

# Class Secretaries



## Purpose

To act as the liaison between the alumni office and your class

## Responsibilities

- Correspond at least once a year with all classmates and submit news for the class notes section of *Tradition*
- Submit class notes for at least one issue of *Tradition* per year. *Tradition* comes out twice a year, in winter and spring. You are welcome to submit for any issue. Deadlines are announced about 4-6 weeks ahead. Recent deadlines have been in early September and early February
- Make sure **your** contact information, including email, is always up to date with the alumni office. This email address we have on file for you will appear with your class notes unless you specify otherwise
- When notification of a *Tradition* deadline is announced, classes with multiple secretaries should touch base right away to coordinate responsibilities
- Keep the alumni office updated on address/email changes for classmates
- Notify the alumni office of the death of classmates

## Class Notes Guidelines

- **Keep it succinct and relevant.** Avoid copying long pieces sent by classmates verbatim. When possible, paraphrase the information. Be respectful of the costly resources that are being deployed to print and send *Tradition* to your classmates and tighten up that column!
- Ideally, class notes should be typed into a word document and emailed as an attachment to [ckclassnotes@cranbrook.edu](mailto:ckclassnotes@cranbrook.edu). Photos should be renamed as you wish the caption to appear, and captions should also be included separately in the email.
- **CAPITALIZE AND BOLD** the names of your classmates the first time they are mentioned in the column, but not in subsequent mentions. . If last names change related to marital status, please include the alum's last name at graduation and their current last name, like so { **KITTY MAIDEN KINGSWOOD** '31. When you mention alumni/ae from other classes, do not capitalize and bold, but please add their class year after their name – ex: Charlie Crane '31
- Consider social media as a vehicle to keep your class in touch and to announce *Tradition* deadlines and reunion plans.
- Help locate lost alumni from your class. Encourage your classmates to send changes contact information to [alumni@cranbrook.edu](mailto:alumni@cranbrook.edu) so they get information about events and reunions.
- Build momentum for milestone reunions for your class. Publicize upcoming reunions in your column. Assist the alumni office or by helping to identify classmates who can support and publicize events.
- Help identify classmates who are candidates for other volunteer roles with the schools or potential speakers or candidates for recognition.

## Help on the Job

**The alumni office will provide support to class secretaries, including providing contact information updates and forwarding information about classmates received by the alumni office.**

Email [alumni@cranbrook.edu](mailto:alumni@cranbrook.edu) for assistance or call (248) 645-3132