Class Correspondent Handbook

CC: Connecticut College Magazine

September 2015
Dear Class Correspondent,

Thank you so much for taking on this important job. As a class correspondent, you foster a vital connection between your classmates and the College. Class Notes are the most-read part of CC: Connecticut College Magazine. Your classmates, and the College, appreciate your efforts.

This handbook will give you an overview of our style, help you navigate the submission process and give you ideas for gathering news from your classmates. As class correspondent, you will wear many hats: you will be a reporter, a detective, a confidant and a cheerleader for your class. I hope you find the job rewarding and, most of all, fun!

Please do not hesitate to contact me if you have questions or concerns. It is my job to help you, and I am always happy to do so. I can be reached at janusewi@conncoll.edu or during regular business hours at 860-439-2506 or 800-888-7549, ext. 2506.

Sincerely,
Josh Anusewicz
Class Notes Coordinator
CC: Connecticut College Magazine

GATHERING NEWS
There are a few suggested ways to gather notes throughout the year by phone, mail, email and in-person get-togethers. These are all suggestions that have come from successful class correspondents who have shared their best practices.

The College will send you a list of classmates with addresses, emails and phone numbers annually. Throughout the year, please try to contact every classmate on your list at least once. A quick email, a Facebook post, a five-minute phone call or a letter can result in a surprising amount of information.

Make sure that you work through your whole list, asking as many people as possible for updates. It’s tempting to just stay in contact with people you knew during your college days, but it’s important to be inclusive. Try contacting the people whose names don’t “ring a bell,” as well as your close CC friends. It is important to stay in regular contact so your classmates feel engaged and excited about sharing their news.

To help you gather class notes, the College will send an email blast to your classmates requesting news. We can also send you labels with your classmates’ names and addresses if you would prefer to write letters or postcards. Just call or email Josh Anusewicz with your request. It takes up to a week to process and mail labels to you, so please leave enough time to meet your deadlines (see next page).

Another effective strategy is to contact your class president and ask him or her to include a paragraph in your class’ annual letter requesting that your classmates send you news for the Class Notes. And if you are planning to attend an alumni gathering (such as a wedding or mini-reunion) make sure to bring your notebook and pen.

Some correspondents generate news by posing a question in their column for classmates to answer. Others suggest a theme for Class Notes (such as “My First Job After Graduation,” or “How I Celebrated My 50th Birthday.”) Be creative.

SUBMISSION POLICY
CC: Connecticut College Magazine is published three times per year, in spring, fall and winter. Approximately two months before the publication date of a magazine, we begin editing the notes that have reached our office. Columns that come in after the editing process has begun will be reserved for the following issue. Although we will accept Class Notes at any time, the following dates may make it easier for you to submit your column.
For inclusion in:
Spring issue (mailed in June)  Send notes to Josh Anusewicz by:
Fall issue (mailed in October) Mar. 17
Winter issue (mailed in February) July 7
Sept. 16

It is best to send your notes via e-mail, either as an attachment or within the body of the message, to Josh Anusewicz at janusewi@conncoll.edu. You will always receive an email reply from Josh within a few days of sending your column. If you do not receive a reply, please contact Josh; it may be that she did not receive your column.

If you do not have access to a computer, please type your notes, double-spaced, on white letter-sized (8.5 x 11”) paper. Please use only one side of the paper. This way, we can scan your column instead of manually retyping each word. We will reluctantly accept legible handwritten copy.

If sending by mail, please send your notes to: Josh Anusewicz, CC: Connecticut College Magazine, 270 Mohegan Ave., New London, CT 06320.

We ask that you do not fax your Class Notes. It is difficult to decipher and scan faxed copy. If you have missed a deadline and need an extension, please contact Josh Anusewicz.

CLASS NOTES GUIDELINES

As each graduation ceremony adds approximately 450 new men and women to our alumni body, the Class Notes column grows larger. To keep within our allotted printing space, and to be fair to all contributors, we’ve had to set a few rules. Please read and follow the guidelines listed below. Our proofreader reads all columns to confirm length, accuracy, and consistency. If a column is too long or does not fall within the stated guidelines, it is edited. As class correspondent, you maintain control over what is printed when the editor does not need to make changes.

• Class Notes must be no longer than 750 words per class. When necessary, each alumnus’/alumna’s entry will be edited to approximately 50 words to keep within the 750-word limit.

• Co-correspondents, please coordinate submission of your notes. We will print 750 words per class. If each co-correspondent sends a column of 750 words, one will be held for the next issue. Communication between co-correspondents is essential.

• Bold (or underline) the names of classmates. Do not bold names of alumni who are not members of your class but include their class year: I was happy to hear from Mary Ryan Johnson, who had lunch with Michael Scott ’78.

• We will not print news of engagements or pregnancies. However, we will happily publish news of marriages and births.

• List deaths at the end of your column. The standard form is as follows: The Class of ’44 sends sympathy to the family and friends of Jill Smith Winston, who died on 3/21/08. We have a separate section at the end of the magazine for obituaries. If you have a newspaper obituary, please send it to our office for inclusion in this section. Please notify Karen Laskey if you learn of a death in your class. Likewise, the Office of Alumni Relations will contact both the class president and class correspondent upon notification of a death and receipt of an obituary.

• List your year at the top of your column with your name and address(es), as follows:
  1956, Jane Ryan Johnson, 1000 Elm St., Park Ridge, IL 60068, jane.johnson@email.com
  1980, John Smith, jsmith@email.com
• Check spelling of all classmates’ names against the class list we sent you. Verify any information that sounds odd or fantastic before including it in your column. A quick email or phone call to a classmate can save a lot of embarrassment.

• Avoid lengthy entries. Stick to concise, newsy items about alumni and their immediate family.

• To protect the privacy of CC alumni, please do not list street addresses in the Class Notes. Instead adopt the following format: Marcy Dubroff has moved to Cincinnati. Please call the alumni office, 800-888-7549, for her address and phone number.

REUNION INFORMATION
After your class has celebrated its reunion, please send along a column describing the events of the weekend. If you cannot attend the reunion, please ask a friend to send you information so you can write your column. Even if a new correspondent has been elected, it is your responsibility as the outgoing volunteer to write this last column. (The newly elected class correspondent will not have the necessary information to do so.)

Please note: If no correspondent has been elected, our office will assume that you plan to continue with your volunteer responsibilities. Please inform us if this is not the case, and we will begin a search for a new class correspondent.

SUBMITTING PICTURES
The magazine is happy to print photographs of alumni and their families in the Class Notes section. All photos must feature at least one alumnus or alumna and include full names and class years. Digital photos must be at least 300 dpi and 4x6 inches. If a classmate emails you a high-resolution picture for inclusion in the magazine, please forward it to Josh at janusewi@conncoll.edu. Alumni may mail prints directly to the College. Prints will be returned if accompanied by a self-addressed, stamped envelope.

Photos are published on a space-available basis at the discretion of CC: Connecticut College Magazine. Due to the volume of photos received, we cannot guarantee that all will be printed.

ADDRESSES
It is important to remember that alumni addresses and phone numbers are confidential. Please do not share this information with anyone outside of the College community. If anyone contacting you professes to be from the College and asks you to supply the names and addresses of alumni, please do not give out any information and contact the alumni office at 800-888-7549 to inform them of the matter.

If you change your addresses, be sure to send Josh Anusewicz your new information so she can update our records. Likewise, when a classmate notifies you of a new address, please forward the information to Josh and she will notify the records keeping department.

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