



CONNECTICUT COLLEGE

2022

2023

Class Correspondent Handbook



Your Role

Request, collect, and organize news from your classmates to be printed in the Class Notes section in *CC Magazine*.

Edit your Class Notes column for length, accuracy, and consistency.

Notify the Office of Alumni and Parent Engagement of any important class updates that might not be included in your column (Ex. classmate contact info., job changes, passing of classmates).

Class Notes Guidelines

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

SPACE Each class is allotted space for a TOTAL of 750 words in the Class Notes section of *CC Magazine*. Columns we receive that exceed the word limit could be edited for space.

NAMES 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. Sample from Class of 1977 Class Notes section: I was happy to hear from **Mary Ryan Johnson**, who had lunch with Michael Scott '78.

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

Class Notes Guidelines Continued.

- DEATHS** Deaths are listed in the *In Memoriam* section, following the Class Notes. Please contact the Office of Alumni and Parent Engagement if you learn of the death of a classmate, as the College may not be aware. The Office of Alumni and Parent Engagement will also notify you, along with your Class President if they learn of a death.
- PHOTOS** 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. We cannot 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 files.

Class List

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 and Parent Engagement if you notice any misspellings or other inaccuracies on the list that the College should update.

Confidentiality

Please keep alumni contact information confidential. Classmate contact information should not be shared in the Class Notes column. For any contact information updates, please notify the Office of Alumni and Parent Engagement.

Submission Dates & Methods

Summer Issue

Fall Issue

Winter Issue

March 1

August 1

December 1



Columns should be emailed to classnotes@conncoll.edu, or submitted online at <https://conncoll.tfaforms.net/26>.

In response to alumni requests, individuals are now able to submit their personal class updates through the online form, which we will compile and add to each class column.



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

Mail to: Office of Alumni and Parent Engagement, c/o Class Notes
270 Mohegan Ave., Becker House
New London, CT 06320

Thank you!

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.

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Us!



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Connecticut College
Networking

Contact
Us!



(860) 439-2300



conncoll.edu/alumni



[classnotes@
conncoll.edu](mailto:classnotes@conncoll.edu)