

# Guidelines for Class Secretaries

Sweet Briar College Alumnae Association  
Sweet Briar, VA 24595

Updated Summer 2008

By

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# Preparing Class Notes

<u>Final Deadline</u>	<u>Magazine Issue</u>	<u>Estimated Receipt of Magazine (Mail)</u>
July 1, 2007	Fall 2007	October 2007
November 1, 2007	Winter 2008	February 2008
April 1, 2008	Spring/Summer 2008	June 2008

**You may submit class notes in every magazine issue.  
Please Keep Notes Concise!**

Ideas of things to include:

- |                                |  |
|--------------------------------|--|
| Advanced degrees               | Jobs / Husbands' Jobs                  |
| Relocation                     | Out of the ordinary travel             |
| Honors and awards              | Volunteer Work                         |
| Children's College and/or Jobs | Noteworthy accomplishments             |
| Major Publications             | Special Birthdays and/or anniversaries |

The easiest way to submit class notes is via e-mail to **cmurray@sbc.edu**. If this is not possible please type your notes and mail a copy to: **Boxwood Alumnae House, P.O. Box E, Sweet Briar, VA 24595**.

## **Obtaining News**

The responsibility for gathering/sending news rests with the secretary and her classmates. The Alumnae Office is happy to help in the following ways:

1. A perforated post card is inserted into the Winter Magazine for alumnae use.
2. Secretaries may wish to remind classmates to send news by U.S. mail, telephone, or e-mail. The Alumnae Office will be glad to provide printed mailing labels upon request.

Secretaries may make phone calls or send mass e-mail reminders.

Every secretary will receive an updated class list once a year in the summer/early fall. Secretaries are encouraged to use our online directory, Banner Self Service, for additional lists. If you do not have your username and password, contact Bonnie Seitz, [seitz@sbc.edu](mailto:seitz@sbc.edu). Banner can be accessed at [www.sbc.edu/alumnae](http://www.sbc.edu/alumnae).

For any expenses incurred in sending reminders, secretaries may claim credit for a "gift-in-kind" by sending the request, accompanied by all receipts, to the Development Office, Sweet Briar, VA 24595. (Remember to include receipts for postage, telephone bill with Sweet Briar calls indicated, etc.)

# Formatting Class Notes

1. **Please put the following in bold at the beginning of your notes:**

First line: <b>Your Class Year</b>	<b>2006</b>
Second line: <b>Your Name</b>	<b>Colleen Murray</b>
Third line: <b>Your Street Address</b>	<b>Alumnae Office P.O. Box #</b>
Fourth line: <b>City, state and zip code</b>	<b>Sweet Briar, VA 24595</b>
Fifth line: <b>e-mail address</b>	<b>cmurray@sbc.edu</b>

2. **Put classmates' names in BOLD.**

Only when first introducing a classmate – all additional references should NOT be bold.

3. **Do not italicize maiden names.**

4. **Do not separate an alumna's name when used with her husband's name**

Use "**Mary Jones Smith** and Tom" - not "**Mary Jones** and Tom Smith," unless the alumna does not use her husband's name. Husband's names should not be bold.

3. **Italicize:**

Books, Magazines, Newspapers, Plays, Works of Art, Foreign Words and Phrases, and Ship Names

4. **Use quotations marks for:**

Short Stories, Poems, Lectures, Articles, and Parts of Books should be enclosed in quotation marks

5. **Abbreviate months, addresses, and years**

8/14/98, 3/5/07, 12/22/06  
6/07, 12/08  
Ave., St., Blvd.

6. **All States should be abbreviated using its two capital letter abbreviation**

See attached sheet

7. **Abbreviate institutions of Higher Education**

University of Maryland – U. MD  
Franklin College – Franklin Coll.  
Ohio State University – Ohio St.  
Sweet Briar College – SBC

8. **Educational Degrees should also be abbreviated**

Ph.D. – Doctor of Philosophy  
M.A. – Master of Arts  
B.A. – Bachelor of Arts  
B.S. – Bachelor of Science

9. **Children's ages should be in parenthesis**

Elizabeth (11) loves to swim.

10. **Use Arabic numbers for all numbers**

1 grandchild, 3 months, 16 pets

## Remember

- A. Double Space
- B. Times New Roman (font size 12)
- C. 1-inch margins
- D. Single space after the period

## Reunion Scrapbook

During her Reunion year, the Class Secretary often serves as Scrapbook Chairman since she has been the person who has kept in personal touch with classmates during the past five years. However, some secretaries choose not to assume this role, so any interested classmate may be appointed by the Class President to do this job.

The Class President and Scrapbook Chairman should confer about a questionnaire to be sent to all members of the class with the President's first letter in early fall. The Alumnae Office will send the Class President and Scrapbook Chairman a sample questionnaire, which should be changed to suit the age and activities of the class. Please be sure to ask for biographical and occupational information as the Alumnae Office finds this information useful for updating personal files. Questionnaires should include the return address of the Scrapbook Chairman.

The scrapbook may be as simple as a three-ring notebook or as elaborate as the Chairman cares to make it. You may wish to include pictures of alumnae, families, homes, and pets, in addition to the questionnaires.

The Alumnae Office will refund the Scrapbook Chairman for any reasonable expense in purchasing and assembling the scrapbook. The maximum to be spent is \$30.00. For reimbursement please send all receipts, noting what each receipt is for, (up to \$30.00) to Donna Dodd (P.O. Box E, Sweet Briar, VA 24595) as soon as possible after Reunion.

### **Suggested Order of Tasks**

1. The Scrapbook Chairman, along with the Reunion Chairman (Class President) develops a questionnaire to be sent with to the Alumnae Office in September.
2. Set a deadline when class questionnaires must reach you.
3. Put together the questionnaires, pictures, etc. as attractively as possible in a scrapbook.
4. **When you receive questionnaires please check contact information with Alumnae Office records and notify Bonnie Seitz (seitz@sbc.edu) if information needs to be updated.**
5. Bring the scrapbook to Reunion and leave it in the class hospitality room so all may enjoy it. In the event that you do not attend Reunion, mail it to the Alumnae Office BEFORE Reunion so that it can be put in the hospitality room.
6. Leave the scrapbook at the Alumnae Office after Reunion. The Alumnae Office has space to keep ONLY two scrapbooks per class. With every new 5-year Reunion of each class, we will send the two previous scrapbooks to the hospitality room so that they can be enjoyed with the current book. Following Reunion, the Class secretary should take the oldest scrapbook - so the Alumnae Office only has the most recent two. **It is recommended to have one permanent "keeper" of the scrapbooks who collects ALL scrapbooks except the most recent two which the Alumnae Office keeps.**

7. At this time, the Alumnae Office does not have the resources to scan scrapbooks to create PDFs or Web sites. However, if someone in your class is willing to take on this task they are more than welcome to borrow recent copies of scrapbooks from the Alumnae Office – so long as they are returned as soon as possible.

## **Additional Duties**

### **Clippings**

The Alumnae Office welcomes newspaper or magazine clippings about outstanding activities of any alumna, whatever class, since we keep a file for each of you. Please date these and indicate source.

### **Name and Address Changes**

Please alert us to any name, address, or e-mail address changes that come to your attention. It would also be most helpful if you could attempt to locate “lost” alumnae through any leads you have and send new particulars to the Alumnae Office.

### **New Class Officers**

It is the responsibility of the Class Secretary to notify the Alumnae Office after their Reunion of the newly elected Class Officers. Please do this before you leave campus or call the Alumnae Office as soon as possible.

### **Questions?**

If you have any questions please contact Colleen Murray '06, magazine editor, at 434-381-6317, 800-381-6131, or [cmurray@sbc.edu](mailto:cmurray@sbc.edu).

# State Abbreviations

Alabama	AL	Kansas	KS	Ohio	OH
Alaska	AK	Kentucky	KY	Oklahoma	OK
Arizona	AZ	Louisiana	LA	Oregon	OR
Arkansas	AR	Maine	ME	Pennsylvania	PA
American Samoa	AS	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Canal Zone	CZ	Michigan	MI	South Carolina	SC
Colorado	CO	Minnesota	MN	South Dakota	SD
Connecticut	CT	Mississippi	MS	Tennessee	TN
Delaware	DE	Missouri	MO	Trust Territories	TT
District of Columbia	DC	Montana	MT	Texas	TX
Florida	FL	Nebraska	NE	Utah	UT
Georgia	GA	Nevada	NV	Vermont	VT
Guam	GU	New Hampshire	NH	Virginia	VA
Hawaii	HI	New Jersey	NJ	Virgin Islands	VI
Idaho	ID	New Mexico	NM	Washington	WA
Illinois	IL	New York	NY	West Virginia	WV
Indiana	IN	North Carolina	NC	Wisconsin	WI
Iowa	IA	North Dakota	ND	Wyoming	WY