Alumni Association (DLSAA) encourages reunions among alumni with common circumstance (classmates/yearmates) or special interest (Lasallian editors, DLSU-Manila Chorale members, Pep Squad members, etc.). Small reunions are normally privately organized. On the other hand, chapter-level reunions, the annual homecoming, and the World Congress are franchises of the DLSAA and, therefore, no one may organize or implement these without formal DLSAA approval.

This Homecoming Manual is intended to provide the organizer of franchised homecomings and reunions with clear objectives, organizational template, implementing procedures, outright how-to tips, and even a checklist and timeline for successful events. It is arranged according to the following sequence:

First, **Homecoming Principles**. These constitute the DLSAA-approved definitions, practices, and nomenclature that were either propagated through tradition or decided by the DLSAA Board or both. These also include some historical trivia useful to the user of this manual

Second, **Before Anything Else**. There are three basic items covered in this section: selection and invitation of the Silver Jubilarian Host Class alumni, choice of the homecoming theme and logo, and creation of the Homecoming Council.

Third, **The Homecoming Council Organization Structure**. This is the nitty-gritty section that includes the organization and implementing rules that the DLSAA requires. While the Homecoming Council may add other committees, managers, assistants, etc. to the structure, it must always retain the prescribed organization table and its committees and their functions, duties, and responsibilities. The terms of reference for each committee are provided whenever necessary or applicable.

Fourth, **The Wrap-Up**. This constitutes the final activities of the Homecoming Council. All unresolved items including division of profits, final and full settlement of accounts, return of borrowed DLSU-Manila and DLSAA properties, Homecoming YYYY documentation, preparation and sending of thank you letters, etc. are settled during this wrap-up phase.

Fifth, **The Timeline and Checklist**. The next item after the first three above is implementation. This section provides a punch list or to-do schedule that guides the Homecoming Council from planning to turnover of cash on Homecoming Day.

II. Homecoming Principles

There is only one principal objective of the Homecoming YYYY celebration. Consistent with DLSAA's objective of fostering unity among alumni, this objective is **fellowship and networking**. This implies that the Silver Jubilarian Host Class YYYY should put **maximum alumni attendance and participation** at the top of its implementing considerations. In fact, this must underline all decision-making from the first fellowship event to the Alumni Memorial Mass YYYY, to the Br. Benedict Golf Cup, and to Homecoming Day. It also means that the DLSAA is less interested in raising funds for whatever cause than alumni fellowship and networking. In the end, homecoming should be fun and organizers should chase not only after monetary objectives. These said, below are norms and nomenclature that the Homecoming Council should adopt and may not alter:

- A. **Homecoming and reunion franchise.** Chapter-level and annual homecomings and the World Congress are **DLSAA projects**. However, to promote fellowship and networking and to give a once in twenty-five years opportunity to celebrating alumni, the DLSAA **delegates** Homecoming YYYY events' planning and implementation to chapter presidents in the case of Chapters and the Silver Jubilarian Host Class YYYY (25-year anniversary graduates).
- B. **Homecoming YYYY.** The Homecoming YYYY is defined as the one year period from the **first Sunday of March of a current year to Homecoming Day of the next year**. The homecoming series year, YYYY, is the Homecoming Day year. For example, Silver Jubilarian Host Class 1982 will host Homecoming 2007.
- C. **Day of the annual homecoming.** The **fixed day** of the annual homecoming is the **first Saturday of March**. The day does not celebrate any occasion: St. John Baptist de la Salle was born in Reims, France on 30 April 1651; died at Saint-Yon, Rouen on 7 April 1719; canonized on 24 May 1900; and proclaimed Patron of Teachers by Pope Pius XII on 15 May 1950 - St. La Salle's feast day.

The first Saturday of March is rather a summer date of convenience when rain is least likely to occur. It also occurs near the end of the third trimester of the DLSU-Manila school year when the alumni week and job fairs are held. Homecoming day is held in the afternoon to avoid undergraduate classes.

- D. **Hosts and honorees.** The 25-year anniversary class is known as the **Silver Jubilarian Host Class YYYY**, hereinafter abbreviated as **SJHC YYYY**, where YYYY represents the year of **graduation**. Selected or elected members of the SJHC YYYY who plan, organize, implement, and control the year's homecoming activities and events that culminate in homecoming day are collectively known as the **Homecoming Council**.

While the SJHC YYYY is the host, alumni classes in senior five-year intervals are called **Special Honorees**. The Homecoming Council must consider and respect their seniority and stature in its preparations, fellowship and mandatory events, and projects. Specifically, these Special Honorees are those who are celebrating their graduation anniversaries as indicated in the table below:

Years after Graduation	Traditional anniversary name
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30	Pearl
35	Coral
40	Ruby
45	Sapphire
50	Gold
55	Emerald
60 and 75	Diamond

- E. **Minimum events.** The SJHC YYYY is required to hold a **minimum** of four events: **one fellowship event** (cocktail, dinner, dinner-dance, etc.) for the members of the silver jubilarian and Special Honorees classes, the **Alumni Memorial Mass YYYY**, the **Br. Benedict Golf Cup**, and the annual **Homecoming Day**. Other events like a bingo fund raiser, movie premiere, Christmas party, Valentine party, etc. are optional prerogatives of the Homecoming Council.
- F. **Alumni Memorial Mass YYYY.** Starting Homecoming 2007, a memorial Mass will be sponsored by the SJHC YYYY in memory of deceased members of its class and those of all Special Honoree classes, in particular, and all departed Lasallians, in general. The name of this 'event' shall be the **Alumni Memorial Mass YYYY** where YYYY signifies the homecoming year. SJHC 1982's edition will, therefore, be called Alumni Memorial Mass 2007.

This Mass shall be held on the **last Saturday of February** at the Chapel of the Most Blessed Sacrament in the DLSU-Manila campus. While the celebration may be an anticipated Mass for the next day, Sunday, the homily, prayers of the faithful, special prayers, etc. should pointedly be commemorative.

- G. **Golf tournament.** The all-La Salle alumni golf tournament shall **preferably be held during the immediate Monday preceding Homecoming Day**. In the event the club or golf course is closed on Mondays, the following day, Tuesday, may be considered.

This tournament is called **The XXth Br. Benedict Golf Cup** in honor of Br. Josiah Benedict Lidinsky FSC. This golf tournament is normally restricted to Lasallians who have studied for at least two calendar years in any Philippine La Salle Brothers - Philippine District school or institution operated by the De La Salle Brothers overseas. At its option, however, the Homecoming Council may opt to have a **guest category** for non-alumni.

No other name for the tournament is allowed. The DLSAA does not authorize anyone else except the Homecoming Council to use this title.

The XXth is the series number of the golf cup. The first, held in 2004, was known as the 1st Br. Benedict Golf Cup because of Br. Benedict's death in Baguio City on 03 January 2004. The second, in 2005, was called the 2nd Br. Benedict Golf Cup and so on. Hence, the series number also represents the years after Br. Benedict's death and deliberately honors his memory.

Br. Benedict was active in alumni affairs since his arrival in the Philippines in 1958 and was DLSU-Manila's Vice-President for Development and Alumni Affairs

from 1978 to 2000. From 1990 until his death in 2004, he served DLSAA's Executive Director and is a well-respected alumni icon.

- H. **Awards during the annual homecoming.** Except for the DLSAA Sports Hall of Fame induction, no other award defined in the DLSAA Awards System and elsewhere shall be given during the annual homecoming. This is to preserve the dignity and solemnity of other conferments, for example, the DLSAA Distinguished Lasallian Award and La Sallian Achievement Award that are given on separate and more fitting occasions.
- I. **Financial advance.** Upon the creation of the Homecoming Council, the DLSAA will advance the amount of P75,000 to fund its initial expenses. This may be increased to P150,000 upon formal request by the Homecoming Council and approval by the DLSAA Vice-President for Homecomings and Reunions. Any and all advances to the Homecoming Council shall be repaid to the DLSAA.
- J. **Profit distribution.** Consistent with the Homecoming YYYY objective of fellowship and networking, the DLSAA only requires that, as a minimum, the Homecoming Council **financially breaks-even**. In the happy event that it earns from operations, the profit must be distributed as follows:

Percentage of profit	Recipient of profit share
30% or P150,000, whichever is lower	May be retained by the SJHC YYYY represented by the Homecoming Council for its future fellowship activities. If not retained , this amount must be given for athletic scholarship(s) or to a DLSAA- approved sports fund or use.
50%	Must be donated to a DLSAA Alumni Club , any current student extra-curricular organization (see Appendix I for Schedule of Student Organizations), or any sports team recognized by the Office of Sports Development. The SJHC YYYY shall nominate and recommend the recipient(s) with the approval of the DLSAA Board.
20% or balance	Must be donated to a charitable or socially relevant activity or project sponsored by either the De La Salle Brothers - Philippine District or any student organization or both.

- K. **No relationship between the parties, DLSAA exempted from liability.** Nothing in this Manual shall be construed as creating between the DLSAA and the SJHC YYYY the relationship of partners, joint venturers, principal and agent, or any other similar legal relationships. They are entities separate and independent of each other.

The SJHC YYYY is exclusively and fully accountable for all its acts and omissions and any and all liabilities and obligations incurred by it shall neither involve nor accrue to the DLSAA. THE SJHC YYYY shall hold the DLSAA free and harmless from any demand, suit, claim or complaint for payment, penalties, damages, or costs arising from SHJC YYYY's acts, omissions, liabilities, and obligations.

- L. **Foundations.** The SJHC YYYY, Homecoming Council, any Special Honoree class, or any organization of Homecoming YYYY is **strongly discouraged** from legally registering a corporation or incorporating a foundation for any purpose whatsoever as a result of Homecoming YYYY. Any corporation or foundation created shall be considered private and not at all connected with the DLSAA.
- M. **DLSAA representative.** The DLSAA authorized representative to the Homecoming Council is the **Vice-President for Homecoming and Reunions or his equivalent**. He is the DLSAA decision-maker and go-to person and represents the Homecoming Council in the DLSAA Management Committee (Mancom) and Board.

The DLSAA hopes that the foregoing itemization answers questions normally asked by silver jubilarian host classes. It is simple and straightforward and should guide the organizers in their planning and implementing decisions. Now...

III. Before Anything Else

- A. **Identification of alumni volunteers for the Homecoming YYYY.** The DLSAA has historically selected members of SJHC YYYY informally. Typically, after Homecoming Day, members of the ManCom or Board recommend alumni of the next silver jubilarian host class who create an organization and subsequently elect among themselves the Homecoming Council chairs, committee members, and other officers. This loose organizational formation procedure has created problems and not infrequently resulted in delayed planning and implementation.

Effective 2006 (or Homecoming 2007), the DLSAA ManCom or Board will appoint alumni of the **next two succeeding years** who will be members of the Homecoming Council of the current SJHC YYYY. Therefore, one alumnus each of Classes 83 and 84 will be members of the Homecoming 2007 (Class 82)'s Homecoming Council. Their functions will be to:

1. **Attend all meetings and functions of the operative Homecoming Council.** This is to ensure a seamless transition from one homecoming year to another. They are principally observers and have no decision-making powers.
2. **Identify, assemble, and nominate alumni from their classes who will constitute the SJHC and select the next Homecoming Council.**

3. **For the immediate succeeding year designate, accept the turnover symbol during appropriate ceremonies on Homecoming Day.**
- B. **Choice of homecoming theme.** The Homecoming YYYY theme is the virtual ‘mission statement’ of SJHC YYYY. It should underline all its projects and activities. In written form, it should be brief and preferably trendy and catchy. Things to avoid are:
1. Reference to the Silver Jubilarian Host Class or its year (connotes a celebration only of a particular class);
 2. Double entendre (A figure of speech in which a spoken phrase can be understood in either of two ways. The risqué, often sexual, element is central to most people’s understanding of what a double entendre is). *(May) verde ka pa ba* is an example of double entendre;
 3. Direct, implied, or subliminal connection or reference to any product or commercial organization or non-Lasallian political, religious, civic, etc. cause. The DLSAA as an organization of alumni with various persuasions will not be associated with any product or identified with any cause; and
 4. Any written or graphics style of debatable taste that may offend public sensibilities.

The selected homecoming theme must either:

1. **Champion nostalgia:** 1989 (HS 64)’s **Hail... Hail... Alma Mater**, a paean to the creation and propagation of DLSU-Manila’s anthem born during its time or 1997 (College 72)’s **Animo La Salle, Wherever You Are**, an acknowledgement of DLSAA’s members geographical diversity and international chapters or 2004 (College 79)’s **Archers Come Home**;
2. **Commemorate an event or achievement:** 2001 (College 76)’s **TEN to the CenTENnial**;
3. **Espouse a Lasallian value:** 1996 (HS 66)’s **Family Unity, A Way of Life**; or
4. **Promote a future.**

Below is a list of homecoming themes from 1983 to 2006 that should serve as guides to the Homecoming Council in its choice of a theme:

Year	Host Class	Theme
1983	HS 58	Going Great Since 58
1984	HS 59	Come Home Archer, Come Back to Taft

1985	HS 60	Come Home Archer, Come Back to the Good Old Days
1986	HS 61	La Sallites Are Forever
1987	HS 62	HS 62 25 Years
1988	HS 63	Coming Home Class of 63
1989	HS 64	Hail...Hail...Alma Mater
1990	HS 65	Coming Home
1991	HS 66	Family Unity, A Way of Life
1992	HS 67	Salamat, La Salle
1993	HS 68	Last of the Mighty
1994	College 69	The First of its Class
1995	College 70	Yesterday, Today, and Tomorrow
1996	College 71	World Class 71
1997	College 72	Animo La Salle, Wherever You Are
1998	College 73	Celebrate 98, 100 Years of Freedom, 25 Years of Greedom
1999	College 74	Roots 99: Lasallians, Christian Achievers for God and Country
2000	College 75	Blast from the Past...Leap into the Future
2001	College 76	TEN to the CenTENnial
2002	College 77	Lasallians Achieve. The Animo Lives!
2003	College 78	(May) Verde ka pa ba?
2004	College 79	Archers Come Home
2005	College 80	Come Alive in Five!
2006	College 81	One La Salle - Sarap Maging Berde
2007	College 82	

The theme may carry, under a sub-heading, a reference to SJHC YYYY.

The theme, including names and/or titles and/or taglines of all mandatory and optional events must be approved by the DLSAA ManCom and ratified by the Board .

- C. **Homecoming logo.** The Homecoming Council must commission and adopt a logo. This shall be used in homecoming stationery, streamers, souvenir items, posters, ID-tickets, websites, etc. and should include the following:
1. The adopted, DLSAA-approved theme, e.g., **Archers Come Home**
 2. The phrase '**DLSAA Homecoming YYYY**,' where YYYY represents the homecoming year

The DLSAA logo or any of its elements must not be included in the homecoming logo. It must **always**, however, be put **side by side** in any presentation or depiction of the homecoming logo. The DLSAA logo should follow DLSAA's *Manual of Style*.

The Homecoming Council may adopt any color except blue, graphics, typeface, etc. as it deems appropriate. Any use of DLSAA proprietary images must follow specifications in DLSAA's *Manual of Style*.

- D. **Homecoming council and implementing organization.** After the selection of the theme and adoption of the logo, the SJHC YYYY must organize the Homecoming Council that has the following officers and committees:

Officer	Committee
Chair	Homecoming Council
Vice-Chair and Chair, Finance Committee	Finance Committee
Secretary	Homecoming Council
Chair	Fellowship Committee
Chair	XXth Br. Benedict Golf Cup Committee
Chair	Homecoming Day Committee
Chair	Special Honorees Coordination Committee
Chair	Marketing and Sponsorships Committee
Chair	Publicity and Advertising Committee
Chair	Souvenirs Committee

The above officers and committees are the **minimum** required by the DLSAA which the SJHC YYYY may not modify or delete. At its option, it may add committees as it deems proper.

The next section contains the table of organization, officers, and committee functions, responsibilities, and accepted or adopted implementing rules and protocol.