

Class Secretaries Guidebook

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I. Class Secretary Responsibilities & Policies

Contact your classmates to gather information to include in Class Notes, published in *Andover* magazine. Author the Class Notes submission, an entry of 900 words or less, and upload to the Class Notes portal three times per year.

- ❖ Using social media channels, contact lists provided by OAE tri-annually, and other communication channels, encourage classmates to share updates, news, connections, and photos when available.
- ❖ Provide opportunities for all classmates to share their news.
- ❖ Class secretaries act as a liaison between the Academy and their classmates and will occasionally be asked to distribute information on behalf of the Academy, such as class events, death notices or updates.

As the liaison between the Academy and their classmates. Class secretaries have the following responsibilities:

- ❖ Collect information from classmates and submit polished articles via the [online portal](#). Class Notes are published three times per year in *Andover* magazine.
- ❖ Secretaries are encouraged to attend the Virtual Class Secretary meet up approximately 5-6 weeks in advance of the class notes submission deadline.
- ❖ Submit Class Notes by the pre-determined deadlines
 - While the magazine consistently has a Spring, Summer, and Fall/Winter issue, the exact timing of those issues fluctuates by 1-2 months. Knowing that can happen, we are setting one deadline at a time. Once the current issue is sent to the printer, communications will have a truer sense of their realistic publication date for the next issue, and we will then set the deadline for class notes.
 - If a class secretary is unable to meet a deadline, please consider asking another classmate to submit notes on their behalf.

❖ Follow the policies in place for all Class Secretaries and submissions:

- Ensure content submitted for Class Notes is accurate (including the correct spelling and **bolding** of classmates' names) and that classmates have given permission to share included information.
- Submit Class Notes in the required format and within the allowable word limits. See formatting requirements below.
- The Class Notes editor edits for clarity, brevity, grammar, and appropriateness of content. The views and opinions expressed by alumni are theirs alone and are not endorsed by and should not be ascribed to PA. Alumni must, however, adhere to appropriateness of content. Meaning they cannot use Class Notes to defame, harass, or threaten people or entities. *Andover* magazine reserves the right to edit, remove, or delete any content that does not adhere to policy.
- Secretaries are responsible for using their class list for the purpose of reaching out to classmates for class notes. Class lists must not be shared or used for any other purposes.
- Send questions, updated information, and death notices to classnotes@andover.edu or call 978.749.4291.
- Some class secretaries choose to share their finished Class Notes on social media or other online platforms. To help protect classmates' privacy, please ensure that any posts are password-protected or otherwise restricted from public view. Additionally, to ensure that all classmates receive the Class Notes at the same time, we recommend waiting until after the magazine has been mailed before posting them online.

II. Step-by-Step Guide

Task	Resources
Attend the Class Secretaries Meeting hosted by OAE 5-6 weeks prior to submission deadline	OAE will contact you with an invitation via classnotes@andover.edu
Begin outreach to classmates	You will receive an updated class list from OAE in conjunction with the Virtual Class Secretary Meeting
Update Andover about any information changes you come across (ie: change of address, death notice)	Please email updated information to alumni-records@andover.edu
Compile notes from your outreach into an article that fits the requirements	Consider reviewing previous Class Notes to become familiar with formatting, style, and examples.
Check to make sure all names are spelled correctly, alumni names are bolded and information is accurate	Please use the class list provided as a reference.
Submit your notes via the online portal	Please know classnotes@andover.edu is a well monitored inbox and resource for any questions, but should no longer be used for submissions
Enjoy reading your submission in the <i>Andover</i> Magazine!	The schedule on the class notes website will help guide you in which submission will be found in each issue.

III. Deadlines

❖ Due to the high volume of notes that we receive and in fairness to the majority of class secretaries who send notes in on time, we cannot accept notes submitted after the deadline. **Notes submitted after the deadline will be held for the subsequent issue.**

IV. Formatting

❖ Please ensure **all classmates' names are spelled correctly and bolded**.

➤ The Office of Alumni Engagement will provide updated class lists to each class secretary five weeks before the submission deadline.

➤ Names will appear in the magazine as they are sent to us. If you do not bold the names they will not be published bolded.

❖ On first reference only, please put the full names (first and last) of your classmates in **bold**. On first reference, any nickname approved by the classmate (as indicated in Class Lists) should be in quotes. Example:

Wrong: Scooter is having fun. He loves his new hometown.

Right: **John “Scooter” Classmate** is having fun. Scooter loves his new hometown.

➤ Only alumni from your class should be bolded on first reference—not spouses' names and not the names of alumni from other classes. Example:

Wrong: **John Classmate** and **Sally** plan to attend the reunion.

Right: **John Classmate** and his wife, Sally, plan to attend the reunion.

➤ The names of alumni from other classes should always be followed by their class year.

Right: John Otherclass (PA 'XY) and his wife, Sally Otherclass (AA 'XX) attended our reunion.

❖ Please use quotation marks before and after a quote, and indicate who is speaking.

Wrong: **Mary Classmate** sent an e-mail. I am having a great time.

Right: In an e-mail, **Mary Classmate** said, “I am having a great time.”
It's fine to paraphrase: **Mary Classmate** says she's having a great time.

- ❖ Please use the correct verb tense, bearing in mind when your class notes will be read.
Example:

Wrong: Tom Classmate is spending his summer traveling through Europe.

Right: **Tom Classmate** spent the summer traveling through Europe.

- ❖ For privacy reasons, please do not mention anyone's exact birth date. Example:

Wrong: Mary Classmate's family celebrated her 60th birthday on June 3, 2010.

Right: **Mary Classmate's** family celebrated her birthday in June 2010

V. Photo Submissions

Deadlines for Photos submissions mirror those for Class Notes and should be sent **via the online portal**. Please note that due to the number of photos we receive, we cannot guarantee that all photos submitted will be published. Photos sent into *Andover* magazine may be published in the print magazine, on our website, or on our social platforms.

To be considered for publication, photos **must**:

- ❖ Be submitted via the portal—not embedded in the body of an email.
- ❖ Be high-resolution suitable for printing for crisp, clear results (a minimum of 1MB in size and anything 1-7MB works well). If you are submitting a photo from your smartphone, your phone also gives you a size selection option. Please select the largest option available. Please do not take photos from Facebook—or any other social media channel—without permission of those in the photo.
- ❖ Include the names of people in the photo, clearly identified from left to right (photos must include at least 1 alum).
- ❖ Include some information about the occasion—what, where, and when.
- ❖ **Photos smaller than 1 MB, or those submitted without identification and caption information cannot be used.**

VI. FAQs

What do I write about?

To spark engaging conversations, secretaries sometimes choose to use prompts that tap into personal memories and current experiences—like asking classmates about their favorite instructors, a book they read at Andover that had a lasting impact, or a cherished moment from their time at school. Secretaries also often choose to write about news of personal and professional milestones of classmates, such as career advancements, new opportunities, marriages, births, and adoptions.

Reunions, travels, hobbies, awards, adventures, and observations also come up as classmates reconnect, often invoking their time at PA and Abbott while celebrating the journey since. As time at Andover recedes and life happens, more open-ended reflection, often initiated by a prompt, can be a very effective means of soliciting raw material from classmates, even (especially) from those who do not often contribute.

Example prompts for inspiration:

- ❖ The path not taken
- ❖ Something you do now that your high school self would find surprising
- ❖ A place you keep returning to
- ❖ What "home" means to you now

Examples of class notes for inspiration:

- ❖ Recent life events submission (*If you have an example you would like us to include, please send it to classnotes@andover.edu!*)
- ❖ Reunion submission
- ❖ Prompt examples (*If you have an example you would like us to include, please send it to classnotes@andover.edu!*)
- ❖ Compelling Class Notes example (*If you have an example you would like us to include, please send it to classnotes@andover.edu!*)

Is there anything I should not write about?

Class Notes are an extension of Phillips Academy and its alumni. We trust that class secretaries will use good judgment when submitting notes and write about information that upholds mutual respect for the rights, differences, and dignity of others. Alumni may not use Class Notes to defame, ridicule, harass, or threaten people or entities. The [community standards](#) the academy has in place can act as a reference.

In general, avoid news of forthcoming events, such as a classmate's impending wedding, parenthood, or career change. It is acceptable to write about future plans to go on vacation, but it could be embarrassing or hurtful if you write about a major life event that does not occur as planned. Please share news of these events **after** they have occurred.

What are ways to solicit information from my classmates regarding what they are doing?

Each class secretary develops their own techniques suited to the preferences of their class. Some examples include:

- ❖ Email classmates using the class list provided by OAE. **When sending a message to the entire class, place all recipients in the BCC field to protect privacy.**
- ❖ Use the OAE class list to call classmates whose phone numbers are available.
- ❖ If your class has an active social media presence, consider creating a private Facebook, Instagram, or other social media group (restricted to classmates) to stay connected, share updates, and direct message.

Do I have the bandwidth to do the job of class secretary?

Anticipated Time Commitment:

2+ hours per month; busiest during deadlines three times a year.

Each class will ideally have one to three Class Secretaries. How responsibilities are divided will vary, but for classes with three secretaries, having each person take the lead on one of the three annual Class Notes submissions is a common approach. This shared model provides built-in support if one person is unable to meet a deadline and allows multiple classmates to engage with different networks across the class.

Does the Academy verify information sent into Class Notes?

Class secretaries are responsible for the accuracy of information provided about classmates including the correct spelling of classmates' names. The views and opinions expressed by alumni are theirs alone, and are not endorsed by and should not be ascribed to PA.

May I include a classmate's email or telephone number in my column?

Out of an abundance of caution for classmates' privacy, please do not include alumni email, phone numbers, or addresses unless you have explicit approval from the classmate.

When are we notified about the death of classmates and what are our responsibilities with handling this information?

It is fitting to acknowledge the death of a classmate in your notes, even if it's just to include a simple message of condolence to the classmate or the family. Classmates may also want to offer an anecdote or favorite memory about the person who died. You are welcome to incorporate these sentiments into your column as you see fit and length allows. You may also email the news and obituary to your classmates.

Should you learn of a classmate's passing, please email the Classnotes@andover.edu inbox. The Office of Alumni Engagement will share details of a classmate passing with you in the following circumstances:

- When we have record of an obituary ***and***
- When the death has occurred in the current class notes cycle

Something I wrote in my Class Notes column changed. Why?

The Class Notes editor reserves the right to edit notes for length, clarity, and brevity. Grammatical or stylistic changes (e.g., changing Alaska to AK, or 2nd grade to second grade) are done at the editor's discretion and are required for uniformity in the publication. Typically, you will not be consulted about these revisions. The editor also reserves the right to edit, refuse, or delete any content if it does not adhere to our content policies (see above "Is there anything I should not write about?").

Something I'm writing about hasn't happened at the time I'm preparing my column, but the event will be over with by the time the column is published. How should I handle this?

You can handle it by simply using appropriate contextual language: "By the time you read this, we will have gathered together for our mini reunion in Florida. I look forward to sharing the details in my next column."