CLASS OFFICERS HANDBOOK

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alum.barnard.edu/volunteer
BARNARD STAFF CONTACTS

alum.barnard.edu/contact

The Barnard Staff thanks you for your work on behalf of the Alumnae Association. Your commitment and efforts are invaluable to the College, and the Barnard College community is deeply grateful for your work.

CLASSES OF 1930-1951
Regarding class events and communications:
Erin Fredrick ’01
212.854.0018, efredrick@barnard.edu
Regarding a gift to Barnard:
Alden Prouty
212.854.7806, aprouty@barnard.edu
Audra Lewton
212.854.0787, alewton@barnard.edu

CLASSES OF 1952-1958
Regarding class events and communications:
Susannah Goldstein ’02
212.854.0572, sgoldstein@barnard.edu
Regarding a gift to Barnard:
Alden Prouty
212.854.7806, aprouty@barnard.edu
Audra Lewton
212.854.0787, alewton@barnard.edu

CLASSES OF 1959-1969
Regarding class events and communications:
Erin Fredrick ’01
212.854.0018, efredrick@barnard.edu
Regarding a gift to Barnard:
Mary Ann Owens
212.854.7806, mowens@barnard.edu
Judy Katz
212.854.6201, jkatz@barnard.edu

CLASSES OF 1970-1973
Regarding class events and communications:
Susannah Goldstein ’02
212.854.0572, sgoldstein@barnard.edu
Regarding a gift to Barnard:
Halima Leak
212.854.7653, hleak@barnard.edu
Sylvia Humphrey
212.854.2753, shumphrey@barnard.edu

CLASSES OF 1974 AND 1979
Regarding class events and communications:
Mew Chiu ’95
212.854.2005, alumnaeaffairs@barnard.edu
Regarding a gift to Barnard:
Halima Leak
212.854.7653, hleak@barnard.edu
Sylvia Humphrey
212.854.2753, shumphrey@barnard.edu

CLASSES OF 1975-1978
Regarding class events and communications:
Susannah Goldstein ’02
212.854.0572, sgoldstein@barnard.edu
Regarding a gift to Barnard:
Halima Leak
212.854.7653, hleak@barnard.edu
Sylvia Humphrey
212.854.2753, shumphrey@barnard.edu

CLASSES OF 1980-1983
Regarding class events and communications:
Vanessa Corba ’96
212.854.0518, vcorba@barnard.edu
Regarding a gift to Barnard:
Monica McIntyre
212.854.7578, mmcintyre@barnard.edu
Deborah Braverman ’84
212.854.3564, dbraverman@barnard.edu

CLASSES OF 1984
Regarding class events and communications:
Christine Shin ’84
212.854.2374, cshin@barnard.edu
Regarding a gift to Barnard:
Monica McIntyre
212.854.7578, mmcintyre@barnard.edu
Deborah Braverman ’84
212.854.3564, dbraverman@barnard.edu
CLASSES OF 1985-1993
Regarding class events and communications:
Vanessa Corba ’96
212.854.0518, vcorba@barnard.edu
Regarding a gift to Barnard:
Donnis Glover
212.851-5686, dglover@barnard.edu
Farah Jaffer
212.854.5879, fjaffer@barnard.edu

CLASS OF 1994
Regarding class events and communications:
Susannah Goldstein ’02
212.854.0518, vcorba@barnard.edu
Regarding a gift to Barnard:
Monica McIntyre
212.854.7578, mmcintyre@barnard.edu
Farah Jaffer
212.854.5879, fjaffer@barnard.edu

CLASSES OF 1995-2008
Regarding class events and communications:
Elizabeth Glynn
212.854.0532, eglynn@barnard.edu
Regarding a gift to Barnard:
Donnis Glover
212.851-5686, dglover@barnard.edu
Farah Jaffer
212.854.5879, fjaffer@barnard.edu

Alumnae Affairs, Vagelos Alumnae Center
Phone: 212.854.2005, Fax: 212.854.1699
Institutional Advancement, 115 Milbank
Phone: 212.854.2001, Fax: 212.854.7550
CLASS PRESIDENT

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs staff

DESCRIPTION
The Class President provides leadership to the class. The President sets an annual meeting for the class officers. She also oversees the schedule of class events and is empowered to appoint assistants for any and all class projects.

RESPONSIBILITIES
◆ Arrange and attend an annual meeting with fellow class officers
◆ Collaborate with class officers to establish regular contact with classmates through print and electronic communications and/or planning class events between Reunions
◆ Maintain contact with the Vice President/Reunion Chair and other officers during the planning and scheduling of reunion events
◆ Keep records of important class communications with officers and Alumnae Affairs. These files should be passed on to the succeeding president
◆ Plan and implement strategy for class initiatives over the five year term, in consultation with fellow class officers
◆ Determine an appropriate course of action (in conjunction with the Alumnae Affairs staff) if a class officer cannot fulfill her responsibilities
◆ Attend Leadership Council and Reunion; if circumstances prevent attendance at either event, the President will send a representative from the class

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS VICE PRESIDENT

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs Staff

DESCRIPTION
The principal duty of the Vice President is to act as Reunion Chair. The Vice President appoints classmates to committees and coordinates the work of all involved.

RESPONSIBILITIES
◆ Attend annual class meeting
◆ Reach out to classmates to serve on the Reunion Committee
◆ Plan schedule of class activities at Reunion in cooperation with fellow class officers and the class Reunion Committee
◆ Act as a principal source of Reunion information to classmates
◆ Act as President if she is unable to fulfill her responsibilities for the position
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers
◆ Attend Leadership Council and Reunion; if circumstances prevent attendance at either event, send a class representative

APPOINTMENTS
_Suggested Reunion Committee Chairs_
◆ Class Dinner Chair
◆ Class Book Chair
◆ Off-campus events Chair

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS CORRESPONDENT

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Barnard Senior Editor (columns): Deborah Staab, dstaab@barnard.edu
◆ Alumnae Affairs staff (class e-mail/mailings): see staff contact information page

DESCRIPTION
The correspondent is responsible for submitting class news four times a year for the Class Notes section of Barnard.

RESPONSIBILITIES
◆ Attend annual class meetings
◆ Write and submit in timely fashion class news for publication in Barnard, adhering to the most recent “Class Notes Style and Guidelines”
◆ Attend and cover class events
◆ Report any changes in a classmate name or address to Alumnae Records (alumrecords@barnard.edu)
◆ Assist both the class nominating committee and the reunion chair with nominations for the reunion committee and class officer positions
◆ Maintain files on classmates and class business that is of historical value to the class
◆ Stay informed of reunion activities during a reunion year
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers
◆ Attend Leadership Council and attend and cover Reunion; if circumstances prevent attendance at either event, it is the responsibility of the correspondent to send a class representative

QUALIFICATIONS
◆ Willingness to solicit news from classmates
◆ Computer and Internet access is strongly recommended
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Excellent organizational skills
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS FUND CHAIR

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Institutional Advancement Staff
◆ Alumnae Affairs Staff

DESCRIPTION
Beginning with the fiscal year following Reunion (starting July 1), the Fund Chair will work closely with staff from The Barnard Fund to set class fund-raising and participation goals. She will work with both Barnard staff and fellow class officers to create plans to meet these goals and will reach out to classmates to encourage higher levels of giving and participation.

RESPONSIBILITIES
◆ Attend annual class meetings
◆ Approve annual appeal letter for The Barnard Fund
◆ Participate in the annual Barnard Fund Phone-a-thon and make appeal calls
◆ Write thank you notes to class donors
◆ Monitor progress toward class goals in interim and reunion years, contacting lapsed and non-donors in order to maintain participation, while keeping class officers informed of progress
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers
◆ Attend Leadership Council and Reunion; if circumstances prevent attendance at either event, it is the responsibility of the Fund Chair to send a class representative
◆ During a reunion year:
  o Serve as a member of the Reunion Committee
  o Recruit class fundraisers as needed for the Reunion Committee
  o Keep classmates informed of progress toward Reunion gift goals

QUALIFICATIONS
◆ Ability and willingness to talk to classmates about the importance of contributing to The Barnard Fund
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS TREASURER

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs staff

DESCRIPTION
The class Treasurer is responsible for the fiscal management of the class treasury, including the collection of dues and maintenance of all financial records.

RESPONSIBILITIES
◆ Attend annual class meeting
◆ Solicit class dues (if applicable)
◆ Submit all collected dues to Alumnae Affairs staff for deposit into class escrow account to cover class-specific event expenses (if you have not already done so, please contact Alumnae Affairs about the procedure to transfer class funds into class escrow account)
◆ Update class officers of account balance
◆ Transfer financial records to the new treasurer following Reunion
◆ Assist the reunion chair in developing a Reunion budget
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers
◆ Attend Leadership Council and Reunion; if circumstances prevent attendance at either event send a class representative

QUALIFICATIONS
◆ Ability to maintain accurate records
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to solicit class dues from classmates
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs staff

DESCRIPTION
The principal duty of the Nominating Chair is to identify new class officers. The Nominating Chair should maintain contact with many classmates. She is responsible for recommending a new slate of class officers.

RESPONSIBILITIES
◆ Attend annual class meeting
◆ Poll classmates to recommend a new slate of class officers
◆ Become familiar with the responsibilities of all class officers and inform candidates of the job responsibilities
◆ Create ballots with final slate of officers and include in class mailing or e-mail
◆ Send approved slate of officers to Alumnae Affairs by June 30 of Reunion year
◆ During a reunion year, stay informed of Reunion class activities
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with the class officers
◆ Attend Leadership Council and Reunion; if circumstances prevent attendance at either event, it is the responsibility of the Nominating Chair to send a class representative

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
CLASS NETWORKING CHAIR

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Alumnae Affairs staff

DESCRIPTION
The Networking Chair encourages classmates to remain connected to one another. The Networking Chair coordinates outreach efforts to the class to encourage participation in Reunion and other Barnard events.

RESPONSIBILITIES
◆ Attend annual class meeting
◆ Facilitate class outreach efforts through personalized phone, email and written contact
◆ Work with Reunion Planning Committee to build attendance
◆ Stay informed of Reunion class activity during a reunion year
◆ Plan and implement a strategy for class initiatives over the five year term, in consultation with class officers
◆ Attend Leadership Council and Reunion; if circumstances prevent attendance at either event, it is the responsibility of the Networking Chair to send a class representative

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Ability to work as part of a team with other class officers
◆ Willingness to represent the College and respond to questions and needs of classmates
◆ Commitment to make an annual financial gift to Barnard
**MINI REUNIONS**

Class officers are responsible for creating opportunities for classmates to connect in the five years in between milestone reunions. Call your Alumnae Affairs staff contact to help you put together details of the event.

**Event Ideas**
Some popular “mini reunion” events have been:
- Catered buffet at a classmate’s home, with or without speaker (faculty or author)
- Museum tour, followed by or following lunch, afternoon tea, or Sunday brunch at the museum, a local restaurant, or classmate’s home
- Attend a lecture (hosted by Barnard or any local organization or institution) by an expert in health, finance, or current events
- Tour a historic or cultural landmark (NYC examples: Gracie Mansion, United Nations, Botanical Gardens, New York Public Library, Rubin Museum)
- Lunch at the Columbia University Club of New York/Princeton Club
- Cocktail party at a classmate’s home during Homecoming weekend
- Regional gatherings — simultaneous mini reunions in New York, Boston, etc.
- Collective birthday party for classmates celebrating a milestone birthday

Remember also that Reunion is for everyone, every year! Invite your class to gather at a table at the “All Classes Dinner” on Friday evening, a Saturday afternoon performance or panel, or any other favorite Reunion event in between milestone years.

**Communications**
- Each class is allotted one mailing in a non-milestone year.
- There is no limit to the number of class e-mails sent in a year. Please refer to the *Electronic Communications Guide* in this booklet for guidelines on content and timing of e-mails.
- Work with your Alumnae Affairs staff contact to send print and electronic communications to your class.

**Collecting Fees**
- Alumnae Affairs staff can assist you with contracts, event fees, etc.
- If your class has a class account at Barnard, class officers must authorize use of class funds.
- The Class Treasurer should collect fees for mini-Reunions and forward monies to Alumnae Affairs for deposit into the class account.
- Please note class accounts (held at Barnard or at your own institution) are completely separate from class contributions to the College’s annual fund.

**Tracking Event Responses**
- RSVP’s for Mini Reunion events should go directly to the classmate organizing the event.
CLASS COMMUNICATIONS

Mailings
In the years between milestone reunions, every class is allotted one free mailing per fiscal year (July-June). This can be a postcard, letter, or newsletter. The content of the mailing should be written by class officers. Call your Alumnae Affairs staff contact (see list on pages 1-2) to make arrangements for printing and mailing.

Class Webpage
Every class has its own webpage, found at alum.barnard.edu/your class year. Updates for your class webpage should be sent to your Alumnae Affairs representative. The office needs one week to process all web updates. Please submit the name of your class page, the section you would like updated, and the text you want to include on the page.

Facebook
More classes are organizing Facebook groups for their classes. This is an easy way to keep in touch with classmates, request class notes, and stay up to date on class events. Class Facebook groups should be controlled by class officers. Please let Alumnae Affairs know if you start a Facebook group. You can advertise the group to your classmates through Class Notes, e-mail, or Bits & Bytes, and classmates can request to join the group.

Electronic Communications
The following are guidelines for submitting material for broadcast e-mail messages, web updates, and Barnard Bits & Bytes.

Who to Contact
Please designate one member of your committee/board to contact the Alumnae Affairs staff representative to your class regarding all electronic communications related to the class. Please see pages 1-2 of this handbook for Alumnae Affairs staff contact information.

PLEASE NOTE: Class Correspondents should contact Alumnae Affairs staff to send messages regarding class notes, but columns are to be submitted directly to the magazine.
**When to Make Your Request**

Alumnae volunteers are asked to submit requests at least one week in advance. Please note that your request cannot be processed until all event details are finalized.

E-mails sent Monday through Thursday have demonstrated the best rate of readership. The number of e-mails sent to alumnae from the College is limited to ensure that alumnae do not perceive them as spam and unsubscribe from Barnard's e-mail list.

*Barnard Bits & Bytes* is sent out on the 2nd Wednesday of every month, except holidays. Separate club and class e-mails will NOT be sent out within one week of *Barnard Bits & Bytes*. Instead, those requests should be included in the *Barnard Bits & Bytes* e-newsletter to that audience. Please plan your class and club e-mail schedule with the *Barnard Bits & Bytes* schedule in mind.

**What to Include**

Three vehicles of electronic communications are available: broadcast e-mails, web pages, and *Barnard Bits & Bytes*, Barnard’s monthly alumnae e-newsletter. Each requires the same basic information, as indicated below. All content must come from class officers. Please note that e-mail requests should always include a web page update so that complete and accurate information can be provided to your audience.

All electronic communications requests should include the following:

- Requested date for web update/e-mail broadcast
- Link to the class/club/event web page to be updated
- For all messages pertaining to events, please include:
  - Name of the event
  - Day of the week, date and time
  - Location (include address, city and state)
    Please note that we do not include private home addresses or home phone numbers on the web. For web updates, write instead “The (city name) home of (alumna).”
  - Full description of the event, including any bios of speakers, etc.
    If you would like special formatting (bold, indent, italics, images, etc.), please use that formatting in your request.
  - RSVP deadline and contact (alumna or Alumnae Affairs, with contact information)
  - Cost (if applicable)
  - Any co-sponsors of the event (if applicable)
BROADCAST E-MAILS ONLY

All of the above, plus:

- Subject line
- “Reply-To” e-mail address
- Text name of who the e-mail is from (i.e. “Barnard College Alumnae Affairs” or “Class of 1933” or an individual name)
- Full address of event location (including events at private homes)

BITS & BYTES SUBMISSIONS ONLY

All of the above, plus:

- Audience of event (class year, metro area, etc.)
- One- to two-sentence description of event. Any information beyond two sentences should be posted on the appropriate area of the website, and the Barnard Bits & Bytes announcement will link to that site.
APPENDIX

A Strategy for Class Networking: A Summary
Developed by Florence Federman Mann, Class of '55

1. Organize Networking Committee: Chairperson plus 3-6 volunteers.

2. Identify and recruit Networking Co-Captains in discrete geographic regions in which class members live. Contact potential Co-Captains by phone/e-mail.

3. Coordinate ongoing planning and communications with Class Officers, Reunion Committee, Alumnae Affairs, and Institutional Advancement at every step.

4. Initial and follow-up mailings to all Co-Captains include job description and responsibilities, sample memos, summary forms, stationary and envelopes, and sufficient lists of classmates sorted by zip code.

5. Co-captains in each region cooperate to plan a strategy for:
   a. Contacting alumnae in their region by mail, phone and/or e-mail
   b. Holding get-togethers for classmates in a home, restaurant, etc. (dutch treat)

6. Prepare final list of Co-Captains by late fall of Reunion year.

7. Solicit summary reports of Co-Captain activities and results:
   a. Names and numbers of all classmates contacted by phone, e-mail, handwritten note, etc.
   b. Dates, times, names and numbers of attendees at hosted regional mini-reunions.
   c. Tally report of above information sent to Class Officers, Reunion Committee, Alumnae Affairs

8. Networking Committee contacts international alumnae by handwritten notes and e-mail. Prepare summary report.

9. Recognize efforts of all networking program participants at Reunion (and at class gatherings leading up to and in between reunion years).

10. Plan follow-up mini-reunions at appropriate locations, dates/times to encourage and facilitate alumnae to connect and reconnect

*At every step of the way, please encourage classmates to join the Alumnae Online Community so they may receive e-mails from Barnard, including announcements of class events and Barnard Bits & Bytes, the College’s monthly e-newsletter. There is also an online directory available for personal (not professional) use! Log on at alum.barnard.edu/community
Class Notes Style and Guidelines
By Deborah Staab, Senior Editor, Barnard magazine

Vagelos Alumnae Center
Barnard College
3009 Broadway
New York, NY 10027-6598
Tel: 212.854.6066
Fax: 212.854.0044
E-mail: cnotes@barnard.edu

Deadlines
Class Notes columns should be sent to Deborah Staab by regular mail, fax, or e-mail. Deadlines for the upcoming year are as follows:
Spring 2008 issue: Monday, February 2, 2009
Summer 2008 issue*: Monday, May 4, 2009
*Reunion class’ columns are due June 8, 2009

A NOTE ABOUT DEADLINES:
It is imperative that all correspondents adhere strictly to the above deadlines; this is crucial in order for the magazine staff to remain on schedule with production and to get the issue to the printer on time. Please be mindful of the fact that editing, fact-checking, copyediting, laying out, and designing Class Notes is a lengthy and time-consuming process that does not allow for last-minute changes and additions. We appreciate your cooperation and understanding.
GUIDELINES FROM SENIOR EDITOR

Deadline Reminders / Forwarding News to Correspondents
Deadline reminders will be sent to you about two weeks in advance of the deadline. At that time, Deborah Staab also will include any Class Notes items that have come to the magazine office and to the College (we often receive news and notes through other staffers in Alumnae Affairs and Development). For classes that have more than one correspondent, we will send all materials and reminders to all co-correspondents.

Sending Your Column to Barnard
Please send your column either as a Word attachment or pasted into the body of the e-mail to: cnotes@barnard.edu. If you don’t have e-mail, please type your column, if possible; if typing is not possible, please ensure that your handwriting is legible.

You may submit the typed or handwritten column via fax at 212.854.0044 or by mail to:
Debbie M. Staab
Senior Editor, Barnard magazine
Vagelos Alumnae Center
Barnard College
3009 Broadway
New York, NY 10027-6598

Please be sure to retain a copy of each column for your own files and in case there is a problem with transmitting the file to the magazine.

Word Count
The maximum length for each column, per issue, is 500 words. Longer columns will be accommodated as space allows. If you have more than 500 words to include, send the column. We will do our best to run it in its entirety. If the extra words cannot be accommodated, we will send back the news that was held; if you choose, it can be used in your next column.

Every column is edited for length, as well as for grammar, style, and accuracy (see fact-checking note below). Even if your column is within the 500-word limit, it will still be edited for grammar, style, and accuracy.

Reporting Class News

- **Be sure news is stated accurately.** If you paraphrase a classmate’s note or select information from a long article or press release, please take care not to alter the facts in the process. If you receive news secondhand, mention that fact—and include the name of your source—with the item. We will do some general fact-checking but we rely on you to get the personal details right.

- **Use your best judgment.** Be sparing with details of classmates’ medical histories, travels, pets, grandchildren’s schooling, in-laws’ occupations, etc.

- Due to space constraints and privacy concerns, we do not publish the e-mail addresses of alumnae other than those of the correspondents. On occasion the magazine will publish the name and contact information of an alumna hosting a Barnard-related event and requesting RSVPs or Class Officers asking for help with Barnard events.
• **Avoid duplication of information.** One of our goals is to have every alumna in each class appear in her class column at least once every five years. That said, avoid duplication of information and try to minimize repeated references to the same people.

• **Omit “pending” items.** Our policy is to omit “pending” items such as engagements, pregnancies, “plans” to move or start degrees. This will avoid duplication of the news when the event actually takes place. Also, in the event of an unhappy outcome or change of plans, it will avoid potential embarrassment or distress.

• **Class Notes is not a personal message board.** Please omit requests by alumnae to hear from people they haven’t heard from in a while or to make business contacts. You may give the alumna making the request the mailing address of the individual on your class list; you may direct her to the online directory available through the alumnae online community alum.barnard.edu/community; or refer the classmate to Alumnae Affairs, 212.854.2005.

• Occasionally, we publish the names of “missing” members of a class. If you think it would be useful at any time, let us know. If a classmate wants to hear from alumnae in her area or with a particular shared interest, include a note suggesting that people write to her c/o Alumnae Affairs, or offer to forward it yourself.

• A good rule of thumb: the only address or phone number that should appear in your column is your own.

• “Salon” If alumnae inform you about books they’ve published, have them contact us at cnotes@barnard.edu, or ask them to send us a letter. This is a helpful way for the magazine to learn about new and upcoming releases. Once such news is forwarded to us, we will consider it for a listing in the “Salon” section. You may also mention the publication as news in your column but try to avoid lengthy synopses or press release language.

### How to Get More News

Be proactive in gathering news for your column. If you’d like to receive more news, options include sending postcards to a few classmates from time to time or making phone calls. Some correspondents recruit helpers to contact classmates in their area who haven’t been heard from for a while.

If you find that you have nothing to submit for a particular issue, please send word to that effect before the deadline.

### Names and Addresses

Please provide the full name of each alumna, spelled correctly and in the form she uses. The order is: First Maiden Married, or First Maiden-Married, or without the married name, as the case may be. **Do not use a nickname unless you are sure it’s the person’s preference, and then make a note to us, so we will know you want the nickname left as is.** If the person has a nickname, it will be inserted in parentheses next to the full name, e.g., First (Nickname) Maiden Married.

• You’ll receive an updated class list every summer from Alumnae Records. If a classmate sends you news and her name or address varies in any way from the information on your class list, please send that information to us and the Alumnae Records Office as soon as possible, at alumrecords@barnard.edu.
• If you hear from an alumna who isn’t on your class list but indicates that she wants to be considered a member of your class, highlight that when you send your column, so that we can call it to the attention of Alumnae Records.

Deaths
• If the College is notified of the death of a member of your class, someone from Alumnae Records will notify you of the date and the names of survivors who are known to us.

• Prior to the due date of each column, you will also receive, from us, a listing of the deceased alumnae appearing in the previous magazine (e.g., before your summer column is due, you will receive the list that will appear in the spring issue so you can mention it in the summer column if you choose).

• If word of a death reaches you from another source, please notify the Alumnae Records Manager, (212.854.7792; alumrecords@barnard.edu) so we can verify the information.

• We cannot print information about a death until it is verified by Alumnae Records, so the information might not appear in your column until the next issue.

• In most cases, tributes to deceased classmates should be included in your column. Since space on the “In Memoriam” page is limited, we generally include obituaries only for women who would be well known to alumnae outside their own class. If family members or friends wish to include an alumna in “In Memoriam,” please let them know our policy, and if they feel their subject is well known outside her class, then please direct them to us.

Donations
• If an alumna wants to have something in the column about sending donations in honor of deceased alumna, take it out unless the donations are to Barnard.

Style
There is no single way to write a column, but below are some style and grammar guidelines. For spelling questions please refer to Merriam-Webster’s Collegiate Dictionary, Eleventh Edition.

Class Notes Style Highlights
• Always use a serial comma (e.g., cheese, eggs, and milk).
• Use contractions.
• Alumnae names should appear First (Nickname) Maiden Married. In some cases, the nickname and married names won’t apply. See the Names And Addresses section for more on this.
• Formatting Names: You may bold alumnae names, but please don’t type them in all caps or all lowercase.
• Use “says” instead of “said,” unless it’s a lecture or event write-up.
• Place only one space after periods in between sentences.
• Lowercase titles always follow a name (e.g., Jane Doe, president of the Acme Corporation, as opposed to President of the Acme Corporation, Jane Doe).
• Ages: Her 5-year-old son is in kindergarten OR Her son, 5, is in kindergarten.
• Numbers: Spell out whole numbers below 10; use numerals for 10 and above (except when referring to ages). Spell out a numeral that begins a sentence (e.g., Twelve days later).
• **Degrees/titles**: Lowercase “master’s” and “doctorate”; do **NOT** use periods in academic titles like PhD or MD; use “Dr.” only to refer to a person who holds a doctor of medicine or doctor of osteopathy degree.

• Any type of list should always be placed in alphabetical order (e.g., She has lived in Alaska, Ohio, Utah, and Wyoming.).

• Use the following state abbreviations:

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>Alabama</td>
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</table>

**Your Contact Information**

It’s up to you to let us know what contact information you’d like included at the end of your column. Many correspondents include their mailing address and e-mail address, but some also give phone numbers and fax numbers.

If you use e-mail and haven’t signed up yet for your permanent Barnard e-mail forwarding address, you can go to [alum.barnard.edu/community](http://alum.barnard.edu/community). We encourage all alumnae to register with the online community and sign up for their own e-mail addresses. It’s free and an easy way for alumnae to send you their news!
Frequently Asked Questions

May I run pictures in my column?
Unfortunately, due to space constraints we are not able to accommodate photos in the Class Notes section.

How do I sign up for my permanent @alum.barndard.edu e-mail forwarding address?
• Go to alum.barnard.edu/community
• If you have not previously registered, then click on Click Here To Register Now!
• Once you have registered, click on Permanent E-mail on the left-hand side of the screen.
• The next screen will display what your address will be, where the mail will be forwarded, a place to change a forwarding address, and a button marked Activate.
• Click on the Activate button.
• It can take 12 to 24 hours for your permanent e-mail to start forwarding to your new address.

How do I send out broadcast e-mails?
• Any e-mail sent out to more than 25 alumnae is a broadcast e-mail.
• A broadcast e-mail tool has been set up for use by Barnard alumnae and staff.
• To use this tool you will create the message you would like to send, which should be alumnae-specific; it is forbidden to transmit messages for any type of commercial use or charitable solicitations.
• Contact the Alumnae Affairs staff representative for your class to arrange to have the message sent to your classmates. Please allow one week.
• For further instructions, please refer to the electronic communications guide, beginning on page 11 of this handbook.

If you have any questions, please let Deborah Staab know. And many thanks for all your work! We appreciate your time and effort and contributions, and look forward to working with you.