



CONNECTICUT  
COLLEGE

# Class Volunteer Handbook

## 2019 - 2020

# ◆ Opportunities to Get Involved ◆

Class Officer  
Positions

Reunion  
Planning

Regional  
Engagement

Camel Career  
Network

# Class Officer Positions

Class Officers typically serve five-year terms, congruent with each reunion cycle.

## Class President

The Class President assists in keeping the class connected and informed. The President supports other class officers and volunteers in fulfilling their officer duties. The President attends College-sponsored events, serves as a member of the class Reunion Committee, supports the Connecticut College Fund through an annual gift, and writes an annual Fall Class Letter. The President also stays in close touch with the Office of Alumni Engagement and the Class Correspondent in order to update classmate life changes and information (mailing address, email address, name, etc.).

## Vice President

The Vice President represents the President when necessary and becomes Class President upon the resignation of the Class President. The Vice President attends College-sponsored events, serves as a member of the class Reunion Committee, and supports the CC Fund through an annual gift.

## Class Correspondent

Class Correspondents organize Class Notes for publication in *Connecticut College Magazine* based on guidelines provided by the Office of Alumni Engagement. The Class Correspondent notifies the Office of Alumni Engagement of any changes in classmate contact information (mailing address, email address, name changes, etc.) or the passing of a classmate. Reciprocally, the Office of Alumni Engagement will notify the Class President and Class Correspondent if we are notified of the passing of a classmate (upon receipt of an obituary). We will also share exciting updates about classmates when we learn of them (job promotions, mentions in the news, etc.). A detailed Class Correspondent Handbook is provided to any volunteer in this role.

# Best Practices for Class Officers

Attend reunions and class events. When possible, attend regional and other college-organized events.

Identify and recruit additional classmates to serve as future volunteers.

Partner with the Office of Alumni Engagement to draft messages (when necessary) to share information/updates with classmates.

If your class has a social media presence (Facebook pages, etc.), keep information fresh and updated.

Class Presidents should regularly communicate with other class volunteers and work together to create messages to the class that support the efforts of the class officers.

Make an annual gift to the Connecticut College Fund at <http://giving.conncoll.edu>.

# Class Officer Succession

Every five years during a reunion year, the Class Leadership team is refreshed through a class officer succession process. During the Reunion registration period, Class Presidents are responsible for leading the process to determine the slate of class officers for the next five-year cycle. We have moved away from an election model for Class Officers in an effort to be more inclusive of all interested classmates. We also encourage (and can help) classes to form non-traditional leadership models if that best serves the class.

Class Presidents and Vice Presidents solicit self-nominations and nominations from classmates for new officer positions at the end of every reunion cycle. Class Presidents and Vice Presidents track the names of interested classmates and work with the Office of Alumni Engagement to put together a strong leadership team. Alumni are, of course, welcome to stay on as officers, change officer positions, and share officer positions - whatever is best for the class.

The current Class Officers assist in the succession process and are responsible for disseminating information to classmates about class leadership opportunities. One month before your Reunion, the Office of Alumni Engagement will contact current class leadership and ask them to organize a class meeting during Reunion Weekend to solicit nominations for leadership roles. The Office of Alumni Engagement will follow up with Class Leadership after Reunion Weekend to obtain the slate of officers who should be instated for the next five years.

We especially encourage current Class Leadership to personally reach out to classmates who they think would represent and lead the class well. Never underestimate the power of asking someone to help! If you have any questions, please contact your Alumni Office Class Liaison (found on page 12). They will be able to provide information about who in the class is the most engaged with the college and who might be a good candidate.

# Reunion Planning

All class volunteers are encouraged to be a part of their Reunion Committee.

Reunion Committees work with the Connecticut College Advancement team to plan and implement the College's Reunion celebration, held each May/June. As an excellent opportunity to reconnect with classmates, the Committee engages in conference calls and email group discussions to help plan Reunion and fundraise for their class. Committee members encourage classmates to attend Reunion and promote giving back to the College.

## Reunion Chair

The Reunion Chair works closely with College Advancement staff to lead the class Reunion Committee through planning and fundraising efforts. The Chair recruits and encourages Committee members, and promotes coming back and giving back to all classmates. The Reunion Chair must attend Reunion, all necessary planning meetings, and make a gift to the College.

## Reunion Committee Members

Reunion Committee Members work with the Reunion Chair and College Advancement Staff to plan and implement Reunion celebrations for classmates. Reunion Committee Members attend Reunion and make a gift to the CC Fund, while encouraging classmates to do the same.

## Camel Athletics Representatives

Camel Athletics Representatives are athletics-alumni who contribute to the planning of athletics-specific programming during Reunion, as well as fundraising on behalf of the Camel Athletics Network.

## Class Gift Officer/Chair

Class Gift Officers/Chairs play an important role in keeping alumni connected to the College. CGOs work closely with Connecticut College Fund staff to fundraise for the College by supporting the development of class letters and emails, personally connecting with classmates, keeping alumni up-to-date on the College, encouraging classmates to make an annual gift, and sharing the impact of alumni gifts.

## 1911 Society Representative

Understanding the importance of leadership giving, the 1911 Society Representative encourages fellow classmates to give back to the College at a leadership level during the class' Reunion year and beyond.



# Camel Career Network

There are many opportunities to engage in professional and career development activities, both on campus and off. Alumni can engage with current students by offering career advice, expertise and knowledge through any of our CCN programs. Below is just a sampling of ways that you can contribute professionally. All career related opportunities can be found at [www.conncoll.edu/alumni](http://www.conncoll.edu/alumni).

## Office Hours

Office Hours is a program that provides students with an opportunity to meet with alumni and parents in one-on-one sessions. Through these sessions, students have a quiet, safe environment to learn more about specific career paths, while developing and practicing their networking skills. During each 30-minute student session, volunteers can conduct résumé reviews, host mock interviews, and provide general career advice. Virtual Office Hours are also an option.

## Career Launch

Career Launch is an annual event held during Fall Weekend. This fun, expo-style event is designed to provide students with valuable feedback and guidance from alumni and parents through their first-hand experiences in the workforce. With a presence from a variety of industries, students will have discussions with professionals, learn how to make a good first impression, practice their elevator speech, model best practices when interviewing for jobs, pose industry-focused questions, and hone their networking skills in preparation for post-graduation job search success.

## Sponsor an Internship

Sponsor an internship and host one or more students during the summer or academic school year. Connect with qualified student candidates, who are eager to find internship placements. Continue your mentor relationship with your student(s) after their internship is complete and help connect students with your business contacts in specific fields.



# Regional Volunteers

Regional Volunteers help alumni across the country stay connected to Connecticut College by planning and hosting events, acting as liaisons between alumni and the Office of Alumni Engagement, and representing the College in their communities.

## Camel Alumni Admission Program

Alumni from all over the world extend the College's outreach to prospective students, conducting admission interviews, representing the College at college fairs and welcoming admitted students at receptions in their home area. This community of volunteers plays a crucial role in shaping future classes, often providing a student's first and most persuasive contact. The experiences and stories of Connecticut College graduates enable prospective students and their families to hear about the social, academic and residential opportunities at the College and often personalize the admission process.



## Class Communications

Have a message you'd like to get out to the class? Connect with your Alumni Engagement Class Liaison and they will work with you to format your content and send it to your classmates.

Many alumni rely on *CC Magazine* for the latest news from friends and acquaintances. *CC Magazine* is printed three times a year - in January, May and September. Class Notes can also be viewed (and submitted) online in the e-version of the magazine at:

**<https://www.conncoll.edu/news/cc-magazine/>**.

Some classes choose to maintain class-specific Facebook pages. For those classes with enthusiastic class volunteers who are willing to maintain and populate a class social media account, this can be a useful tool for connecting the class. It is not, however, a requirement.

# Alumni Directory Information

In order to obtain contact information for classmates or other Connecticut College alumni, you may access the online alumni directory through our website (<http://www.conncoll.edu/alumni>). Here you will find any information that your classmates and other Conn alums have elected to display.

Don't forget, your Alumni Class Engagement Liaison is here for you! As you stay connected to Connecticut College, we hope that you will stay in touch with us as well. If you have a question, concern, request, or idea, please a call or send them an email.

## ◆ Class Liaison Contacts ◆

- 1940 - 1965 —▶ Dena Poblete, x2349, [dpoblete@conncoll.edu](mailto:dpoblete@conncoll.edu)
- 1966 - 1979 —▶ Victoria McKenna, x2302, [vmckenna@conncoll.edu](mailto:vmckenna@conncoll.edu)
- 1980 - 2000 —▶ Luci Chaplin, x5497, [lchaplin@conncoll.edu](mailto:lchaplin@conncoll.edu)
- 2001 - 2019 —▶ Joey Avena, x2403, [javena@conncoll.edu](mailto:javena@conncoll.edu)

# ◆ Other Campus Contacts ◆

- Alumni Engagement → (860) 439 - 2300, [alumni@conncoll.edu](mailto:alumni@conncoll.edu)
- Camel Athletic  
Networks → (860) 439 - 2414, [sschilk1@conncoll.edu](mailto:sschilk1@conncoll.edu)
- Connecticut College  
Magazine → (860) 439 - 2893, [ccmag@conncoll.edu](mailto:ccmag@conncoll.edu)
- Giving Societies → (860) 439 - 5260, [brichar2@conncoll.edu](mailto:brichar2@conncoll.edu)
- Office of Admission → (860) 439 - 2200, [admission@conncoll.edu](mailto:admission@conncoll.edu)
- Career Development → (860) 439 - 2770, [careerservices@conncoll.edu](mailto:careerservices@conncoll.edu)

*Thank you for volunteering!*



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Connecticut College  
Networking

[alumni.conncoll.edu](http://alumni.conncoll.edu)