

Class Correspondent Handbook

A message from the Office of Alumni Engagement:

Thank you for volunteering your time and talents to your class. You serve as a connector for classmates, both to share news with other classmates and to keep in touch with the College. You help the Office of Alumni Engagement keep our alumni records up to date by sharing news of weddings, babies, career changes, and major life news which classmates choose to share with you. Your primary point of contact in this volunteer role will be the staff in the CC Magazine Office, but our office will continue to partner with them to make sure we are providing you with the information and tools you need to be successful in this role. Thank you for all you do for Connecticut College!

A message from The CC Magazine Office:

Congratulations and thank you for taking on this important position. You play a vital role in fostering the valuable, ongoing relationships the College maintains with our alumni, and you contribute to the sense of community that lasts a lifetime. This handbook will give you an overview of the responsibilities and expectations associated with being a correspondent and provide you with key dates and other helpful information. This document, along with deadlines, contact info and access to the online submission form are also available online at: www.conncoll.edu/class-correspondents

Submission Deadlines

March 1st (summer issue)

August 1st (fall issue)

December 1st (winter issue)

GATHERING NEWS

As class correspondent, your central role is to request, collect and organize news from your fellow classmates to be printed in *CC Magazine*, and to serve as a member of your class reunion committee.

The College will send you an updated class list each June that includes email addresses, phone numbers and mailing addresses for your classmates. Please notify the Office of Alumni Engagement if you notice any misspellings or other inaccuracies on the list that the College should address. The method you choose and how often you decide to communicate with your class or to send submission reminders is entirely up to you, but it is your responsibility to ensure your class year's column is submitted three times per year by the respective deadlines (see below.)

SUBMISSION POLICY

CC Magazine is published three times a year, in the summer, fall and winter. Columns that are submitted once we have already begun editing the class notes section will be reserved for the next issue of the magazine. Columns should be emailed to classnotes@conncoll.edu, or submitted online at <https://www.conncoll.edu/news/cc-magazine/> by the following dates:

March 1st (summer issue)

August 1st (fall issue)

December 1st (winter issue)

If you are unable to email your column, please type it, double-spaced on white letter-sized (8.5 X 11) paper.

If sending by mail, please send to: CC Magazine, c/o class notes
270 Mohegan Ave., Becker House
New London, CT 06320

In response to alumni requests, individuals are now able to submit their personal class updates through the online form, which we will gather, edit for space and add to each class column. Correspondents can submit their columns through the online form, by email or by traditional mail. Photos should be submitted by email.

CLASS NOTES GUIDELINES

Each class is allotted space for a total of 750 words in the class notes section of *CC Magazine*. As correspondent, it is your responsibility to edit your column for length, accuracy and consistency. Columns we receive that exceed the word limit will be edited by our office for space. For classes that have more than one correspondent, we will still only print 750 words total, so please make sure you coordinate with co-correspondents.

Photos should be submitted as separate attachments rather than being included in the body of the column. All images should have accurate captions that identify each person, the location and class years. Photos are printed based on available space, and so we can't guarantee all submissions will be included. Typically, images are run at 3" x 4" at 300 dpi, or 900px x 1200px. The best way to ensure quality is not to send in scanned images, but rather the originals as digital copies.

Please type all names of classmates in bold in the column. Alumni from class years other than your own should not be bolded, but please indicate their class year. Example: *I was happy to hear from **Mary Ryan Johnson**, who had lunch with Michael Scott '78.*

We happily print news of weddings and births, but we do not print news of engagements or pregnancies.

Deaths are listed at the end of the class notes section. Please contact the Office of Alumni Engagement if you learn of the death of a classmate, as the College may not be aware. Alumni Engagement will also notify you, as well as your Class President if they learn of a death. The alumni office can be reached at **1-800-888-7549, x2300**.

Your class year should be included at the top of your column, along with your name and contact information as correspondent.

Alumni addresses and phone numbers are confidential. Please keep that in mind and do not include them in your column, or share that information with anybody outside of the College. For any changes in addresses, please be sure to notify the Office of Alumni Engagement.

Thank you again for your hard work, and for your dedication to Connecticut College. Have fun, and let us know if you have any questions.

Contacts

Classnotes@conncoll.edu

Doug Daniels – Class Notes Coordinator: doug.daniels@conncoll.edu (860) 439-2506

Office of Alumni Engagement: 1-800-888-7549, x2300 or alumni@conncoll.edu.