



THE ASSOCIATED ALUMNI OF

**CENTRAL HIGH SCHOOL**

# AACHS Reunion School Tour Planning Guide

The Associated Alumni of Central High School (AACHS), the nonprofit organization assembling events and actions pertaining to the Alumni of Central High, is committed to providing our alumni community with opportunities to attend a school tour and luncheon right here at Central High. The AACHS staff will aid in connecting classmates to celebrate their graduation anniversaries and walking down the halls of their Alma Mater.

## Where Reunion School Tour Held

**Location:** Central High School, 1700 W. Olney Avenue, Philadelphia, PA 19141

To ensure a seamless event, please find the essential details and responsibilities outlined below:

## Making School Tour Requests

### [Reunion School Tour Request Form](#)

School Tours are generally held during the school academic year. When beginning to plan your tour, please contact the Associated Alumni of Central High School (AACHS) office to schedule a tour. We recommend securing a date at least 3 months prior to the event. **Fridays are the best days for a tour.**

**All requests to tour Central High must be made through the AACHS.** Do not make requests through Central High or its staff.

Please complete the [Reunion School Tour Request Form](#). Submit the form to the AACHS and a staff member will reach out to you to set up a call or video meeting to discuss the details further and begin the planning process.

## Approval of You Class Tour

Once you have been approved for the class tour, we asked that the following be completed.



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**Attendee List:** We ask that you organize and submit the list of attendees at least one week prior to the event to [alumnioffice@centralhighalumni.com](mailto:alumnioffice@centralhighalumni.com).

**Catering:** If you are planning a luncheon during the tour, there are several businesses that AACHS uses interchangeably ([Miles Table](#) or [Crown Deli Morrell](#)).

Other catering options are available such as Panera, DiBruno's, and other local favorites.

## Miles Table Catering

If you plan to use Miles Table as your caterer, here are our recommendations and tips...

- Offers delivery to CHS
- Requires 1 week notice for catering orders
- We recommend [boxed lunch catering packages](#) that can include cold sandwiches (tip:include vegetarian or gluten free option), kettle chips, sides, and dessert tray
- 15% off all online orders using code: **Central15**
- For tax exemption, Tax Account ID: **75506740**

## All Catering Orders

Please include the AACHS staff in the catering process so we can help facilitate a seamless delivery process on the day of the event.

## The AACHS Provisions

The AACHS staff will be sure to communicate directly with the CHS representatives to ensure the school's availability for the tour and/or luncheon.

When possible, we will coordinate to have students available to assist in welcoming alumni back to Central during their reunion, as well as lead the school tours. We will also ensure that President Katharine Davis, 264, and Archivist David Kahn, 220, or other CHS Executive Staff are available to meet and give a short presentation during the luncheon.



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**(In case of a Fire Drill, lunch and tour will be adjusted)**

### **Aid in Connecting Classmates**

The AACHS contains the official list of alumni of Central High. Classes may request a copy of the alumni list of their class via approved representatives. This list may be used to contact members of your class to notify them of a reunion or tour. Contact the AACHS office for more details.

### **Visiting the School Store**

If alumni would like to visit the school store to purchase a school t-shirt, hoodie, hat, etc. during the tour, the AACHS staff will also facilitate that if requested.

### **Spain Conference Center**

We will assist with preparing the Conference Center for the luncheon, and set up the food as the catering arrives.

### **Zoom and Virtual Options**

If you would like to offer a virtual option for those who can't attend the reunion in-person, we can assist in providing a Zoom meeting link for those to join during the presentations portion of the event.

### **Class Reunion Notice**

After the details have been confirmed, The AACHS will add the reunion information onto the AACHSi [Reunions page](#). There, classmates can learn more about the event and who they should contact to RSVP.



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### **Itinerary and Arrival at Central**

The AACHS will provide an itinerary of the class tour. As well as a guide on entering the building and parking at CHS.

#### ***Sample Itinerary***

10:30 AM	Arrivals to Central Begins
11:00 AM	Tour Begins
11:00 AM - 11:30 AM	Catering To Arrive
12:00 PM	Luncheon Begins
12:15 PM	Presentations Begins
1:30 PM	Tour/Luncheon Concludes

### **Class Gift Campaign or Individual Contribution**

#### **[AACHS Giving Home](#)**

Most classes have a class gift campaign established. If any alumni feel so inclined to make a donation to the AACHS after the tour, that can be made using this link or going to [www.centralhighalumni.com/givinghome](http://www.centralhighalumni.com/givinghome).

Any size donation is appreciated to support our mission. We look to encourage and support the School's high standards of academic excellence, integrity, and democratic values. As well as to facilitate and maintain pride in Central High School. We want to encourage the impact of community growth through financial and personal involvement, while broadening social and professional relationships among the alumni, school, and students.

#### **Tax Deductible**

The AACHS is a non-profit 501(c)(3) organization. Donations are tax deductible to the full extent allowed by law. Federal Tax ID 23-1618008.



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## Reach Out to the AACHS

Remember, the AACHS staff is here to assist you. Reach out to [alumnioffice@centralhighalumni.com](mailto:alumnioffice@centralhighalumni.com) as you begin planning and for any questions..

Looking forward to a memorable reunion!

Thank you for supporting ours and your Central High! ❤️💛