

# AGNES SCOTT COLLEGE

## Agnes Scott College Alumnae Association Class Officer Handbook

Compiled spring/summer 2022

*“The Mission of the Agnes Scott College Alumnae Association is to connect alumnae  
to one another and to the college.”*

Agnes Scott College Alumnae Association Constitution and By-Laws

August 2022

Dear Class Officers,

Thank you for volunteering to serve in these important roles for your class! One of the things that makes Agnes Scott College unique is our strong alumnae community. If you hadn't heard, the 2022 Princeton Review ranked Agnes Scott's alumnae association 7<sup>th</sup> in the nation. Our structure of strong class leadership plays a role in that recognition and our network of class officers is something to be proud of!

By serving as a class officer, you are helping to continue to strengthen not only the connections among your classmates, but within the larger Scottiehood as well.

As current and former class leaders ourselves, our intent is to share the wisdom and best practices learned from across the classes so that your experience as a class leader is meaningful and impactful.

We hope this handbook will be useful to you over the course of your term of office. In it, you will find calendars, tasks and helpful ideas to make the most out of your years leading your class.

The strength of our alumnae community would not be where it is today without leaders like you stepping forward.

Thank you!

Yours in the Scottiehood,

*Kayleigh Shebs Waters '06, Charlotte Gillis '75,  
Ellen Parker Gaffney '87, Heather Ricks Scott '99,  
Peggy Fredericks Smith '62, Virginia Rockwell '79*  
- Members of the Classes and Chapters Strategic Project Team,  
Alumnae Associate Board of Directors

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## PURPOSE OF CLASS OFFICERS

Class officers are key leaders within the Agnes Scott College Alumnae Association, connecting and engaging classmates, promoting community and fostering a sense of pride in the mission and goals of the college. Each officer plays a special role that, working together, can make for a class that is connected to one another and to the college.

## DUTIES COMMON TO ALL CLASS OFFICERS

*(Terms for Class Officers begin with their election during the Alumnae Weekend of the reunion year and continue until the next reunion year, in five years.)*

Every Class Officer executes those duties and responsibilities that are ***common to all officer positions:***

- Support the Mission of the Agnes Scott College Alumnae Association: to connect alumnae to one another and to the college.
- All positions are for 5-year terms. The class reunion is celebrated during the Alumnae Weekend of the term's 5<sup>th</sup> year.
- Class Officers serve an important leadership role within the Alumnae Association, specifically focused on connecting and engaging classmates, promoting a sense of community within the class, supporting fellow Class Officers, and fostering a sense of pride in and awareness of the mission and current activity of Agnes Scott College.
- All Class Officers should be among the first to register for Alumnae Weekend activities, including class meetings, class parties and convocation.
- Class Officers should show support and set an example to classmates by giving to The Fund for Agnes Scott early in the fiscal year.

- For all officers - The Fund for Agnes Scott recruits Fund Chairs through the 70<sup>th</sup> reunion. The Office of Alumnae Relations recruits the other class officers through the 60<sup>th</sup> reunion.

## COLLEGE STAFF SUPPORT AND CONTACTS FOR CLASS OFFICERS

### The Office of Alumnae Relations (AR):

Online: <https://www.agnesscott.edu/alumnae/index.html>

Email: [alumnae@agnesscott.edu](mailto:alumnae@agnesscott.edu)

Phone: 404.471.6323

Mary Rinaldi Winn, Senior Director; [mrinaldiwinn@agnesscott.edu](mailto:mrinaldiwinn@agnesscott.edu); 404.471.6056

Valerie Kote-Tawia '04; Associate Director; [vkotetawia@agnesscott.edu](mailto:vkotetawia@agnesscott.edu); 404.471.6325

Tasida Webster '21, Assistant Director; [twebster@agnesscott.edu](mailto:twebster@agnesscott.edu); 404.471.6323

### The Office of Development:

Online: <https://www.agnesscott.edu/giving/index.html>

Email: <https://www.agnesscott.edu/giving/contact-development.html> (Check here for individual email addresses)

Phone: 800-868-8602, ext. 6302

Interim Senior Director of Development, Lee Davis; [ldavis@agnesscott.edu](mailto:ldavis@agnesscott.edu); 404.471.5448

### The Fund for Agnes Scott (TFFAS):

Online: <https://www.agnesscott.edu/giving/fund-for-agnes-scott/index.html>

Kalia Edmonds, Director; [kedmonds@agnesscott.edu](mailto:kedmonds@agnesscott.edu); 404.471.5744

Amy Chastain, Associate Director; [achastain@agnesscott.edu](mailto:achastain@agnesscott.edu); 404.471.5475

Jasmine Paul '21, Assistant Director; [jmpaul@agnesscott.edu](mailto:jmpaul@agnesscott.edu), 404.471.6476

## CLASS PRESIDENT

### I. Position Description - PRESIDENT

The Class President executes those duties and responsibilities that are *common to all officer positions (please see page 4), and those duties specific to the president:*

The Class President is responsible for the leadership and spirit of the class, coordinates efforts among the Class Officers, and is the primary officer responsible for the class's overall connection *to the college.*

*The duties can be summarized as **leadership, planning, communication and coordination.***

- The Class President will always be the first and primary source for information *about and between the college and the Alumnae Association.*
- The Class President keeps up with college communications (such as Agnes Scott The Magazine, The Onyx, news@Agnes, the college website, emails, and social media to stay informed), and proactively reaches out to the Office of Alumnae Relations, the Fund for Agnes Scott or Alumnae Board members with questions.
- The Class President facilitates meetings with other Class Officers to plan class events, supports communication and encourages giving to the college.
- The Class President convenes an annual gathering of the class officers, with more meetings as necessary or desired, to set goals and plans for communication, events, and giving.
- The Class President shows support and sets an example to classmates by giving to The Fund for Agnes Scott early in the fiscal year.

- The Class President attends Class Officers calls and trainings as scheduled by the college.
- The Class President is aware of all Class Officer roles, provides support to the other officers in the performance of their duties, where needed or requested.
- The Class President leads recruiting the slate of new officers at the end of the term, or whenever there is a vacancy among the class's leadership.
- If an officer position is unfilled, the President will take on and delegate the tasks of that officer position to other officers and recruit from among classmates to fill the position.
- The Class President is encouraged to proactively communicate with the Office of Alumnae Relations, advising of upcoming class plans and sending updates after class events.
- The Class President communicates effectively with individual classmates and with other class officers, and solicits up to date and accurate information from the Office of Alumnae Relations as needed to keep classmates informed when questions arise

In addition to the above, during Non-Reunion Years (years 1-4 of the term of office):

- The Class President ensures that the class plans annual opportunities for connection and/or one mini-reunion in the non-reunion years to keep the class connected.
- Contributes to a fall and spring letter from the Fund Chair to the class during the fall encouraging their classmates to show their philanthropic support for the college by making a gift to The Fund for Agnes Scott by June 30 and sharing college news.

In addition to the above, during Reunion Years (year 5 of the term of office):

- The Class President, along with the Reunion Chair and Fund Chair, attends Reunion Boot Camp.

- During the reunion year, the President sends out a separate communication to kick off the reunion year.
  - During the reunion year, the President works with the Reunion Chair to form a Reunion Committee. Planning can start sooner, but begins at least 10-14 months before the reunion.
  - The President actively assists and supports the Reunion Chair and Reunion Committee in making and executing engagement events for the reunion year, and the Fund Chair in meeting class giving and donor participation goals.
  - Appoints a Nominating Committee to present a slate of officers for election prior to the class meeting at Alumnae Weekend (AW). Officers to be elected will be President, Vice President, Secretary, Reunion/Social Chair and Fund Chair.
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## **II. Quarterly Calendar**

### **NON-REUNION YEARS**

#### **Q1: (July-September)**

- Attend Class Officer Trainings and encourage Fund Chair to attend the Fund Chair Fall and Spring Conferences
- Meet with other Class Officers. Set goals for the year around class communications, events, and giving.
- Consider leading the class to hold an annual event for your class. (Ideas include book groups, trivia nights, zoom check ins, or attend a local event as a class or a larger “mini-reunion” event.)
- Set up a meeting schedule for the year, plan to connect with class officers at least yearly.
- Make sure all officers have and understand their job descriptions.



- Submit Class News and work with Class Secretary to encourage other classmates to do the same.

### **Q2: (October-December)**

- Connect with Fund Chairs over the fall giving letter and the calendar year end giving email to help their class achieve their class donor and participation goals.
- Encourage classmates to make a gift to The Fund for Agnes Scott by participating in the fall Represent Your Class Colors Campaign and the Giving Tuesday campaign (Agnes Scott's Giving Day).
- Make a one-time gift to The Fund for Agnes Scott or a commitment to make a monthly gift and encourage your classmates to do the same before Calendar Year End.

### **Q3: (January-March)**

- Meet with Class Officers to track your progress toward the goals and plans you set in Q1.
- Work with Class Secretary to encourage classmates to submit Class News and submit your own news/photos.
- Check in with Fund Chair re: giving and donor participation goals. Help the Fund Chair as needed with the spring solicitation letter.
- Attend Class Officer Training (Session 2) if the fall session was missed, or to help refresh your memory as you recruit a new slate of Class Officers.

### **Q4: (April-June)**

- Check in with Fund Chair re: giving and participation goals. Make your gift to The Fund for Agnes Scott by Fiscal Year End (June 30) if you haven't already.
- Work with the Fund Chair to promote and engage classmates with the Graduates of the Last Decade Campaign for young alumnae classes who are 1-10 years out from graduation.

- Promote Alumnae Weekend and the Friday Night Parties to your classmates. All classes are invited and welcome to attend!
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## **REUNION YEAR (YEAR 5 OF THE TERM OF OFFICE)**

### **Q1: (July-September)**

- Work with Class Secretary to encourage classmates to submit Class News and submit your own news and/or photos.
- Attend Reunion Boot Camp!
- Hold a meeting with all class officers. Go over the schedule from Alumnae Office for reunion chairs, specifically take note of when communications between reunion chair, president and the class are to be sent.
- Write President's Letter to begin promoting Alumnae Weekend.
- Coordinate with Reunion Chair on quarterly activities. Plan a fall event to kick off your Reunion Year and a Winter event to keep the momentum going.
- Work with Fund Chairs to engage your classmates in making a gift to The Fund for Agnes Scott in celebration of their reunion year by serving on the Reunion Giving Committee. Help the Fund Chair achieve their class giving and participation goals by encouraging classmates to make a gift to The Fund for Agnes Scott via social media, phone calls and emails by the Reunion Giving Deadline
- Work with Class Secretary to divide up the most current class roster list between all class officers to facilitate smaller communication groups throughout the year.

### **Q2: (October-December)**

- Fall Appeal Letter due.
- Work with Reunion Chair and Reunion Committee as needed to hold a fall event to kick off your Reunion Year, and assist in planning for the Class Reunion party including the budget for costumes, party favors, menu and alcohol.

- Connect with Fund Chairs over the fall giving letter and the Calendar Year End giving email.
- Encourage classmates to make a gift to The Fund for Agnes Scott by participating in the fall Represent Your Class Colors Campaign, the Giving Tuesday Campaign (Agnes Scott's Giving Day) and reunion giving challenges.
- Make a one-time gift to The Fund for Agnes Scott or a commitment to make a monthly gift and encourage your classmates to do the same before Calendar Year End.

### **Q3: (January-March)**

- Continue promoting Alumnae Weekend within the class communications/social media and get your class excited for AW Registration.
- Early March - Register for and plan to attend Alumnae Weekend!
- Attend Class Officer Training (Session 2) if the fall session was missed, you could use some inspiration and connection to other class leaders, or to prepare for recruiting the new slate of Class Officers in reunion year.
- Work with Class Secretary to identify class members who have not responded to communications. Try to connect with these alums via social media or other avenues to get updated contact information.
- Work with Fund Chairs to meet reunion year giving goals by assisting with spring calls and texts to your classmates, spreading the word about class giving opportunities via social media, and encouraging your classmates to make a gift in honor of your reunion to The Fund for Agnes Scott by the Reunion Giving Deadline.
- Assist Reunion Chair with mailings and other tasks (see Reunion Chair calendar and tasks) re: Alumnae Weekend Events.

#### **Q4: (April-June)**

- Watch the “Who’s Attending” webpage and communicate with Alumnae Office to determine which classmates have registered for AW.
  - Reach out to classmates who have not registered before registration closes.
  - Attend Alumnae Weekend and Celebrate your reunion!
  - Assist Reunion Chairs with execution of events for Alumnae Weekend
  - Recruit new slate of class officers for next five years.
  - Work with Fund Chairs to meet reunion year giving goals by encouraging your classmates to make a gift to The Fund for Agnes Scott by the Reunion Giving Deadline and thanking classmates who donated to the college in honor of your reunion
  - Work with the Fund Chair to promote and engage classmates with the Graduates of the Last Decade Campaign for young alumnae classes who are 1-10 years out from graduation to help your class win the coveted Mollie Merrick Trophy.
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### **III. FAQs**

#### **1. What is the main role of the President?**

- The President is the leader and cheerleader of the class; continually working to promote the achievements of both their fellow classmates and the college. They foster class spirit and the “Scottiehood” within the class. Class Presidents also serve as the main point of communication between the Alumnae Office, the college and the class. They coordinate the efforts of the Class Officers to ensure harmonious and effective teamwork and establish any goals and plans for the class over the five-year term of office.

## **2. How do I recruit class volunteers?**

- Look for classmates who show up to most events, who maintain good communication with the college via Class News and other means. These individuals will probably be your leaders!

## **3. What do I do if another officer is unable to fulfill their position?**

- First, try to recruit another class member for the role. If no one is available, be prepared to step into the position and handle duties as best as you are able.

## **4. Someone in my class reached out to me with a question about the college. What should I do?**

- Try to contact the Alumnae Office or the Fund for Agnes Scott on behalf of the class member to find the answer. If they cannot help you, have them point you to who can.

## **5. Where can I go for ideas for my class?**

- The Alumnae Office can connect you with other dynamic Class Officers to share what's worked well for them. The Alumnae Office will also be working on hosting round tables and trainings throughout the year that can provide you with ideas and support from other alumnae leaders.

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## **IV. Best Practices**

### **1. Creating a Connected Class Network.**

- It's all about communication! Find out your class' preferred method of communication. Discovering what works for your class, and then using that method to communicate regularly and predictably is the key.
- Is it social media? If so, your class could have their own account, group or page.
- Is it e-mail? Create a class e-mail and consider a regular email newsletter. (i.e. [ASCVixens2006@gmail.com](mailto:ASCVixens2006@gmail.com)).

- Text? Some classes have created their own What's App channel or group text to discuss travel, life and work updates.
- Website? The classes of 1966 and 2021 each provide a great example of how to create an informed and engaging website! [www.sixtysixers.com](http://www.sixtysixers.com);  
<https://scottiesangels2021.wixsite.com/home>
- Work closely to develop a partnership with your Class Secretary and your other Class Officers to determine who does what.

## 2. **SO now that we've got a means of communication, what's the content?**

- Social events: Use class surveys to determine what kind of events/communication your class would like. Is it a book club? A Zoom Happy Hour? A regional gathering or mini-reunion?
- Promote achievements of your fellow classmates and college news regularly via communication channels.
- Collect stories of your classmates from college. Keep them on a Google Drive or create a book of fun memories!
- Recruit volunteers for a class "meal train" of people willing to provide a meal (either an actual meal or gift card to restaurant) to classmates who could use one due to medical or personal situations.

## 3. **Hosting Class Events:**

- The internet is your friend! Plan a Zoom Happy Hour or utilize an online trivia platform for a fun event.
- If you have a high concentration of Scotties in a certain city (like Atlanta, or Dallas, or Denver), consider hosting an in-person gathering at a restaurant, concert, art opening -- you name it!

- Does anyone in your class have a special skill or talent? See if they would be willing to be the featured presenter for an event. (Hint, hint: this might be a great opportunity for business promotion, if done with thought and respect for your classmates as the audience.)

#### 4. Developing a plan:

- Consider what you hope to get out of your experience as a leader of your class and what kind of experience you want as an alum. If you want a network of friends who support one another, what would it take to strengthen that? Then plan the activities that can help you and your class create those meaningful connections that can enrich your lives.

## VICE PRESIDENT

### I. Position Description - VICE PRESIDENT

The Class Vice President executes those duties and responsibilities that are *common to all officer positions (please see pages 4), and those duties specific to the vice president:*

The Class Vice President supports the Class President to enhance the leadership and spirit of the class.

*The duties can be summarized as **knowledge, support and flexibility.***

- The Vice President learns the roles of each Class Officer, and assists the President with class meetings and functions, representing the President as necessary.
- Fulfills other roles that the class may determine, such as technology guru, class archivist, or any other role that may be necessary, to include serving as a key leader on various committees within the class.
- During non-reunion years, under the leadership of the class President, and in conjunction with the Reunion/Social Chair, plans a get-together or mini-reunion to keep your class connected.
- Writes the President's message if the President is unable to do so; or co-writes the letter with the President, as the President and Vice President agree.
- In reunion years (every fifth year), the VP may take on a special project for the class, such as creating a class directory, a class PowerPoint, a playlist of songs, or a memory book, researching costumes for Convocation and the parade of classes,



serving in a key role on a calling, giving, or reunion planning committee committee, etc.

- In reunion years (every fifth year), works with the Secretary to locate “lost” alumnae from the class from a list provided by the Alumnae Office.
  - Encourages classmates to engage with the college by hosting or promoting attendance at college and regional events, increasing Facebook group or other social media subscribers, posting/re-posting news about the college and giving, sending email blasts, etc.
  - Shows support and sets an example to classmates by giving to The Fund for Agnes Scott early in the fiscal year.
  - Attends Class Officer calls and trainings as scheduled by the college.
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## **II. Quarterly Calendar**

### **NON-REUNION YEAR:**

#### **Q1: (July-September)**

- Meet with other class officers to set goals for the year around class communications, social gatherings, etc.
- Write President’s letter if President is unable to do so.
- Attend Class Officer Training.

#### **Q2: (October-December)**

- Submit news/photos to the Class News and encourage others to do the same.
- Make an end-of-year gift to Agnes Scott and encourage other to do the same.
- Meet with class officers to monitor progress of Q1 goals.

#### **Q3: January-March)**

- Encourage classmates to submit class news.

- Post on your class Facebook page or group if you have one.

#### **Q4: (April-June)**

- Make your gift to Agnes Scott if you haven't already done so.
  - Promote Alumnae Weekend to your class; all classes are welcome to attend.
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### **REUNION YEAR (YEAR 5 OF THE TERM OF OFFICE):**

#### **Q1: (July-September)**

- Attend Reunion Boot Camp
- Meet with other Class Officers to go over Reunion Year Engagement Calendar from Alumnae Office
- Help plan a Fall event to kick off your reunion year.
- Once class roster is divided between all officers, communicate with smaller class groups throughout the year.
- Work with Class Secretary to help find lost classmates.
- Submit news/photos to your Class Secretary for Class News and encourage others to do the same.

#### **Q2: (October-December)**

- Write the President's Letter if she is unable to do so.
- Help promote and attend Fall reunion kickoff event.
- Make an end-of-year gift to Agnes Scott and encourage others to do the same.

#### **Q3: (January-March)**

- Register for Alumnae Weekend.
- Promote Alumnae Weekend on social media or other communication channels used by your class.
- Assist Reunion Chair as needed.
- Make your gift to Agnes Scott if you haven't already done so.

- Assist President in communicating with classmates who have not registered for Alumnae Weekend by registration deadline.

#### **Q4: (April-June):**

- Attend Alumnae Weekend.
  - Assist Reunion Chairs with all class events for Alumnae Weekend and post-weekend follow up.
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### **III. FAQs**

#### **1. What is the main role of the Vice President?**

- The main role of the VP is to support the President or any other class officer, whether they are unable to attend an event or just need extra help in fulfilling their role. All officers should promote class spirit and the “Scottiehood,” as well as the college overall.

#### **2. Someone in my class reached out to me with a question about the college. What do I do?**

- Reach out to your Class President to see if they know the answer and can respond. You are always encouraged to contact the Alumnae Office on behalf of the classmate to find the answer.
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### **IV. Best Practices**

- Learn the intricacies of each Class Officer role and offer to serve as the liaison between the Reunion/Social Chair, Secretary, or Fund Chair and the President.
- Be prepared to be flexible! The VP is an invaluable “utility player.” Does your class need a second “Social Chair?” What about a tech expert to help host Zoom

meetings? Can you help the President and Fund Chair work effectively with your Class Secretary to find and connect with lost classmates? Offer to take on the role to learn more about your classmates and the ins/outs that make for successful class engagement.

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## SECRETARY

### I. Position Description - SECRETARY

The Class Secretary executes those duties and responsibilities that are *common to all officer positions (please see pages 4), and those duties specific to the secretary:*

The Class Secretary connects classmates to one another and to the Alumnae Office through the collection of Class News and maintenance of the class list of contact information. The Class Secretary's knowledge of the class makes you a natural partner with other Class Officers in enhancing the spirit of the class.

*The duties can be summarized as **organization, accuracy, and personal connections.***

- The Class Secretary will always be the first and primary source for information about and among classmates.
- Your role as Class Secretary makes you an important ambassador from the college. Thank you! Your personal contact to your classmates makes an enormous difference in how connected you and your classmates feel to Agnes Scott and to one another.
- Keep the Alumnae Office informed of name, address, phone number and email changes for your classmates. Career and family updates are also important. Notify the office regarding births and deaths as soon as possible following the event.
- Work with your Class Vice President to find missing classmates.
- The Alumnae Office welcomes your sharing news of academic, community, or professional achievements, as well as special recognition, awards or

honors that classmates receive, including links to publications.

- The Class Secretary works closely with the Class President and the Alumnae Office to ensure open channels of communication with news from the class.
- The Class Secretary gathers news and photos (“Class News”) from classmates for publication in *The Onyx*, using the CLASS NEWS GUIDELINES, see page 264
- Class News is submitted to the alumnae office twice a year; the deadlines will be communicated by the Alumnae Relations Assistant Director/ Coordinator. The Alumnae Office can send broadcast emails or postcards to solicit news, upon the request of the Class Secretary, or when there is no active Class Secretary.
- If possible, news should be submitted to the Alumnae Office electronically using the online forms sent to you by the Alumnae Office.
- The Class Secretary sets up and manages an on-going newsletter, group text, website or social media page for class news in between issues of *The Onyx*, if the class elects to do so.
- The Class Secretary keeps the Alumnae Office informed of name or address changes, deaths, births and special recognition among classmates, and shares the most updated class lists with other Class Officers.
- The Class Secretary shows support and sets an example to classmates by giving to the Fund for Agnes Scott early in the fiscal year.
- The Class Secretary attends Class Officer calls and training as scheduled by the college.

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## II - Quarterly Calendar

### Q 1: (July - September)

- In early July, send out request to class news to include in *The Onyx*
- In late July, by the date communicated by the Alumnae Relations Assistant Director

or Coordinator, class news is due from all secretaries.

### **Q 2: (October - December)**

- In early- to mid-October, a link to *The Onyx* is sent to alumnae via email and is available to view online.
- In November the Alumnae Relations Assistant Director/Coordinator is given the timeline for the spring issue of *The Onyx*.
- In mid-December Class Secretaries are notified of the upcoming Class News deadlines. Secretaries then send an email to their class to solicit news/photos.

### **Q3: (January - March)**

- In January, Class Secretaries compile their Class News, following the attached Class News Guidelines, see page 24, for editing. It is submitted by the deadline (usually late January) as communicated by the Alumnae Relations Assistant Director/Coordinator.

### **Q4: (April - June)**

- In early- to mid-April, the spring issue of *The Onyx* is sent to all alumnae via email and is available to view online.
- In May, the Alumnae Relations coordinator receives the timeline for production of the fall issue of *The Onyx*.
- In **mid-June all secretaries will hear** from the Alumnae Relations Coordinator with **dates for soliciting news** and the **July deadline** for submission of Class News.

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## **III - FAQs**

### **1 - What do I do if I have too much news to edit down to the 600-word limit?**

- Contact the Alumnae Relations Assistant Director for an extension. (See the last bullet

under CLASS NEWS FORMAT with the CLASS NEWS GUIDELINES, below.)

## **2 - Why is Class News collected during the most inconvenient times of the year?**

- The deadlines for Class News collection are determined by the publication schedule set by the college's Communications & Marketing Department and College Advancement Communications. The Alumnae Office attempts to notify secretaries six (6) weeks before the submission deadline so there is adequate time to solicit and compile the Class News.
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## **IV - Best Practices**

- Plan with your class officers several different ways to keep your classmates engaged with each other, in addition to the information shared through *The Onyx*.
- Promote chatty, checking-in-with-each-other communication.
- At regular (monthly, quarterly) or even random intervals, send an email newsletter with news gathered through phone calls, notes, etc. This will make it easier for you to meet the submission word-limits for *The Onyx* and Class News.
- Be alert to opportunities to solicit cards, notes, meals or calls for a classmate who is experiencing illness or a family death. Equally important is the sharing of happy news – marriages, births, graduate degrees, new jobs and promotions are all wonderful news to share!
- Set up a class web site.
- Consider putting *The Onyx* submission into a Word document so your classmates will receive it immediately as an email. You also may have classmates who do not read the online version but will read a privately sent email.



- Support the Social/Reunion Chair, President and Vice President in considering a Zoom book club, on-line socials or Zoom calls, a class Facebook group.
  - Leverage your special knowledge of your classmates and your accurate and up-to-date class list to work with your Class Reunion/Social Chair to organize a mini-reunion or other social event, especially if you know about an area with an adequate number of classmates.
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## V - Agnes Scott Contact

Alumnae Relations Assistant Director: Tasida Webster '21 at 404.471.6323,  
[twebster@agnesscott.edu](mailto:twebster@agnesscott.edu).

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## CLASS NEWS GUIDELINES

### GATHERING CLASS NEWS

- Solicit news and updates from all of your classmates using the class list provided by the Alumnae Office. Class lists are the most authoritative information we have to help you contact classmates or check the spelling of someone's name.
- If you learn of updated information *directly from a classmate*, please let the Alumnae Office know so that we can update the alumna's record. While you can share news about an alumna that comes from others in the class in Class News, the Alumnae Office cannot update records without first person verification from the alumna.
- As Class Secretary, your contact information is printed in the magazine along with your Class News for that particular issue. Please notify the Alumnae Office if there is a change in your mailing or email address or phone number.
- The twice-a-year submission for *The Onyx* consists of two parts – the Class News

and the lists of births and/or deaths. Class News is usually collected in the months of January and July.

- The deadline for the collection of Class News is determined by the publication schedule set by the college's Communication & Marketing Department and the College Advancement Communication team.
- Most Class Secretaries are notified by email that it is time to solicit Class News, as well as the timeline for submission. Class Secretaries are asked to please submit their Class News using the online form.
- "Purple Postcard" reminders to classmates are mailed to classes of the 1940s, 1950s and the early 1960s. These classes have a high percentage of classmates who do not use email. The Alumnae Office will mail postcards to these classes with *either* the Class Secretary's address for classmates to return their news or the Class Secretary can request that the postcards come back to the Alumnae Office.
- In either case, the due date for the submission should be clearly indicated in the notice from the Alumnae Office. Due to the timelines of proofreading, layout and publication – many of which are outside of our control - submissions returned to the Alumnae Office after the due date may not be included in the upcoming issue of *The Onyx*.

## **CLASS NEWS FORMAT**

- Class News is now to be submitted using our online Class News Submission Form that the office will email you along with your class list and other important information.
- Note: Please do not put names in all capital letters or underline them, and please do not put maiden names in quotation marks or parentheses. See sections below for further guidance about how to format names and class years.
- Edit your class news submission to **600 words or fewer** (approximately two typed

pages with 1.5 spacing), **not** including the list of births and deaths that follows your class news. See section below for further guidance about listing births and deaths.

- In addition to the listing of births and deaths, if you choose to include a reference to a birth or death in the class news submission itself, it does count toward the **600-word limit**. Simply adding a list to the end of your class news does not count towards the word limit.
- Individual submission entries should be no more than two or three sentences – even if the entire word count is below 600.
- **If you find yourself needing to exceed the word limit to fit all your class’s news, contact the Alumnae Office and we can provide an extension to the limit to accommodate for the additional news.**

## NOTES ON CONTENT AND STYLE

- The [Agnes Scott College Style Guide](#) is modeled after that of the Associated Press (AP).
- If the hyperlink does not work, you may find the guide online here -
  - <https://www.agnesscott.edu/assets/documents/communications/marketing/shortstyleguide-2018.pdf>
- **Check all facts and verify the spelling of all names.** Make sure information is complete. Did an alumna visit Richmond, Virginia or Richmond, California?
- Report events **only after they happen**. Engagements, future wedding plans and pregnancies will not be printed.
- Enrollment or acceptance into master’s or Ph.D. programs is appropriate.
- Focus primarily on news of the ALUMNA. Follow with news about family members only if the overall word count permits.
- Write succinctly and don’t allow news from one person to dominate your submission. Write news in the third person, which is the standard journalistic style.

- When a state is in an address, please use U.S. Postal Service abbreviations. Within the Class News, please do so according to AP style. (Alabama = Ala., Florida = Fla., Tennessee = Tenn., etc.)
- When placing an apostrophe before an abbreviated date to indicate class year, a backward apostrophe is correct. '98, not '98.
- Remember the “4 W’s” and include **who**, **what**, **when**, and **where** for each entry, if possible.
- Avoid delicate information; confirm news when appropriate and always be thoughtful and considerate of the subject of news you share. **For example, details of illnesses or other sensitive situations may not be appropriate to include and may be removed by Alumnae Office staff.**
- Eliminate “still” from references—still married, still teaching, still living in, etc.
- Keep the publication lag in mind; do not write, “a few weeks ago”, “recently”, “soon”, “last month”, etc.
- Always check previous submissions and editions of Class News to avoid duplicate reporting. When reporting marriages, include the date and the first and last name of the spouse.
- Since *The Onyx*, along with Class News, is published online, we suggest that address changes are reported only as city and state relocations in the Class News text. Full mailing addresses could pose a security risk for the alum and will be removed to protect the safety of the alum. Email addresses are treated similarly. These addresses should instead be sent to the Alumnae Office so that we can update the alumna’s records.

## NAMES

- The convention for names is as follows: your classmate’s first name, nickname (if relevant, and in quotation marks), last name while in college (maiden name), and

current last name.

- Regarding nicknames: If your classmate is not well-known by their current nickname, include it in quotation marks after the first name. Use your discretion here. If the alumna's name is Katherine and she has been known by Kate since college days, it is not necessary to type her name as Katherine "Kate" Jones Smith; Kate Jones Smith is adequate. If the alumna's name is Katherine and she goes by Gertrude, it is best to type her name as Katherine "Gertrude" Jones Smith. All following references to that alum can be typed as Gertrude or Gertrude Jones Smith.
- Always verify the spelling of alumnae names, as well as those of family members and friends mentioned.
- What about news that includes alumnae from other classes? If you mention an alumna from another class, include their class year after her name. [ScottieNet](https://alumnae.agnesscott.edu/scottienet), the online alumnae directory, is a quick and easy resource for these verifications. <https://alumnae.agnesscott.edu/scottienet>

## **COMPILED BIRTHS and DEATHS**

- For these two categories, the college will list this news in special compiled sections immediately following Class News. When listed in this way, these announcements do not count towards the 600-word limit.
- Report births and deaths in list form, immediately following the body paragraphs of your Class News. Separate this list from the main text and report them following the body of your news. We will take these items from all classes and put them in special compiled list sections, organized by class.
- For the list of births and deaths following your Class News –

### **Births**

- Births are formatted: Baby's First, Middle (optional), Last Name.

- Followed by parents' names; then
- Date of birth
- Example: Sawyer Sweet, born to **Jeni Woodbridge Sweet**, in Sept. 2020
- Only bold the name(s) of the alumna or alumnae to whom the child was born.

## Deaths

- Deaths are formatted: First, Maiden and Last Name of the deceased.
- If the death listed is not that of the alumna herself, the name of the deceased is followed by the name and the deceased's connection to the alumna; then
- Date of death
- Examples: **Elizabeth "Penny" Hammond Vieau**, March 23, 2021 or
  - Regina Stokes Barnes, mother of Paula Henry Holmes '73, Dec. 30, 2020 or Joseph B. Cumming, husband of Emily W. Cumming, Nov. 9, 2020
- Only bold the name of the deceased alum

## BIRTHS

- News of births should be reported only after they happen. **Do not report pregnancies.** Include parents' names, child's full name and date of birth. The Alumnae Office relies on this information to keep records up to date.

## DEATHS

- List deaths under the appropriate heading at the end of your Class News. Please include the date of death and, if possible, a link to an obituary.
- Limited space and the 600-word limit in Class News limits extensive reporting memorializing the alumna. Please use class email or letters for this type of dedication.
- Throughout the year, the Office of Alumnae Relations receives notifications that

alumnae have passed away. As part of our death processing procedure, we send an email notifying the Class Secretary of the death to be shared with the rest of the class. If it is the secretary that has passed away, we will send the email to the Class President.

## PHOTOS

### We welcome photos that meet the following criteria:

- Each photo should include an alumna (not just children, grandchildren, exotic location, etc.). Photos that include several alums are even better.
- **Photo resolution must be at least 300 dpi or 1 MB to be included in The Onyx. Please make sure that the files are either .JPG or .PNG.**
- Please include basic information about the photo, including names of those pictured, class year if an alum, date and location taken, brief description of event or activity taking place. Please clearly label your photo(s) to match your caption(s). Also, make sure photos are captioned **with people in order from LEFT to RIGHT.**
- Photos and captions can be submitted with your class news via the online form.
- SUBMITTING CLASS NEWS
- · Prior to submitting your news, ALWAYS check your previous submissions and editions of publications to avoid duplicate reporting. In particular, check births and deaths.
- · Save a copy of your Class News for reference and as a backup in case there is an issue with your submission.
- · **If for any reason you have any issues navigating the submission page or uploading your submission, please contact the Alumnae Office and they can provide an alternative method for submitting your Class News.**

### What happens after the alumnae relations staff receives your news?

- More than likely, we will do some editing to your submission. Our editing will focus

on making the overall news cohesive and organized while also matching the college's style guidelines.

- We'll check for accurate spelling of everyone's name, and double check details, such as date of death, in published information we have received.
- After news is edited and checked for accuracy, it goes to professional proofers, then to the graphic designer for layout, and finally to print in The Onyx.

### SAMPLE

**Jessica James** relocated from Boston to Atlanta to become the chaplain at Lovett School, where she leads weekly chapel, teaches a course in the Upper School and supervises the service-learning program.

When state not in an address, abbreviate according to AP style guide (see attached)

**Linda "Jane" Moore Stevens** and her husband, Rick, have moved into their new home in Richmond, Calif. Jane says the renovated 1950s ranch was in move-in condition, but the yard will be a challenge!

News of family is fine if short and alumna-oriented.

**Mary Miller Akers** stays busy as a soccer mom whose children, Matt (7) and Amanda (9) are very active in their local soccer league. Mary says her psych major comes in handy when she's dealing with passionate parents at the games.

**Lee Hinson Davis**, her husband, Brad, and daughter, Leah, ran into fellow alums Sara

Abrams '99 and Latoya Simms '99 when they were vacationing in Myrtle Beach in August and recognized them by their ASC t-shirts.

News of other alums is good! Include class year if not in your class and do not bold them.



On Feb. 7, 2018, **Belinda Griggs Steele** was honored as Volunteer of the Year in Fort Collins, Colo., for the countless hours she spends supervising The Lighthouse, a shelter for homeless women and children.

Births

Henry Phillip Watson and David Joseph Watson,  
twin sons of Katherine “Katie” Daniels Watson and Tom, Jan. 27, 2018

Abbreviate month if used with a specific date. Write out month (“in February”) if no specific day. If date is in the current year, the year should not be included.

Word count: **258**

## REUNION/SOCIAL CHAIR

### I. Position Description - REUNION/SOCIAL CHAIR

The Class Reunion/Social Chair executes those duties and responsibilities that are *common to all officer positions (please see page 4), and those duties specific to the Reunion/Social Chair:*

The Class Reunion/Social Chair connects classmates to one another and to the Alumnae Office through planning social activities and special events for the class throughout the term of office, especially focused on the Reunion Year and the Reunion Class Party held during Alumnae Weekend.

*The duties can be summarized as **planning, creativity, execution, and attention to detail.***

- During non-reunion years, the Class Reunion/Social Chair, in conjunction with Class President and Vice President, plans social events or mini-reunions to keep the class connected. These social gatherings could be ongoing (like a once per quarter book club), once a year (such as an annual holiday card exchange), or even only once (such as a mini-reunion) in non-reunion years.
- The Class Reunion/Social Chair works with the Class Secretary to email invitations to class events, and post details and updates of reunion and other social events on class social media page(s).
- The Class Reunion/Social Chair appoints and organizes a reunion planning committee approximately one year prior to a class reunion to assist with all reunion-related events.

- The Class Reunion/Social Chair attends the Reunion Boot Camp before reunion to begin strategizing for the reunion.
  - Plans and executes the class reunion party and any other reunion events during Alumnae Weekend, in accordance with the Class Party Planning Guidelines, see page 48.
  - Acts as the onsite manager for all class parties/events during Alumnae Weekend. Purchases wine and beer for parties on campus or assigns another reunion planning committee member to this task.
  - Provides reunion party details to the Fund Chair and/or reunion giving committee for making phone calls to classmates.
  - The Class Reunion/Social Chair works with Class President and Fund Chair to write a reunion letter that is posted online within the Alumnae Weekend website and mailed with the Alumnae Weekend Registration Brochure immediately before Registration opens.
  - The Class Reunion/Social Chair sends personal emails inviting classmates to encourage participation and reunion giving.
  - The Class Reunion/Social Chair shows support and sets an example to classmates by giving to The Fund for Agnes Scott early in the fiscal year.
  - The Class Reunion/Social Chair attends Class Officer calls and trainings as scheduled by the college.
-

## II. Quarterly Calendar

### NON-REUNION YEARS (1-3)

#### Q1: (July - September)

- Communicate with Class Officers to set goals and plans for the year around social gatherings, event invitations and marketing needed to encourage event attendance.
- Recruit a Social Committee, if desired, and organize the committee meeting schedule, establish plans and set decision-making deadlines.
- In Year 2 or Year 3, consider planning a mini-reunion or other in-person social event to help maintain strong connections among your classmates. Expand your outreach beyond your own group of friends. An online event or Zoom class gathering can supplement in-person events between reunions.
- Work closely with your Class Secretary and Class President/Vice President on the list of class contacts. Plan and execute the communication needed to make the events you plan a success.
- Maintain the personal connections among your classmates for class activities and interactions identified for the year.
- Work alongside the Class Secretary to make personal contacts with classmates. Remembering special occasions, sharing life's moments like births, marriages, promotions, advanced degrees with cards, calls or texts, as well as supporting classmates through hard times like death, divorce, illness or job loss nurtures the connections among classmates.

## **Q2: (October-December)**

- Send out communications (email newsletters, email or paper invitations, social media posts or website updates) to classmates to promote class social events.
- Work with the Class Secretary to support the regular class communications and social connections for class events/activities identified for the year.

## **Q3: (January - March)**

- Check your progress toward the events and planning tasks you set in Q1 and adjust plans or deadlines if needed.

## **Q4: (April - June)**

- Ask for class participation to build committees and plan activities for the year ahead.
  - Maintain planning schedules for committees.
  - Maintain the regular class communications and social connections for class activities and interactions identified for this year.
- 

## **GETTING READY - YEAR 4**

### **Q1: (July - September) and**

### **Q2: (October-December)**

- Continue with the social calendars from the previous three years. Use this time to focus on what you've learned about your class during this time. This knowledge will help you plan for your reunion.
- Work closely with your Class Secretary, Class President and Vice President to identify those classmates who have been active and engaged, making positive contributions to your class's activity, over the last three years.

Confirm that class contact lists are up to date, and that the Alumnae Office has the best contact information for your classmates.

- Recruit a Class Reunion Planning Committee. If you have had a Social Committee in years 1-3, this is when you'll reap the benefits. You'll know your team's strengths and weaknesses and how to work together well by now. Consider if you need to add any additional members in preparation for your reunion year.

### **Q3: (Jan-Mar)**

- Convene the first meeting a Class Reunion Planning Committee.
- Consider if you or anyone from your Committee can attend all or parts of Alumnae Weekend in May or even serve as a volunteer. By attending or volunteering, you can get a first-hand preview of the current Alumnae Weekend schedule.

### **Q4: (April-June)**

- Attend or volunteer for Alumnae Weekend, if possible.
  - Talk with the Reunion Chair for the class celebrating the reunion that you'll be celebrating next year. What did they learn? What do they wish they'd done or not done?
  - Connect with the Alumnae Office and watch for the email invitation for Reunion Boot Camp in August and RSVP to attend. The email invitation will come in either June or July.
-

## REUNION YEAR - YEAR 5

### Q1: (July-September)

- Reunion Boot Camp is held in August of Year 5. This will kick off the planning for your class's Alumnae Weekend Reunion Party to be held the following May.
- Watch for the invitation for Reunion Boot Camp and RSVP to attend. The invitation will come in either June or July. Remember - at least one Class Officer must attend Reunion Boot Camp.
- If you haven't already convened a Reunion Planning Committee, do so before Reunion Boot Camp.
- We strongly encourage the Reunion Chair, the Fund Chair and the Class President and/or Vice President to attend Reunion Boot Camp. Reunion Committee members are welcome and encouraged to attend Reunion Boot Camp too.
- At Reunion Boot Camp, you will receive a Month-by-Month Planning Calendar for your reunion year.
- Use the Class Party Planning Guide, see page 42, and the Month-by-Month Planning Calendar you will receive at Reunion Boot Camp to ensure that your reunion year and your reunion party is a success! That calendar will have the most comprehensive and up-to-date guidance for this year.
- Reach out to the Alumnae Office for help in Q2 and beyond. (The Associate Director is the primary contact for Alumnae Weekend and oversees the activities of all reunion classes - but classes celebrating certain reunions are assigned to the Sr. Director or Assistant Director as your staff liaison for additional help and support.)

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### **III. FAQs**

#### **1. What does a reunion chair do in non-reunion years?**

- Work with your class officers to maintain the quarterly calendar tasks. Plan and execute a mini-reunion or other class gatherings whether on zoom or in-person.
- Work with different social groups within the class to organize small gatherings of those classmates, for example, if a group of classmates live in the Dallas area, encourage them to organize a local social gathering. Don't forget to post about the event and share photos!
- Help various classmates set up zoom calls for thematic social celebrations, e.g., poker night, cocktail hours, birthday parties, etc.
- Encourage classmates to plan ahead for the reunion party and Alumnae Weekend travel, lodging dates and reservations.
- Work with the Fund Chair and other Class Officers to coordinate communications.

#### **2. What type of event should we consider for our reunion party?**

- Most classes choose to hold a dinner to celebrate their reunion. Some classes have chosen to include programming, such as a PowerPoint presentation or a dance, to round out the evening.

#### **3. What on-campus spaces are available for our class party?**

- Saturday evening is the time set aside for each class to hold a class party on-campus, but the on-campus location for Saturday night is not required. The Alumnae Office helps to coordinate the event set up, catering menus and staffing for on-campus Saturday night class parties. The Alumnae Office also will handle the ticketing for class parties as part of Alumnae Weekend



registration and will reimburse expenses incurred by the Reunion Planning Committee. Any additional parties the class might wish to hold over the weekend must be at an off-campus location.

#### **4. When does my class pick our reunion class party location?**

- Most classes choose to have their reunion party on campus the Saturday evening of Alumnae Weekend. If you want your event on campus, your location will be assigned based on your class size, the space capacity, accessibility and traditions around certain spaces for certain milestone reunions. You will find out where your class party will be held during Reunion Boot Camp.

#### **5. Can my class have a reunion dinner at a local restaurant?**

- Yes, but your reunion committee must coordinate with the restaurant to plan the event and menu and determine the costs. If you want to have your reunion at a local venue in Decatur or Atlanta, start your planning early in order to make a reservation in time for reunion weekend.

#### **6. Can my class plan other events besides the Saturday night party?**

- The Alumnae Office plans a complete weekend of events with time set aside for the Saturday night class party. Once you see the Alumnae Weekend schedule, your class may decide that's enough or you may decide to add a welcome gathering on Friday or a departure brunch on Sunday.

#### **7. Does ASC provide meals for a campus event?**

- Yes. Your reunion committee will coordinate with ASC staff to select a menu for your Saturday night on campus party.

#### **8. How do we determine the cost of the party? Does Agnes Scott subsidize any of the party cost?**

- The class will sell "tickets" to the party as part of Alumnae Weekend to cover the cost of putting on the reunion events, including the Saturday night

reunion party. The college does not subsidize the event. The cost will vary based on location, menu selection, alcohol, decorations, party favors, games or entertainment that the Reunion Chair and Committee, in consultation with the other Class Officers, decides to include.

## **9. When do we start and stop planning our own Class Reunion Party?**

- The 60<sup>th</sup> reunion is the last reunion for which the class is solely responsible for planning and for which a full slate of officers is elected. The Alumnae Office plans a combined reunion breakfast for the 65<sup>th</sup>-70<sup>th</sup>-75<sup>th</sup> reunions classes, to be held on Saturday morning of Alumnae Weekend, and we also more actively support the collection of Class News. This enhanced support is true for both our youngest and our oldest classes. Class leaders are strongly encouraged to collaborate. A Class Secretary (or two) and a Class President or Co-Presidents are strongly encouraged, and these leaders are encouraged to reach out to classmates to encourage attendance at Alumnae Weekend. Alumnae Weekend is timed to occur immediately following Commencement so that members of the graduating senior class can “launch” their engagement as alumnae right away by celebrating their 1<sup>st</sup> reunion after graduation.
- 

## **V. Best Practices**

- The best-planned events don’t matter if no one attends, so as you think about events, be sure you develop a good communication strategy for all 5 years. Work with the other Class Officers to help with executing your class communication strategy.
- Identify the different “friend groups” within the class and try to identify contacts for these. Use these to develop communication strategies.

- Based on identified groups within class, develop ideas for activities to maintain class interactions.
  - Select a reunion planning committee that includes thinkers, doers and communicators.
  - Use developed communication networks to promote reunion year support and attendance.
-

## CLASS PARTY PLANNING GUIDELINES

### Helpful hints for planning a mini-reunion event or your Alumnae Weekend Reunion Class Party:

- Begin the planning process early, using the suggested timelines included in the Class Officer Handbook as well as the Year 5 timeline presented during Reunion Boot Camp.
- Communicate with other Class Officers, your committee and/or your classmates to decide the following:
  - Determine the type of event you think could work well for you and your classmates. A seated dinner or cocktail party, a picnic that includes families, dates or spouses, a theme party at someone's home or a dance party outdoors or at an event venue are all examples of successful class parties. Mini-reunions can include any of the previous ideas or a trip to another city, a concert, movie, hike, or art opening.
  - Estimate the number of participants. Are spouses, partners, family members invited? What about friends from other classes?
  - Consider the level of formality and budget that fits well with your class's personality. As you make these decisions, consider the attire that your classmates will wear to this sort of event and include that in your invitation and other communication about the event.
  - Consider the location of the event (very important). Consider ease of transportation, parking, access issues for your class depending on age.
  - Many venues charge a rental fee for the space. Some venues may also require you to use a certain caterer.

- Make decisions about the type of food and level of service your classmates would enjoy: buffet or plated meal, standing and mingling or sit down. Evaluate menus and services appropriate for each venue under consideration.
- The college rents out venues across campus and might be a great spot for your mini-reunion. *If you want to hold a mini-reunion on campus, be reminded that venue and furniture rentals for on-campus events are arranged through the Office of Campus Events. Using College Catering is required. Please note that only wine and beer may be served on campus. Catering can provide bar staff, but Catering does not provide alcoholic beverages.*
- *The Alumnae Office is always happy to connect you to both College Catering or the Campus Events offices via an email or phone call. Staff in the Office of Campus Events can assist with finding the appropriate space based on class size, accessibility needs, past attendance, and other factors, and they can also connect you to College Catering.*
- Discuss how the restaurant, club or even the college determines charges, set up/furnishings provided by the event venue vs. what the class must provide, timing, refund options, costs for linens, alcohol/bar service, etc.
- Serving alcohol at the event? ASC vs. an off-campus venue have different considerations. Only beer and wine may be served on-campus, and you will have to furnish it yourself.
- Establish a budget that is appropriate to your class—which will depend upon decisions made about the many considerations listed above. Make those decisions based upon your knowledge of your class.
- Determine how much to charge classmates for the event. Has your class collected dues that might provide some funding? Are there classmates who want to support the party by providing goods or services that

would otherwise need to be paid for by guests in attendance? Websites such as Eventbrite can help you manage ticketing for your event; these sites usually charge a fee per ticket, usually 3% of the ticket price.

- If you have an outdoor location, consider the risks presented by the weather and prepare alternatives for inclement weather.
- Once the costs for all your options are determined, then re-evaluate the budget and make decisions accordingly. Again, keep in mind, the goal is to connect as a class. You want people to be able to attend and enjoy being together.

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## **SPECIAL CONSIDERATIONS FOR YOUR ALUMNAE WEEKEND REUNION CLASS PARTY:**

- Reunion Boot Camp is held late summer/early fall prior to your reunion.
- For your Reunion Party on Saturday evening of Alumnae Weekend, you may select an on-campus or off-campus venue, but we highly encourage you to stay on campus, as the space itself brings back memories, there is plenty of parking and you don't have to leave campus to decorate!
- On-campus Reunion Parties during Alumnae Weekend are assigned event locations by the Office of Alumnae Relations based on class size, accessibility needs, past attendance, expected attendance, as well as locations traditionally held for certain milestone reunions (for example, the 50<sup>th</sup> Reunion Party is traditionally held in the Woltz-Garretson Room in Rebekah Scott Hall), and other factors.
- The Reunion Boot Camp for your reunion will feature menu items that give you a sense of the types of menu items that Campus Catering and the Office

of Alumnae Relations are considering for your Alumnae Weekend. Feedback about the items you taste during RBC helps us put together menus for your Alumnae Weekend.

- During the budget/menu selection process, you will have the opportunity to select from several menus developed by College Catering and the Office of Alumnae Relations at a variety of price points. All on-campus party menus are served buffet-style. Due to the size and scale of Alumnae Weekend, plated and served menus are not available.
- The menu options available to choose from will ensure you and your classmates will not have a duplicate meal served at another event during the weekend and will feature items our catering staff know work well as a buffet.
- Examples of menus are heavy hors d'oeuvres cocktail party menu, a casual picnic menu, a specialty menu like a fajita bar, or a more formal meal with a protein, salad, vegetable/starch side dishes, and roll. All Reunion Party menus include dessert.
- The menu/budget worksheet will include an event fee that covers the cost of servers, tables, chairs, linens and other event basics. The worksheet will also include guidance for ordering alcohol.
- The Alumnae Weekend website will have a special page for the resources needed to plan your Reunion Party, including the menu and budget worksheets and the reimbursement form, as well as guidance on how to complete each, such as including the costs for class costumes or party favors.
- The Alumnae Weekend website will also include links to Agnes Scott-branded items for party favors or class gifts. Charis Books and More, the college's official bookstore, also carries many Agnes Scott items that can work well too! In these instances, the copyrighting for the college logo is already handled. You are, of course, welcome to find your own items.

- The menu options and budget worksheet will be provided by the Office of Alumnae Relations. Each Reunion Chair will want to schedule a one-on-one session with their class liaison in the Office of Alumnae Relations to help provide guidance on the menu/budget worksheet and answer questions.
- **At this time**, only classes in the Anna Young Club (those celebrating their 50<sup>th</sup> reunion and later) can order alcohol through the menu/budget planning process conducted through the Office of Alumnae Relations.
- All classes celebrating their 45<sup>th</sup> Reunions or earlier must purchase and bring any alcohol (beer & wine only) to campus for their Reunion Party. Any alcohol left over from the party is the property of the class but must be claimed at the end of the party.
- The Office of Alumnae Relations will alert all Reunion Chairs of any changes to this policy by the time the menu/budget planning process begins.
- Event spaces on campus dictate the room set-up (round tables, high boys, soft seating, etc.).
- The Office of Alumnae Relations plans a combined party for those classes celebrating their 65<sup>th</sup>, 70<sup>th</sup> and 75<sup>th</sup> reunions.
- For classes celebrating their 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> reunions, the Office can make menu recommendations.
- If your class misses key reunion planning deadlines, your Alumnae Relations staff liaison will make decisions for you.



## ASC Reunion Party Staff Liaisons:

Mary Rinaldi Winn, Senior Director, [mrinaldiwinn@agnesscott.edu](mailto:mrinaldiwinn@agnesscott.edu), 404.471.6056.

Mary works with the Anna Young Club classes, those classes celebrating their 25<sup>th</sup>, 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup>, and the combined reunion of the 65<sup>th</sup>/70<sup>th</sup>/75<sup>th</sup> reunion classes.

Valerie Kote-Tawia '04, Associate Director, [vkotetawia@agnesscott.edu](mailto:vkotetawia@agnesscott.edu), 404.471.6325.

Valerie is responsible for executing Alumnae Weekend. As part of that, she oversees all reunion class engagement, working closely with Class Reunion Chairs, but especially closely with the 20<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, and 45<sup>th</sup> reunion classes.

Tasida Webster '21, Assistant Director, [twebster@agnesscott.edu](mailto:twebster@agnesscott.edu), 404.471.6323.

Tasida builds the event registration webpages for Alumnae Weekend, and works with the G.O.L.D. (graduates of the last decade) alumnae classes as they celebrate their 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> year reunions and the 15<sup>th</sup> year reunion class.

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# ***Fund Chair Program Overview***

## ***2022-2023 fiscal year***

### **THE FUND FOR AGNES SCOTT**

**The Fund for Agnes Scott** (aka the annual fund) is tremendously important to Agnes Scott College as it helps to provide an educational experience that would be impossible if we relied on tuition and the endowment alone. By extending the college's resources, more students are transformed by an Agnes Scott education.

The Fund for Agnes Scott provides the margin between good and great that distinguishes the Agnes Scott education from any other. **Gifts to The Fund for Agnes Scott are used by the college in the year that they are given, enabling the college to respond to changing needs and emerging opportunities.** Financial aid, merit scholarships, faculty innovation, information technology, athletics, research, library resources and academic programs are among the areas that benefit from annual fund gifts.

**The Fund for Agnes Scott is tremendously important to the college. The Fund Chair class officer position plays a vital role in helping the college make Agnes Scott’s transformative educational experience accessible and affordable for current and future Scotties by asking their classmates to make a gift of any amount to The Fund for Agnes Scott each fiscal year. This fiscal year runs from July 1, 2022 – June 30, 2023.**

### **FUND CHAIRS, NON-REUNION YEARS**

Fund Chairs who are not in their reunion year are critical to our reaching The Fund for Agnes Scott’s (TFFAS) giving and alumnae donor participation goals. Each year, The Fund for Agnes Scott staff will provide Fund Chairs with their giving goals, donor participation goals, and class donor profile report with past years giving history, an updated class directory with their class giving information, and a handbook with detailed information on how to engage your classmates and achieve your class goals (typically in August or September). The Fund for Agnes Scott also hosts a fall and spring Fund Chair Conference via Zoom to provide additional training and resources for your position (typically held in September and February).

Fund Chairs in their non-reunion years play a key role in keeping their classmates connected to the college and inspiring them to pay it forward to the next generation of Scotties by making a gift of any size to the college each fiscal year. Fund Chairs do this by sending out appeal letters and emails throughout the year, as well as thanking their classmates’ generosity to The Fund for Agnes Scott by sending out thank you postcards, emails, texts or calls.

#### **Typical Fund Chair Schedule for Non-Reunion Classes:**

- Attend the Fall Fund Chair Conference via Zoom (September)
- Write a fall appeal letter or email (TFFAS staff will send this out on your behalf.)
- Write an end-of-calendar holiday appeal email (TFFAS staff will send this out on your behalf.)
- Giving Tuesday (2<sup>nd</sup> Tuesday after Thanksgiving) – Help spread the word to your classmates and ask them to join in Agnes Scott’s annual giving day on behalf of TFFAS.
- Write a spring appeal letter or email (TFFAS staff will send this out on your behalf.)
- Write an end-of-fiscal year appeal email (TFFAS staff will send this out on your behalf.)
- Thank your classmates who make a gift to The Fund for Agnes Scott. TFFAS staff will send you a donor report after each month closes with an update on your class giving and donor participation, along with a list of classmates to thank.
- Encourage your class to participate in TFFAS digital peer-to-peer fundraising campaigns including Giving Tuesday, 1889 Campaign in honor of Founder’s Day, the Graduates of the Last Decade (GOLD) Challenge for the classes of 2012-2022, and more!

### **FUND CHAIRS, REUNION YEARS (3s AND 8s)**

Fund Chairs who are their reunion year are critical to our reaching The Fund for Agnes Scott’s (TFFAS) giving and alumnae donor participation goals. Each year, The Fund for Agnes Scott staff will provide Fund Chairs with their giving goals, donor participation goals, and class donor profile report with past years giving history, an updated class directory with their class giving information, and a handbook with detailed information on how to engage your classmates and achieve your class goals (typically in August at Reunion Boot Camp). In addition to Reunion Boot Camp, The Fund

for Agnes Scott also hosts a fall and spring Fund Chair Conference via Zoom to provide additional training and resources for your position (typically held in September and February).

Fund Chairs in their reunion years play a crucial role in keeping their classmates connected to the college and inspiring them to pay it forward to the next generation of Scotties by making a gift of any amount in celebration of their reunion year. Fund Chairs do this by sending out appeal letters and emails throughout the year, as well as thanking their classmates' generosity to The Fund for Agnes Scott by sending out thank you postcards, emails, texts or calls.

### **Typical Fund Chair Schedule for Reunion Classes:**

- Attend Reunion Boot Camp to learn more about how you can achieve your class giving and participation goals by the Reunion Giving Deadline (approximately two weeks before Alumnae Weekend).
- Recruit your Reunion Giving Committee Members from your class and class officers.
- Attend the Fall Fund Chair Conference via Zoom (September)
- Work with your Class Reunion Giving Committee to reach out to your classmates early and encourage them to make a gift in honor of your reunion year.
- Write a fall appeal letter or email (TFFAS staff will send this out on your behalf.)
- Write an end-of-calendar holiday appeal email (TFFAS staff will send this out on your behalf.)
- Giving Tuesday (2<sup>nd</sup> Tuesday after Thanksgiving) – Help spread the word to your classmates and ask them to join in Agnes Scott's annual giving day on behalf of TFFAS.
- Work with your Class Reunion Giving Committee to reach out to your classmates and encourage them to make a gift in honor of your reunion year by the Reunion Giving Deadline. It's also a great opportunity to host a giving challenge to your classmates via social media, email or letter to help your class achieve its class giving and participation goals and win a coveted trophy.
- Write a spring appeal letter or email (TFFAS staff will send this out on your behalf.) Encourage your classmates to make a gift of any size by the Reunion Giving Deadline. All gifts and pledges must be documented by the Reunion Giving Deadline to count towards the trophy competition at Alumnae Weekend.
- Write an end-of-fiscal year appeal email to encourage classmates who have not giving yet to do so as well as encourage classmates to fulfil their pledges by June 30 (TFFAS staff will send this out on your behalf.)
- Thank your classmates who make a gift to The Fund for Agnes Scott. TFFAS staff will send you a donor report after each month closes with an update on your class giving and donor participation, along with a list of classmates to thank.
- Encourage your class to participate in TFFAS digital peer-to-peer fundraising campaigns including Giving Tuesday, 1889 Campaign in honor of Founder's Day, the Graduates of the Last Decade (GOLD) Challenge for the classes of 2012-2022, and more!