CLASS OFFICERS HANDBOOK
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BARNARD STAFF CONTACTS

alum.barnard.edu

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 1935-1959
Regarding class events and communications:
Susan Seigle '67
646.745.8315, sseigle@barnard.edu
Regarding a gift to Barnard:
Kate Desulis
212.870.2583, kdesulis@barnard.edu

Alumnae Affairs
Phone: 212.854.2005, Fax: 212.854.1699

Development
Phone: 212.870.2520, Fax 646.745.8300

CLASSES OF 1960-1961
Regarding class events and communications:
Carly Sorscher
646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
Deborah Braverman '84
212.870.2581, dbraverman@barnard.edu

CLASSES OF 1962-1963
Regarding class events and communications:
Carly Sorscher
646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
Dawn Williams
212.870.2582, dwilliam@barnard.edu

CLASS OF 1964
Regarding class events and communications:
Erin Fredrick '01
646.745.8310, efredrick@barnard.edu
Regarding a gift to Barnard:
Dawn Williams
212.870.2582, dwilliam@barnard.edu

CLASSES OF 1965-1969
Regarding class events and communications:
Carly Sorscher
646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
Dawn Williams
212.870.2582, dwilliam@barnard.edu
CLASSES OF 1970-1975
Regarding class events and communications:
  Celeste Rivera ’04
  646.745.8312, crivera@barnard.edu
Regarding a gift to Barnard:
  Dawn Williams
  212.870.2582, dwilliam@barnard.edu

CLASSES OF 1976-1978
Regarding class events and communications:
  Celeste Rivera ’04
  646.745.8312, crivera@barnard.edu
Regarding a gift to Barnard:
  Deborah Braverman ’84
  212.870.2581, dbraverman@barnard.edu

CLASS OF 1979
Regarding class events and communications:
  Celeste Rivera ’04
  646.745.8312, crivera@barnard.edu
Regarding a gift to Barnard:
  Louise Dunbar
  212.870.2585, louisedunbar@barnard.edu

CLASS OF 1980
Regarding class events and communications:
  Carly Sorscher
  646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
  Louise Dunbar
  212.870.2585, louisedunbar@barnard.edu

CLASS OF 1981
Regarding class events and communications:
  Carly Sorscher
  646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
  Dawn Williams
  212.870.2582, dwilliam@barnard.edu

CLASSES OF 1982-1988
Regarding class events and communications:
  Carly Sorscher
  646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
  Louise Dunbar
  212.870.2585, louisedunbar@barnard.edu
CLASS OF 1989
Regarding class events and communications:
   Carly Sorscher
   646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
   Amy Leveen
   212.870.2580, aleveen@barnard.edu
   Deborah Braverman '84
   212.870.2581, dbraverman@barnard.edu

CLASSES OF 1990-1991
Regarding class events and communications:
   Lauren Glover '09
   646.745.8316, lglover@barnard.edu
Regarding a gift to Barnard:
   Deborah Braverman '84
   212.870.2581, dbraverman@barnard.edu

CLASSES OF 1992-1993
Regarding class events and communications:
   Lauren Glover '09
   646.745.8316, lglover@barnard.edu
Regarding a gift to Barnard:
   Louise Dunbar
   212.870.2585, louisedunbar@barnard.edu

CLASS OF 1994
Regarding class events and communications:
   Carly Sorscher
   646.745.8311, csorscher@barnard.edu
Regarding a gift to Barnard:
   Louise Dunbar
   212.870.2585, louisedunbar@barnard.edu

CLASS OF 1995-1999
Regarding class events and communications:
   Lauren Glover '09
   646.745.8316, lglover@barnard.edu
Regarding a gift to Barnard:
   Deborah Braverman '84
   212.870.2581, dbraverman@barnard.edu

CLASSES OF 2000-2014
Regarding class events and communications:
   Faith Rusk '10
   646.745.8313, frusk@barnard.edu
Regarding a gift to Barnard:
   Julie Palmedo
   212.870.2584, jpalmedo@barnard.edu
CLASS OFFICER JOB DESCRIPTIONS

Please note that in 2010 we phased out the following officer positions:

Class Treasurer
Class Nominating Chair
Class Networking Chair

The responsibilities of these former positions have been absorbed by Class Presidents and Vice Presidents. If you are currently serving as a Class Treasurer, Class Nominating Chair, or Class Networking Chair, please contact Alumnae Affairs for your job description.
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 can appoint assistants for any and all class projects.

RESPONSIBILITIES
◆ Arrange, attend, and lead 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 in between Reunions
◆ During a Reunion year, work closely with Vice President/Reunion Chair to assist with building Class Reunion Committee, planning Reunion class activities, and encouraging attendance at Reunion
◆ 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
◆ In preparation for the conclusion of the five-year term of officers, work with the Class Reunion Committee to prepare a new slate of class officers. This should involve:
  o Polling classmates for recommendations and volunteers
  o Becoming familiar with the responsibilities of all class officers
  o Informing candidates of the job responsibilities and securing commitments from nominees to serve a five-year term
  o Creating ballots with final slate of officers and including in class mailing or e-mail; presenting at Class Dinner
  o Sending approved slate of officers to Alumnae Affairs by June 30 of Reunion year
◆ In consultation with other officers, select two class representatives to attend Leadership Assembly and send follow-up communications to officers/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 and to coordinate mini-reunions. The Vice President appoints classmates to committees and coordinates the work of all involved. Suggested possible appointments include Class Dinner Chair, Class Booklet Chair, and Off-Campus Events Chair.

RESPONSIBILITIES
◆ 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
◆ Reach out to classmates to serve on the Class Reunion Committee
◆ Develop and maintain or delegate maintenance of Reunion budget
◆ Act for the President if she is unable to fulfill her responsibilities
◆ Plan and implement a strategy for class initiatives over the five-year term, in consultation with class officers
◆ Attend annual class meeting
◆ If the class holds a class account, request regular balance report from Alumnae Affairs and share with class officers if appropriate
◆ Solicit class dues (if applicable) and submit all collected dues to Alumnae Affairs staff for deposit into class escrow account to cover class-specific event expenses
◆ Transfer financial records to the new Class Vice President following Reunion

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
◆ For columns, contact Barnard magazine staff (classnotes@barnard.edu)
◆ For class e-mail/mailings, contact Alumnae Affairs staff

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”
◆ Send broadcast emails and post events to the class group on the Alumnae Network
◆ 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 class 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

QUALIFICATIONS
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Willingness to solicit news from classmates
◆ Computer and Internet access is strongly recommended
◆ 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

NOTE: The outgoing correspondent is responsible for the column immediately following Reunion. The new correspondent, elected at Reunion, begins her term July 1 and is responsible for the column due in August (and deadlines thereafter).
CLASS FUND CHAIR

TERM
◆ Five years

BARNARD COLLEGE CONTACT
◆ Development Staff

DESCRIPTION
Beginning with the fiscal year following Reunion, the Fund Chair will work closely with Development staff to set class fundraising 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
◆ Participate in the annual Phonathon 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 and Barnard Development Office staff
◆ 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
◆ Enthusiasm for Barnard, a strong interest in her class, and a desire to increase class participation at Barnard events
◆ Commitment to make an annual financial gift to Barnard
◆ Ability and willingness to talk to classmates about the importance of contributing annual gift to the College.
◆ 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

NOTE: As of 2010, Fund Chairs are appointed by the Annual Giving staff in Development.
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 a museum, 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, Rubin Museum, American Museum of Natural History)
- Lunch at the Columbia University Club of New York/Princeton Club
- Monthly happy hour in location convenient to office/commuting hub (NYC example: Grand Central, DC example: K Street or Capitol Hill)
- Cocktail party at a classmate’s home or near campus 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.
- Class officers must authorize use of class funds
- If the class is going to maintain a class account, we strongly advise utilizing the class accounts at Barnard. The Class Vice President should collect fees for mini-reunions and forward monies to Alumnae Affairs for deposit into the class account. Alumnae Affairs staff can provide frequent statements of funds held in class accounts
- Please note class accounts are completely separate from class contributions to the College’s annual fund

Tracking Event Responses
- RSVPs 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 1-3) to make arrangements for printing and mailing.

ELECTRONIC COMMUNICATIONS GUIDE
Guidelines and Best Practices for Using Group Tools on the Alumnae Network

Requesting Staff Support
If requesting Alumnae Affairs send an email or post an event to the group page, please provide the text to the appropriate staff person at least two weeks in advance. Please note that your request cannot be processed until all event details are finalized.

Group Posts
All group members may add group posts. Posts enable group members to make announcements to each other and have ongoing discussions. Group posts are public discussions and/or announcements to the entire group.

Potential topics for group posts include:
- Soliciting suggestions for planning future events
- Generating enthusiasm for upcoming activities
- Announcements of interest to the group
- Notifications of changes to an event’s details
- Discussion threads to foster connections and build momentum for an event

To add a group post, click “add” under the group posts heading. Enter the desired text in the text box and click “finish.” If you have a link to an article or website that you feel is of interest to the group, click the tab on top of text box for “link.” Copy and paste the URL into the appropriate box and make sure to add your thoughts in the “comments” section.

Group Photos
All group members may upload photographs to the group page. Photos posted to a group page should be of class/club events. Personal pictures should be uploaded to personal albums. Please do not post copyrighted images.

To add a group photo, click "add" under the group photo heading. Browse to select the correct file to upload from your computer. The photographs must be in JPEG, GIF, or PNG file format and under 4 MB to upload successfully. Please add captions to photographs that include information about when/where the picture was taken. You may also "tag" people in the picture. Tags on photos uploaded to the Alumnae Network are not linked to an individual's profile—the tags are only visible when looking at the specific photograph on the group page. After you choose the file to upload, click on the dialogue bubble icon that appears beneath the image. You can then enter text for the caption in
the box below and click on individuals in the picture to type in their names. Click to update the image with the captions and tags and then save.

**Broadcast emails**

Broadcast emails are messages sent to the email address on file for all group members. Designated Class Correspondents may send emails, after completing training. Alumnae Affairs can send broadcast emails to your group if you do not have a volunteer leader trained to do so.

E-mails sent Monday through Thursday have demonstrated the best rate of readership. The most effective emails have a descriptive subject line and are clear and concise.

*The number of e-mails sent to alumnae through the group should be limited to ensure that alumnae do not perceive them as spam and unsubscribe from the group’s e-mail list. Please do not send more than two e-mails a month.*

Appropriate subjects for broadcast emails include:

- Requests for class notes submissions for publication in the magazine
- Announcements of upcoming group meetings
- Event information for mini-reunions or club events

Broadcast emails may NOT be used for:

- Personal events, movies, videos, or pictures
- Solicitations and charitable donation requests
- Political advocacy
- Topics directed to a small subset of the group
- Chain letters or virus warnings
- Sending attachments
- Non-Barnard business
- Promoting personal business or announcements

Sending these materials will result in the revoking of administrator privileges for the group. You may send emails at the request of other group members, but please use your discretion in determining whether it is something that should be emailed to the entire group. Please consult your Alumnae Affairs staff contact if you have questions regarding appropriate use.

For all emails pertaining to events, please include:

- Name of the event
- Day of the week, date and time
- Location (include address, city and state)
- Full description of the event, including any bios of speakers, etc.
- RSVP deadline and contact information
- Cost (if applicable)
- Any co-sponsors of the event (if applicable)
**Formatting and Sending Emails**

When sending a broadcast email, please first type your desired text in a word processing program. If you are using Word 2007, check to see that the document is formatted with "straight quotes"—the system will convert any "smart quotes" to different characters. Make sure you spell check and proof the text before you copy and paste into the email. After you have selected "Email Members," enter the subject for your message—this field cannot be formatted. Copy the text of your main message. Right click in the body box and click "paste as plain text." Paste your text into the box that appears and click "ok." You may now use the formatting tools to change fonts, size, color, and other features. You may click on the image manager to add pictures to the email (please do not insert large files). The hyperlink manager allows you to add hyperlinks and email links to the message—highlight the word or address you would like to be clickable and then open the hyperlink manager and fill in the relevant information. Click "Preview" to see how your message will look. You may "Edit" to make any additional changes before previewing again and then clicking "Send."

**Event Posts**

Designated Class Correspondents may add events, after completing a brief training. Alumnae Affairs can post events to your group until you have a volunteer leader trained to do so.

Appropriate events to be posted to the group include:

- Committee meetings
- Class or club sponsored events
- Mini-reunions
- Events featuring a classmate or club member deemed to be of interest to the group

Please do not post personal invitations or repeatedly post the same information.

To post an event to your group page, click “add” under Group Events. Enter the name and description for the event (using the criteria below). Please note that the event descriptions are formatted into one paragraph.

For posting an event to the group, please include:

- Name of the event
- Date and time
- A description containing the location, RSVP deadline and contact, and any additional necessary information (cost, co-sponsors, etc).
DEADLINES:

Please make every attempt to submit your notes via-email, as all our production is done on the computer. If you do not have access to e-mail, your typed or legibly handwritten notes will be accepted. The address and fax number follow below.

Upcoming Deadlines (may be subject to slight changes):

**Winter 2014 issue**
Monday, October 7, 2013—deadline for requesting AA to solicit news from your class
Monday, November 4, 2013—deadline for providing Class Notes column to the Magazine (Please disregard an earlier correspondence that had the date in December.)

**Spring 2014 issue**
Monday, January 13, 2014—deadline for requesting AA to solicit news from your class
Monday, February 10, 2014—deadline for providing Class Notes column to the Magazine

**Summer 2014 issue**
Monday, April 7, 2014—deadline for requesting AA to solicit news from your class
Monday, April 28, 2014*—deadline for providing Class Notes column to the Magazine

*Classes celebrating a milestone reunion, those with years ending in “4” or “9,” have until the Wednesday after Reunion, June 4, 2014, to submit notes.

**Fall 2014 issue**
Monday, June 30, 2014—deadline for requesting AA to solicit news from your class
Monday, July 28, 2014—deadline for providing Class Notes column to the Magazine

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 our 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
Deadline Reminders / Forwarding News to Correspondents
Deadline reminders will be sent to you in advance of the deadline. At that time, any class notes that have come directly to cnotes@barnard.edu or to the College via Alumnae Affairs or Development, will shared with you. For classes that have more than one correspondent, materials and reminders will be sent to all co-correspondents.

Sending Your Column to Barnard
Please write up the news you receive into a column, rather than sending in an unedited document with a bunch of items pasted in together. This may seem obvious but it has happened!

When your column is ready, please send it either as a Word attachment or pasted into the body of the e-mail to the cnotes@barnard.edu address.

When sending a Word document, please call the document something that indicates your class year. For example, instead of calling your column ClassNotesSPRING13, call it Class Notes_1996.

Though we strongly encourage you to submit notes via email, if you must submit notes by mail or fax you may submit the typed or legibly handwritten column via fax at 212.854.1699 or by mail to:

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.
If you do not receive an e-mail reply within a few days confirming that your column has been received, please follow up with in case the mail has been sent directly to the SPAM folder.

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. The Magazine will do its best to run it in its entirety. If the extra words cannot be accommodated, the editorial manager will send back the news that was held; if you choose, it can be used in your next column. However, please resubmit held news in your next column, as it will not automatically be included.

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.** Because space is limited, be sparing with details of classmates’ medical histories, travels, pets, grandchildren’s schooling, in-laws’ occupations, etc.

• **Sensitive News Items:** As a rule, any sensitive news about an alumna should always be checked with the alumna before being included in your column. Sensitive news can include death in the family, loss of work, an accident, etc. This is to avoid an alumna opening to her class column and reading news she is perhaps not ready to share with the community.

• 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 unexpected 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 also direct her to the Alumnae Network at alum.barnard.edu, where there are message boards and a directory, or refer her 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, please 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 look for her on the Alumnae Network, 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 cnotes@barnard.edu, or ask them to send a letter to the address on the previous page. This is a helpful way for the magazine to learn about new and upcoming releases. Once such news is forwarded it will be considered for a listing in the “Salon” section. You may also mention the publication as news but try to avoid lengthy synopses or press release language.
• Solicitations and sales: An alumna is welcome to announce her new business, book, invention, etc., and include a Web site, but Class Notes is not the place for discounts and coupons. An alumna is also welcome to talk about the charity work she loves but we don’t allow solicitations for donations. We don’t want alumnae to feel like they are reading sales pitches! The Alumnae Network, alum.barnard.edu, has places for blog listings, business listings, networking, and classifieds.

How to Get More News
Please try to gather news from as wide an array of classmates as possible. We know this can be challenging, but we hope to make it easier by inviting you to use the online Alumnae Network. This tool enables you to send your own mass e-mail, whenever you like, to solicit news from everyone in your class. We encourage you to make use of this excellent tool. To sign on, please contact alumnaaffairs@barnard.edu, or call 212.854.2005, for a very quick and simple training session, either online or by phone.

If you still prefer to have Alumnae Affairs staff solicit news from your class for you, we do ask that you provide the language for the e-mail and meet the deadlines listed on page 13 for making the request. Here is a sample e-mail:

Hello Class of X,
It’s that time again! Please send me your latest news so I can include it in the next Barnard Magazine Class Notes column. Your news must be submitted by [INSERT YOUR OWN DEADLINE]. Please send your update to [INCLUDE YOUR EMAIL AND/OR MAILING ADDRESS, AS WELL AS A PHONE NUMBER]

Sincerely,
Your Class Correspondent

In addition, 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 me, so I 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. We do not use née in Class Notes.

• You will 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 Alumnae Records as soon as possible, at alumrecords@barnard.edu. If you do not receive a class list, please contact Alumnae Affairs at alumnaaffairs@barnard.edu.

• If you hear from an alumna who is not 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 it can be called to the attention of Alumnae Records.
• Class years for alumnae outside your own class should appear with an apostrophe and the last two digits of the graduation year, e.g., “Jane Doe ’01, attended the wedding.” “BC” before the year is not necessary. Also, these names should not be bold.

• If you list names of people who graduated from Columbia, put the school abbreviation with an apostrophe and a class year in parentheses, e.g., John Doe (CC ’92).

• When listing the name of someone who did not graduate from Columbia or Barnard, please write out the name of the school, do not abbreviate it, for example, do not write “Mary married John Doe (NYU ’76)…” Instead, please write out, “John Doe, who graduated from…”

Deaths
• As the editorial manager hears about deaths in your class, she will notify you. You will receive the In Memoriam list from 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 Alumnae Records, (212.854.7792; alumrecords@barnard.edu) so we can verify the information.

• Information about a death cannot be printed 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 me. (There are, of course, exceptions to this rule but they are usually made at the specific request of Alumnae Affairs.)

• 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
If you are a new correspondent, the best way to understand how to write your column is to read past issues of the magazine. If you do not get the magazine regularly, please email cnotes@barnard.edu. The editorial manager can send out PDFs of Class Notes from recent issues.

In addition, 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 do not type them in all caps or all lowercase or italics.

• 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).

• Italicize titles of books, movies, TV shows, plays, and periodicals

• **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.), unless there is a compelling reason for it to be otherwise. This includes names of alumnae; please alphabetize them by last name.

• Use the following state abbreviations:

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**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. We recommend that you check Class Notes regularly to make sure your contact information is listed exactly as you want it.

**Frequently Asked Questions**

**May I run pictures in my column?**

No, due to space constraints we are not able to accommodate photos in the Class Notes section. You are now able to post photos to the Alumnae Network, alum.barnard.edu, and we encourage you to do so!

**What about the Class Notes on the Alumnae Network Web site? Will this end up in *Barnard Magazine*?**

If members of your class have submitted notes online since your last column, Alumnae Affairs will e-mail those notes to you. Submitting class notes to the *Barnard Magazine* is still the responsibility of each class correspondent, and whether or not you select from the notes posted on the Alumnae Network is your choice.

**Who writes the summer column after class officer elections at Reunion, the outgoing correspondent or the newly elected correspondent?**

The outgoing correspondent is responsible for the summer column, not the newly elected officer, who will not have had time to become familiar with the Guidelines by the time the column is due immediately after Reunion weekend.

If you have any questions, contact cnotes@barnard.edu.