



# CLASS OFFICERS 101: A GUIDE FOR CLASS LEADERSHIP

by Cathy Phillips and Dottie Werner

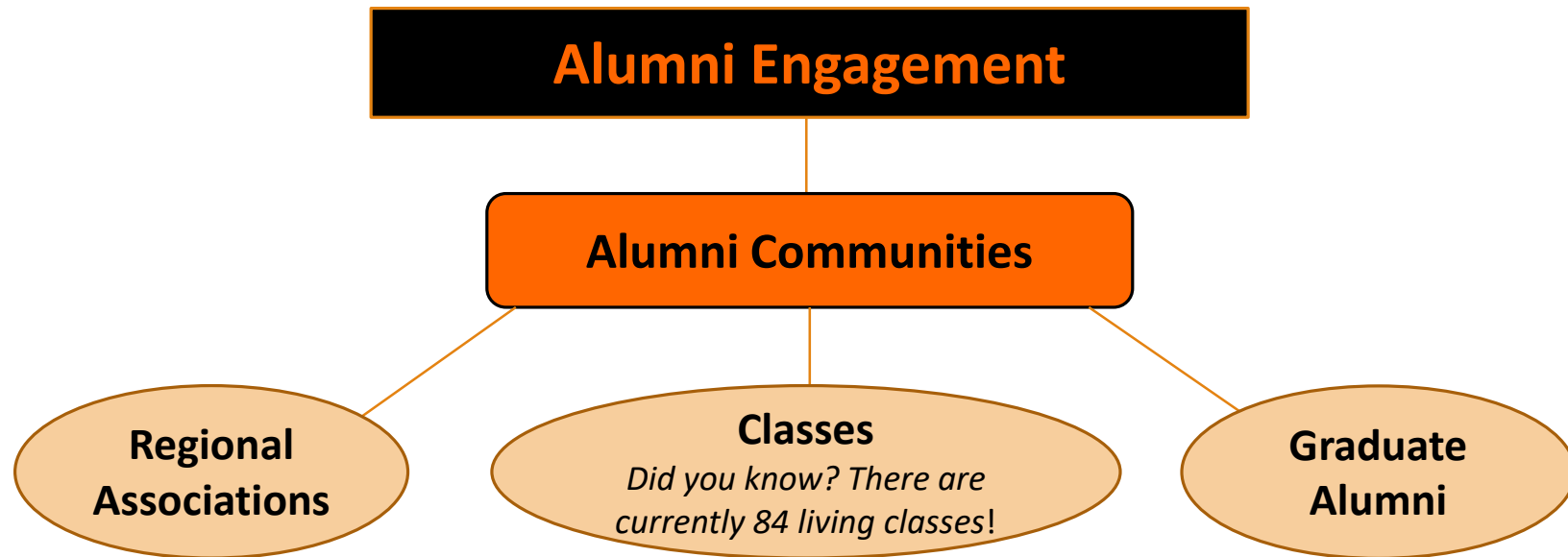


# Did you know?



**Alumni Engagement** is part of Princeton's Office of Advancement.

Classes are one of our **Alumni Communities**.



# Meet the Class Affairs Team

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# Class Affairs Resources & Assistance

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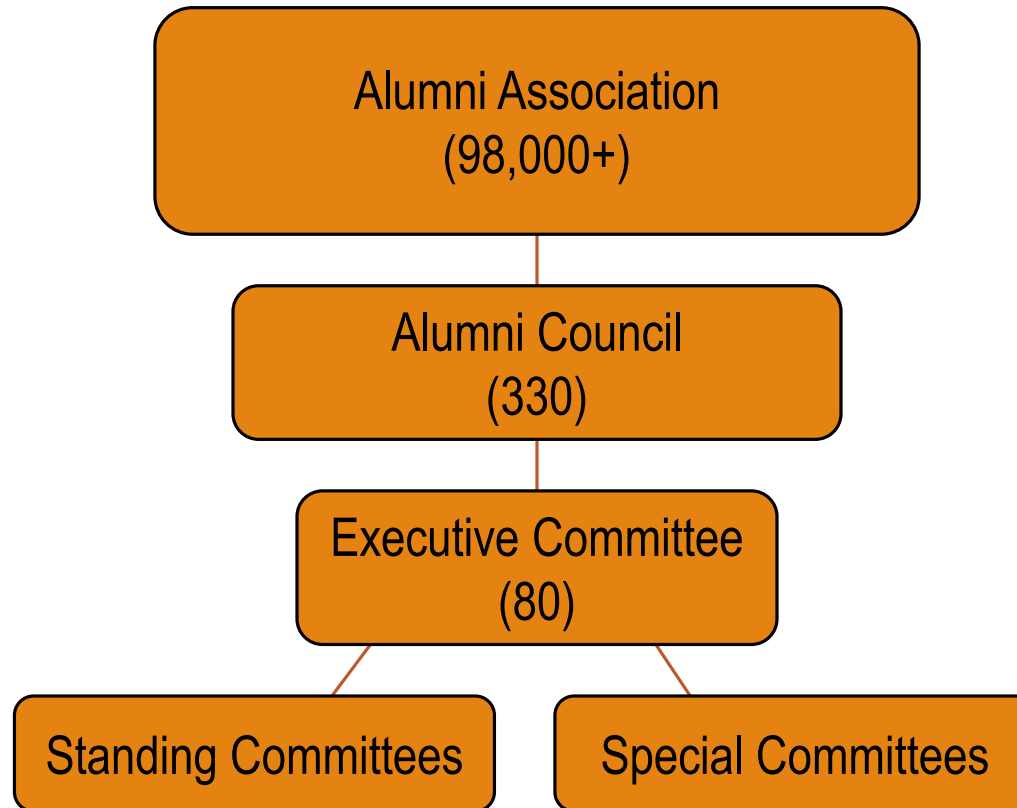
- Class reporting
  - dues rosters
  - address lists & labels
  - special requests
- Event management and community service advice
- Tax questions
- Letter review
- Alumni Mailing Services - liaison to Printing & Mailing Services
- Troubleshooting
- Protocol questions and issues
- Liaison to University resources

## **Class Affairs Email**

For all inquiries, email  
[classaff@princeton.edu](mailto:classaff@princeton.edu).

# The Alumni Association of Princeton University

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# What is the Alumni Council?

The Alumni Council of Princeton University is the governing body of the Alumni Association of Princeton University.

The **mission** of the Alumni Council is "to engage as many alumni as possible in the ongoing life of the University in mutually beneficial ways and to support alumni initiatives that promote the goals of the University."

## Alumni Council Executive Committee Leadership



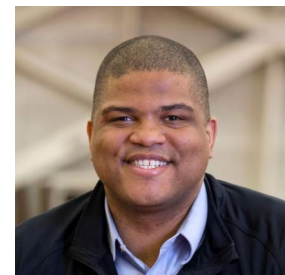
**Monica Moore Thompson '89**  
President, Alumni Association  
& Chair, Alumni Council



**Ryan Ruskin '90**  
Vice President, Alumni Association  
& Vice Chair, Alumni Council



**Adam E. Lichtenstein '95 \*10**  
Treasurer, Alumni Council



**Eric Plummer '10**  
Assistant Treasurer, Alumni Council



# Executive Committee of the Alumni Council

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Responsible for the governance of the Alumni Association of Princeton and includes leaders from all of the alumni volunteer committees.

## Standing Committees

- **Class Affairs Committee (CAC)**
- Communications and Technology Committee (CAT)
- Princetoniana Committee
- Committee on Regional Associations (CORA)
- Committee on Reunions (COR)
- Princeton Schools Committee (PSC)

## Special & Ad Hoc Committees

- Committee on Awards for Service to Princeton
- Committee to Nominate Alumni Trustees (CTNAT)
- Committee on Nominations
- Ad Hoc Committee on Recent Alumni Engagement
- Ad Hoc Committee on Volunteer Pipeline
- The Princeton Prize in Race Relations

## Affinity Groups

- Asian American Alumni Association of Princeton (A4P)
- Association of Black Princeton Alumni (ABPA)
- Association of Latino Princeton Alumni (ALPA)
- Native Alumni of Princeton (NAP)
- Princeton Veterans Alumni Association (PVETS)
- Princeton Women's Network (PWN)
- Bisexual, Transgender, Gay and Lesbian Alumni (BTGALA)

# Alumni Council Dues

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Your class pays dues annually to the Alumni Council to support major alumni initiatives that make the Princeton alumni relationship so strong.

Major activities and committee work funded by these dues:

- **Alumni Council's Annual Meeting** and **Old Guard Luncheon** at Reunions;
- **Service of Remembrance** at Alumni Day honors Princetonians who have died over the course of the year;
- **Award for Service to Princeton** and its reception honoring the winners during Reunions;
- **Class Affairs Committee** supports class officers in all their efforts and provides proven best-practices;
- **Reunions Committee** provides support to volunteers planning and running a reunion;
- **Committee on Regional Associations**, which provides grants to support new regional programs and outreach initiatives;
- **Princeton Schools Committee** strives to reach as many applicants as possible;
- **Princetoniana Committee** whose mission is to share Princeton's traditions, history and lore.

Dues paid by classes (based on number of classmates)

- Rate for five youngest classes is 75 cents /classmate
- Rate for the Classes of 1956–2015 is 90 cents / classmate

Alumni Council dues rates have not changed since 1995!



# Class Affairs Committee (CAC)

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**Mission** is to support class officers in building class community, provide guidance on best practices, troubleshoot issues and to serve as a liaison between classes and the University.

CAC works closely with the Alumni Engagement staff and class officers to provide useful resources to class leadership.

## Class Liaisons:

- Each class is assigned a liaison within the CAC.
- Your liaison can assist you with any specific class issues, provide fresh ideas for class engagement and can share best practices.

# Meet the Class Affairs Committee

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Andrew Lewis '12,  
Chair



Elisabeth  
Rodgers '86,  
Vice Chair



Catie  
Cambria '06



Cecilia De  
la Rosa '90



Julianna Yasinski  
Edwards '92



David  
Friedman '20



Rahsaan  
Harris '95



Lolita  
Buckner  
Inniss '83



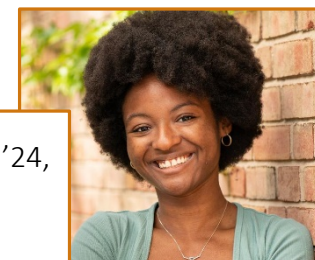
Anthony  
Pappenfus '13



Justin  
Purnell '00



Sydney Johnson '24,  
Senior Class  
President



# Class Officer Responsibilities

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# Class' Expectations

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- Promote engagement within the class and with the University
- Disseminate information of interest to the class in a timely fashion
- Plan events and programs to connect classmates to one another
- Attend Reunions and class events whenever possible
- Collect dues to fund projects and events that promote the mission of the class
- Submit classmate news to the *Princeton Alumni Weekly (PAW)* Notes column

# University's Expectations

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- Class Officers will demonstrate leadership and serve as examples
  - Attend class events\*
  - Represent the class at Alumni Day\*
  - Attend Reunions\*
  - Pay class dues
  - Participate in Annual Giving
  - Participate in the local Princeton Regional Association
- Fiscal responsibility
- Commitment to welfare of the class
- Communication with other class officers, the class and the University
- Replacement of non-performing volunteers (make sure to cover this in your bylaws!)

*\*whenever possible*

# CLASS PRESIDENT

- Build and develop class engagement
  - Identify, recruit and motivate others to share their time and talents
  - Coordinate class and officer functions, responsibilities, events, etc.
  - Conduct meetings (class meetings, class executive committee meetings)
  - Develop effective, consistent, regular communications system for class officers
  - Establish a timetable of class activities each year
  - Write at least one letter to the class annually on behalf of all officers of the class
  - Attend Service of Remembrance at Alumni Day\*
  - Send appropriate thank-you letters/emails to all class members who assist with class activities and/or functions
  - Handle officer appointments or replacements. Report to Class Affairs staff for coding.
- \*whenever possible*



# CLASS VICE PRESIDENT

- Act as President in event of absence, incapacity or resignation
- Work with the President on any special projects
- Develop and maintain a network of Class Regional Representatives to plan local class activities
- Communicate regularly with classmates in various regions to foster idea flow
- Coordinate activities with regional clubs and associations and affinity groups
- Communicate regularly with other class officers
- Attend all class and class Executive Committee meetings



# CLASS SECRETARY

- Prepare class newsletters, social media posts, and other communication
- Write all *Princeton Alumni Weekly (PAW)* Class Notes columns (ensuring a broad cross-section of information is presented). See guidelines and deadlines here.
- Write *PAW* Class Memorials and confer with family on behalf of the class
- Attend all class and class Executive Committee meetings
- Maintain records and minutes of all class-related meetings
- Notify Alumni and Donor Records of address changes and deceased classmates: [alumrecs@princeton.edu](mailto:alumrecs@princeton.edu)

Note: PAW does not alert the University when they receive class memorials. Please be sure to copy [alumrecs@Princeton.edu](mailto:alumrecs@Princeton.edu) for University coding.

# CLASS TREASURER

- Maintain up-to-date, accurate records
- Send 2-3 dues solicitations annually
- Attempt to collect on back dues
- Deposit checks and pay bills promptly
- Report to University and class annually on financial condition of class
- Monitor criteria for tax-exempt status
- Prudently invest unused cash balances
- Attend all Class and Class Executive Committee meetings
- See additional information online at:  
[Financial Forms and Procedures](#)

**NEW DUES  
LEDGERS  
COMING SOON!**

# Appointed Officers

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## Reunion Chair(s)

- Manage all details of the class' reunion
- Appoint sub-committee chairs and coordinate their efforts

## Class Regional Representatives / Vice Presidents

- Coordinate and plan regional events for the class
- Work with the local regional association to maintain a class presence

## Technology Chair / Social Media Chair

- Build/maintain class web page and social media channels
- Manage class electronic communications, including sending broadcast emails

## Diversity, Equity and Inclusion (DEI) Chair

- Organize programming to forward the class' mission of addressing systemic bias, promoting equity and advancing inclusion
- Collaborate with class officers, classmates and/or the broader University community to organize regional / virtual gatherings, panels or book clubs

## Class Historian

- Maintain the history of the class, from undergraduate days to the present
- Collect historical documents and information from classmates for use by the [University Archives](#) and [Princetoniana](#)

## Community Service Chair

- Coordinate and plan class community service efforts

## Virtual Events Chair

- Maintain the history of the class, from undergraduate days to the present
- Collect historical documents and information from classmates for use by the [University Archives](#) and [Princetoniana](#)

## Annual Giving Class Agents

- Run five fundraising campaigns culminating in a major campaign coinciding with the major reunion
- Assume responsibility for class success in reaching participation and dollar goals

# Diversity, Equity and Inclusion for Class Officers

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Check out the resources on DEI for classes on [Class Volunteer Resources](#):

- [Diversity, Equity & Inclusion \(DEI\) Class Officer Role](#)
- [PDF: Advancing Diversity, Equity and Inclusion: Best Practices and Resources for Alumni Leaders](#)
- [Video Recording: Alumni Volunteer Leadership Discussion on Princeton University's Diversity Equity & Inclusion Annual Report](#) — November 9, 2021
- [Slide Deck: Advancing Diversity, Equity and Inclusion: Best Practices and Resources for Alumni Leaders](#) — November 9, 2021
- [Video Recording: Diversity, Equity & Inclusion \(DEI\) Best Practices for Class Officers](#) – April 19, 2021
- [Slide Deck: Diversity, Equity & Inclusion \(DEI\) Best Practices for Class Officers](#) – April 19, 2021
- [Slide Deck: Spring 2022 Workshop - Inclusive Leadership for Class Officers: Best Practices for Influencing Change](#) – February 7, 2022

# 5-Year Class Lifecycle



# Every Year

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- Encourage class engagement
- Collect class dues
- Remind classmates to update their TigerNet contact info
- Submit Class Notes to the PAW by deadlines
- Draft and send President's letter (summer)
- Plan at least one class-wide event and/or regional event (virtual or in-person)
- Encourage classmates to attend major events on campus (e.g. Homecoming, Alumni Day, Reunions) and promote virtual and regional events
- Align class engagement initiatives with University priorities
- Feature Class and University news on your class website and social media channels
- Submit annual financial report to University (due September 15)

# Year 1

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- Establish contact with the Class Affairs Team and the Class Affairs Committee liaison for your class
- Transfer class information and history from outgoing officers to incoming officers
- Build out executive committee team and appoint officers
- Schedule regular class officer meetings
- Review, assess and adjust roles and responsibilities among leadership team
- Create a 5-year strategic plan
- Create a communications plan (coordinate with Annual Giving)
- Schedule class events throughout the year (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)
- Review class constitution and by-laws and revise or update as needed
- Become familiar with the various resources and training materials provided by the Class Affairs Team and the Class Affairs Committee ([Class Volunteers Resources](#))
- Share Reunions successes and look for ways to capitalize on Reunions momentum
- Update class website and social media with new officer information



# Year 2

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- Review and update strategic plan
- Update communications plan, create comms calendar – coordinate with AG
- Schedule class events throughout the year (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)
- Continue filling out executive leadership team if any vacancies remain or new needs arise

# Year 3

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- Review and update strategic plan
- Update communications plan, create comms calendar – coordinate with AG
- Schedule class events throughout the year (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)
- Recruit and secure Reunions Chair(s) if not yet filled
- Update alumni contact info and search for missing classmates
- Begin promoting date for next major reunion

# Year 3

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- Review and update strategic plan
- Update communications plan, create comms calendar – coordinate with AG
- Schedule class events throughout the year (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)
- Recruit and secure Reunions Chair(s) if not yet filled
- Update alumni contact info and search for missing classmates
- Begin promoting date for next major reunion

# Year 4

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- Review and update strategic plan
- Update communications plan, create comms calendar – coordinate with AG
- Schedule class events throughout the year (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)
- Reunions chair to set Reunions theme, build out team, and begin communications
- AG Class Agents build out team and plan for major Reunion engagement and goals
- Create and execute pre-Reunions event plan
- Engage in Reunions Leadership planning events

# Year 5

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- Execute and conclude strategic plan
- Plan class events leading up to Reunions (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)
- Support Reunions team and assist in execution of Reunions as needed
- Conduct elections for elected class officer positions (prior to Reunions)
- Create and execute succession plan for new elected officers
- Nominate and select honorary class members
- Nominate and select class award winners
- Submit Reunions financial report after Reunions

**SAMPLE!**

# Class Officer Calendar

| May-July   | August   | September  | October  |
|--|--|--|--|
| <ul style="list-style-type: none"><li>▪ New class officers take office July 1</li><li>▪ Hold class executive committee meeting or conference call</li><li>▪ Review and update bylaws</li><li>▪ Plan schedule of activities for the year</li><li>▪ Begin strategic planning for first five years</li><li>▪ Prepare class budget</li><li>▪ Confirm all officer/board appointments</li><li>▪ Prepare first mailing to class</li></ul> | <ul style="list-style-type: none"><li>▪ Finalize plans for fall class activities</li><li>▪ Begin off-year Reunions planning</li><li>▪ Submit first class mailing to Alumni Engagement (usually by August 1 for majors and by August 15 for all others)</li></ul> | <ul style="list-style-type: none"><li>▪ First Year Pre-rade and Step Sing (9/3/23)</li><li>▪ Hold class executive committee meeting or conference call</li><li>▪ First class mailing is sent to class</li><li>▪ Begin work on class Alumni Day plans</li><li>▪ Begin work on spring activities</li></ul> | <ul style="list-style-type: none"><li>▪ Tiger Tailgate (10/21/23)</li><li>▪ Encourage local class gatherings or virtual gathering for Orange and Black Day (10/22/23)</li><li>▪ Finalize class Alumni Day plans</li></ul>  |
| November   | December   | January  | February   |
| <ul style="list-style-type: none"><li>▪ Submit second class dues mailing to Alumni Engagement (by November 1 for majors and by November 15 for all others), if applicable</li><li>▪ Finalize spring schedule</li><li>▪ Appoint class representative for Service of Remembrance</li><li>▪ Hold class executive committee meeting or conference call</li><li>▪ Second class mailing is sent to class</li></ul>                       | <ul style="list-style-type: none"><li>▪ Finalize Reunions planning</li><li>▪ Send holiday greetings, if desired</li></ul>  | <ul style="list-style-type: none"><li>▪ Send mailing about Alumni Day event</li><li>▪ Send third dues mailing</li><li>▪ Hold class executive committee meeting or conference call</li><li>▪ Major reunion classes: inform classmates of upcoming elections and solicit nominations</li></ul>             | <ul style="list-style-type: none"><li>▪ Attend Alumni Day and Service of Remembrance (2/24/24)</li><li>▪ Hold class event, if desired</li></ul>  |
| March  | April  | May  | June   |
| <ul style="list-style-type: none"><li>▪ Send Reunions information</li><li>▪ Hold class executive committee meeting or conference call</li></ul>  | <ul style="list-style-type: none"><li>▪ Finalize Reunions plans</li><li>▪ Major Reunion classes begin new officer elections or other selection process</li></ul>   | <ul style="list-style-type: none"><li>▪ Reunions (5/23/24-5/26/24)</li><li>▪ Hold class executive committee meeting or conference call</li></ul>   | <ul style="list-style-type: none"><li>▪ File Reunions reports with Alumni Engagement</li><li>▪ Reexamine officer appointments</li><li>▪ Evaluate year's programming and look for ways to improve</li><li>▪ Hold class executive committee meeting or conference call</li></ul> |

# Class Business

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# Class Bylaws

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- Constitution establishes the class and typically does not need to be updated
- Bylaws establish the specific rules of guidance by which the group is to function
  - ✓ Adopt bylaws if your class does not have them
  - ✓ Template is available
  - ✓ Update bylaws as necessary
- **All classes should have bylaws!**

# Group Exemption

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- In 1984, Princeton obtained a group exemption letter from the IRS, enabling alumni organizations to qualify for 501(c)(3) status under its tax-exempt umbrella.
- There are more than 150 current members, including all active classes, the APGA, most regional associations and two affiliated groups.
- Each class receives an EIN number from the IRS.

# Basic Tax Exemption Rules

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- Group must be organized and operated exclusively for tax exempt (educational and charitable) purposes.
- Must engage primarily in activities that further exempt purposes.
- No private inurement or private benefit.
- Limitations on political activity, including prohibition on intervention in political campaigns.

# General Advice for Officers

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- Officers have a duty of loyalty to act in the best interest of the class.
  - Do not use the tax ID number and/or tax exemption for non-charitable or personal purposes (travel tours, funds to aid members in need, etc.).
  - Personal liability - Individual officers could be held legally responsible for misrepresentations, illegal actions or negligent behavior.
- Do not *personally* sign contracts with vendors on behalf of your organization. Be clear that the person is signing as an authorized officer on behalf of the class (e.g., Jane Doe, President).
- Do not co-mingle personal money with the organization's funds.
- Always act prudently when handling the organization's funds.

# Risk Management

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- All officially related alumni groups and their officers are afforded coverage under the University's insurance programs when operating as the organization and/or during a University authorized event or program.
  - Insurance coverages provided:
    - General Liability: Third party coverage provided when the group's actions and/or events, during an authorized University event or program, lead to injury or damage to another party.
    - Trustees and officers coverage for allegations of wrongdoing provided to the official officers of the organization when acting on behalf of the organization.
- See [Risk Management for Class Officers Conversation](#)

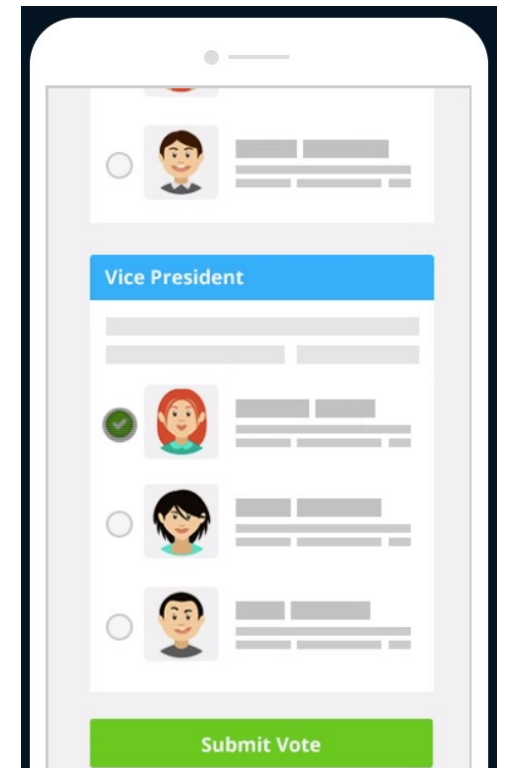
# Class Elections

Many Princeton classes select the four core class officers (president, vice-president, secretary and treasurer) by inviting nominations and then holding elections prior to each major reunion.

The basic steps for elections are as follows:

- Call for nominations
- Election typically takes place in the months leading up to a major reunion
- Alumni Engagement can provide an election platform called **Election Runner**, free of cost to the class, to run your election.
- Results: The ballots are tabulated by your class election administrator or class elections board and typically announced during Reunions.

Elected officers begin their roles on July 1 and serve for 5 years.



# Class Finances

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# Financial Reporting

- University files taxes on behalf of class.
- Class must submit financial report every year to the University Treasurer.
- If a class does not file for 5 years, either with the University or on its own, the class is removed from the University umbrella *permanently*.
- Financial reports are due September 15.

|   |  |  |
|---|--|--|
| <b>Financial Report for Princeton Classes 1945-2019:</b>                                  |  | <b>CLASS YEAR:</b><br>July 1, 2019 - June 30, 2020 |
| <b>I. Class Dues and Dues Arrears</b>   |  |  |
| A.  | Total number on Active Mail Roll (as of July 1, 2019)  | _____  |
| B.  | Number of dues payers for year (paid through June 30, 2020)  | _____  |
| C.  | Percentage of dues payers for year (Item A into Item B)  | _____  |
| D.  | Dues rate  | _____  |
| E.  | Dates of dues notice mailings issued for the year _____  | _____  |
| F.  | Dues rate for your next fiscal year  | _____  |
| G.  | Arrears billings: ( ) Yearly ( ) Every ___ year(s)<br>( ) Occasionally or ( ) Never  | _____  |
| <b>II. Cash Receipts</b>  |  |  |
| A.  | Membership dues  | _____  |
| B.  | Mini reunion fees (*see instructions/excludes Major Reunions)  | _____  |
| C.  | Gifts & contributions:   | _____  |
|   | - Cash   | _____  |
|   | - Non-cash: (attach a statement with the following information provided for each gift: describe property, provide date received & value) | _____  |
| D.  | Interest (see instructions)  | _____  |
| E.  | Dividends (see instructions)   | _____  |
| F.  | Gain (Loss) from sale of securities (see instructions, attach a statement with required information)                                     | _____  |
| G.  | Other cash receipts (e.g. class functions, mix & ellavous)<br>(Describe type and amount of each)   | _____  |
|   | 1) _____ \$ _____  |  |
|   | 2) _____ \$ _____  |  |
|   | 3) _____ \$ _____  |  |
|   | Total other cash receipts:   | \$ _____   |
| H.  | Payments from Princeton University   | \$ _____   |
|   | Total Payments from Princeton University:  | \$ _____   |
|   | <b>Total Cash Receipts</b>   | <b>\$ _____ (1)</b>                                |
| <b>III. Cash Disbursements</b>  |  |  |
| A.  | Office expenses (supplies, telephone, postage, mailings, bank fees)  | _____  |
| B.  | Information technology (e.g. hardware, software, support services such as website design, virus protection)                              | _____  |
| C.  | PAW subscriptions  | _____  |
| D.  | Travel   | _____  |
| E.  | Alumni council dues  | _____  |
| F.  | Mini reunions (*see instructions/excludes Major Reunions)  | _____  |
| G.  | Transfers to Princeton (contributions, e.g. payment for annually-funded scholarships)<br>Please describe purpose of transfer _____       | _____  |
| H.  | Insurance  | _____  |
| I.  | Other cash disbursements (e.g. class functions, mix & ellavous)<br>(Describe type and amount of each)                                    | _____  |
|   | 1) _____ \$ _____  |  |
|   | 2) _____ \$ _____  |  |
|   | 3) _____ \$ _____  |  |
|   | 4) _____ \$ _____  |  |
|   | 5) _____ \$ _____  |  |
|   | Total other cash disbursements:  | \$ _____   |
| J.  | Payments to Princeton University   | \$ _____   |
|   | Total Payments to Princeton University:  | \$ _____   |
|   | <b>Total Cash Disbursements</b>  | <b>\$ _____ (2)</b>                                |
| <b>Excess (Deficit) for the year [Total Cash Receipts less Total Cash Disbursements]:</b> |  |  |
| _____   |  |  |
| Page 1 of 8   |  |  |



# Banking

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- Class officers may select any bank.
- Each class has two accounts that may not be combined:
  1. **Class Funds** (raised through tax-deductible contributions to the class as a 501(c)3 organization)
  2. **Reunions Funds** (unrestricted; raised from Reunions sales; not tax-deductible)
- At least two class officers should have access to each account.

# Class Dues

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- Class dues are the lifeblood of class finances.
- Class dues not only cover annual operating expenses but can be used towards impactful class engagement strategies.
- The best time to launch a robust class dues program is immediately after graduating. The second-best time is today.
- It is never too late to launch a dues program by piggybacking on recent class events, the most recent or upcoming reunion, changes in class leadership or the class's current financial needs.
- Tailored communications to classmates are the most effective way to solicit dues payments - Treasurers often develop specific form letters for different groups (reliable dues payers, classmates who have never paid, etc.).
- Reminders improve participation!

# Class Dues

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- Class dues are tax deductible
- Class dues **MAY** be used for:
  - any activity or initiative that brings the class together as a whole or is open to all/any classmates outside of Reunions
  - officer expenses related to the organization's activities
  - support of the Alumni Council (dues)
  - memorials and community service funds
  - support of scholarships/grants for Princeton students
  - payment of alumni directories and other print and mail expenses

# Class Dues

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- Class dues **MAY NOT** be used for:
  - Reunions expenses
  - a classmate's Reunions fees
  - individual profit, gift, or bonus
  - support other charitable organizations
  - political or personal gain

Class dues are NOT Annual Giving. These are often confused!

# Class Dues Best Practices

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- Incentivize participation
- Offer the option to pay multi-year dues (e.g. \$25/year or 5 years for \$100)
- Give classmates the option to donate more if they wish
- Allow classmates to pay dues for missed years
- Keep an Honor Roll
  - Example: Class of 1997 (<https://princeton97.com/honor-roll/>)
- Include dues in a points system
  - Also include other forms of engagement
  - Example: Class of 2006 (<https://www.princeton2006.com/06-points-system/>)

# Reunions Fees

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- Reunions fees are **NOT** tax deductible
- **MAY** be:
  - Used for Reunions expenses
  - Given or transferred to the class dues account
  - Used to pay for mini-reunions throughout the year
  - Used to help pay fees related to the reunion for a classmate that cannot afford to attend
    - Additional account(s) may be set up for classmates in need (these are not tax deductible contributions)
    - Not permitted to be funded by Class Dues
    - Best practice: set up a website or publicized address so classmates can donate directly and bypass all Class or Reunions funds

# Reunions Fees

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- **MAY NOT** be:
  - Used for individual profit, gift, or bonus
  - Used to support other charitable organizations
  - Used for political or personal gain

# Mailing Rebate Program

**FINAL YEAR!**

Alumni Engagement offers a Mailing Rebate Program to help defray the cost of paper copy mailings.

To receive the full incentive available to your class, the following requirements must be met:

1. Your completed **Class Annual Financial Report** must be received by the University Treasurer by **September 15, 2023**.
2. Your **first letter with dues request** mailing **must be received by** Alumni Mailing Services by: **August 15** (for major reunion classes) or **August 22** (for non-major reunion classes)
3. Your **second dues request** mailing and dues ledger must be received by Alumni Mailing Services by: **November 1** (for major reunion classes) or **November 15** (for non-major reunion classes)
4. Note: this program will be discontinued in June 2024.

Rebate Award Amount:

| Classes   | Incentive |
|-----------|-----------|
| 1954-1973 | \$200     |
| 1974-1983 | \$400     |
| 1984-1993 | \$500     |
| 1994-2003 | \$600     |
| 2004-2023 | \$800     |

→ Full program details will be sent with Dues Ledgers. Contact [classaff@Princeton.edu](mailto:classaff@Princeton.edu) for information.



# Class Engagement

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# Class Events

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- View the [Tiger Tips on Class Engagement](#)
- Regional Class Engagement
  - Appoint a network of regional representatives
  - Establish guidelines (e.g. plan 2 events/year)
  - Work with other alumni groups in the regions
- Mini-Reunions and Class Trips
  - Organize mini-reunions or class trips and share in the adventure
  - View the [Tiger Tips on Class Trips](#)
  - Check out [Princeton Journeys](#) for fantastic itineraries!
- University Events
  - Plan class events in conjunction with University events such as Tiger Tailgate and Alumni Day



# Submit your class events and trips

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Share your event success and qualify for a Class Award!

Report your **class event** here: <https://forms.gle/aDNgkxRjZretAnef6>

Report your **class trip** here: <https://forms.gle/rbCsft354id5HQq5A>



# Important Dates for 2023-2024

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- September 3** Pre-rade and Step Sing  
Encourage your classmates to join fellow alumni, students, parents and friends to welcome the Class of 2027 as they commence their undergraduate experience.
- October 21** Alumni Tiger Tailgate and Football Homecoming vs. Harvard  
See [goprincetontigers.com](http://goprincetontigers.com) for all athletic schedules and tickets
- October 22** Orange and Black Day  
Plan local and online events for your classmates
- TBD** Conversations with the University President  
President Christopher L. Eisgruber '83 will hold alumni gatherings in Hong Kong (December), Los Angeles (January) and Florida (February).
- February 24** Alumni Day and the Service of Remembrance
- May 23-26** Reunions



# Create a class tradition around the



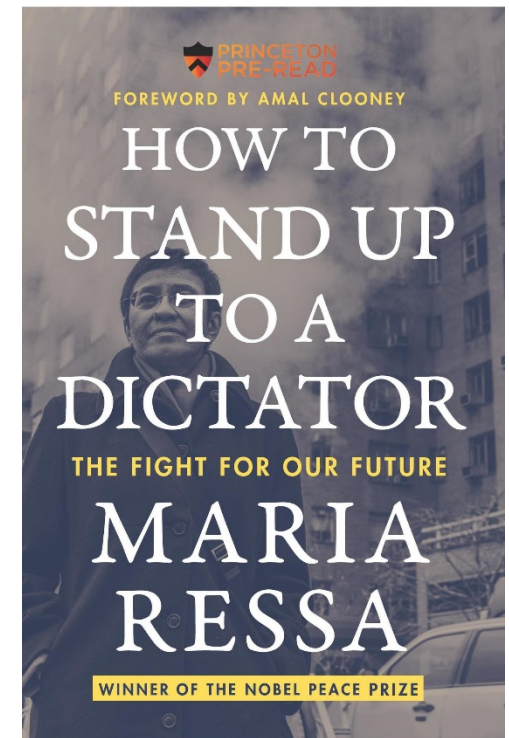
The Pre-read tradition, initiated by President Christopher L. Eisgruber '83 in 2013, introduces incoming freshmen to Princeton's intellectual life.

Classes can participate by reading the selected book and coming together virtually or locally in-person to discuss.

[Learn How to Host a Princeton Pre-read Event](#) from Dean Menegas '83, President of the Princeton Association of the United Kingdom.

An **All Alumni Pre-read Event** on "How to Stand Up to a Dictator: The Fight for Our Future," by Maria Ressa '86,\* is being planned for November 2023. *Details coming soon!*

\*To avoid overwhelming Maria Ressa '86 with alumni invitations, we kindly request that you refrain from contacting her directly about joining your event.



# Orange and Black Day: October 22, 2023

Princeton's newest tradition honors the anniversary of the University's charter and this year marks the 276th anniversary of that original charter.

Encourage your classmates to gather in-person or online and don their best orange & black to show their Princeton pride on October 22, 2023.





# Community Service

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➤ See [Community Service Guidelines](#)

- The service project must relate to the organization's and Princeton's tax-exempt purposes.
- Projects must typically have *in-person* components that bring together members, thereby enhancing their connection to the organization and to Princeton.
- University policy prohibits using the class mailing list to solicit funds for a purpose that does not further Princeton's mission.
- You should seek approval from Alumni Engagement before beginning any community service effort, especially one that involves fundraising of any type.

# Engaging Classmates Virtually

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- Class panels featuring classmates
- Happy hours and coffee chats
- Trivia and game nights
- Book Talks
  - Princeton Pre-read
  - Feature class authors
- Interactive / Classmates teaching classmates  
(cooking, wine tasting, music, dance, exercise, etc.)
- View the [Tiger Tips on Virtual Engagement with Illa Brown '76](#)



# NEW! Class Officer Zoom Backgrounds

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Class Officer Zoom backgrounds have been created for your use.

<https://alumni.princeton.edu/volunteer/resources/class-volunteers/communications-events-programming>



# Incentivize Engagement: Example

## '06 POINTS SYSTEM

When you participate in Class of 2006 activities, you get points. The more things you do, the more points you get. What do these points get you? **Price breaks (even-cheaper-than-early-bird) on registration fees for our 15th Reunion!**

### THE DETAILS

#### Dues: 100 POINTS PER YEAR

They're important. They keep the class going. The more people pay dues, the more money we have for regional events and other sweet projects. You need to pay them every year by JUNE 30th. If you've already paid this year, congrats! You've received 100 of the 500 possible dues points heading to the 15th. If you haven't paid, **you still have time!**

#### Five Year Dues Payment: 600 POINTS

We gave you the option to lock in your dues rate for five years (they increase from year to year) at \$125 (\$25 per year) if you paid all your dues at once. But in case that's not enough incentive for you, we'll also give you 120 points for each of those years instead of the normal 100 points! (That's 600 points for all five years!) We've even given you the ability to pay all five years of back dues at once to get those extra points if you haven't paid in a while!

#### Annual Giving: 100 POINTS

We don't care what amount you give, but contribution rates are closely scrutinized (and highly rewarded) by the University. The greater percentage of us that donate, the better our class looks. Annual Giving helps the University's ranking and it makes us look so so good. **Make a donation** every year before June 30th and receive 100 points for each year!

#### PAW: 400 POINTS (+100 WITH PICTURE)

We want to know what you're up to and we want to keep our section of the PAW filled with updates and photographs. Each time you submit to the PAW, you'll receive 30 points. If you add a photo, we'll double it. You can send all your updates to our Class Secretary, Amy Sennett, at [amy.sennett@gmail.com](mailto:amy.sennett@gmail.com). And the best part? You can send updates and receive points as many times as you like!

#### Attending Reunions: 100 POINTS

If you bought a classmate wristband for any of the reunions since the fifth, we've got your name and you've got your points!

#### Hosting a Class Event: 800 POINTS

Help us plan a class event in your region and get tons of points. If there's a speaker or exhibit coming into town that you think a group of '06 friends would want to attend, let us know. We'll get the contact list for all the alums in your area, we'll help promote your event, and, when we've got sufficient dues money, we'll pay for transportation, food, museum tickets, etc. Any idea you've got, we're behind you to make it happen and we'll give you points for it. ReachOut 56-86-06 activities will also count. The only caveat here is that we have to pre-approve events and they must be open to all classmates in your area.

#### Keeping Track

We'll keep track of everyone's points and put them on a spreadsheet. You don't need to email us and let us know when you've paid dues or contributed to the PAW. We'll know those things.

# Class Awards

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## YOUNG ALUMNI AWARD

- **Young Alumni Award 1932 Trophy** - For the class less than 10 years out which has had the most complete program of communication, activities and dues participation.

## CLASS EVENT AWARDS

- **1898 Trophy** - For the largest percentage of membership attending any gathering during the year between Reunions.
- **1928 Trophy** - For the largest number of its members attending any gathering during the year between Reunions.

## CLASS DUES AWARDS

- **1932 Plaque** - For the highest percentage of dues payers in a class more than 25 but less than 50 years out of Princeton.
- **1941 Plaque** - For the highest percentage of dues payers in a class more than one but less than 25 years out of Princeton.
- **1977 Plaque** - Presented to the class more than three but less than 26 years out of Princeton, reporting the largest percentage improvement in dues participation over three consecutive years.
- **The 1942 Senior Dues Participation Award** - Given to the class more than 50 years out of Princeton whose class roll as of the start of the fiscal year (July 1) is 100 or more and which by May 1 has attained the highest percentage of dues payers.

# Watch for your classmates in the news with PAW updates

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Did you know that you can subscribe to Princeton Alumni Weekly (PAW) email alerts on alumni in the news, Princeton books and sports?

Highlight your classmates' accomplishments when they appear in Alumni News or are the featured Tiger of the Week.

Click here for an email subscription or update your preferences.



# Honorary Members

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Classes may choose to recognize individuals who have made a significant contribution to their class through outstanding service, continuing commitment or demonstrated loyalty by adding them as honorary members of their class.

- Selection process should be covered in your bylaws.
- Typical process:
  - solicit nominations from the class
  - executive committee or the entire class votes
  - send letter to person receiving honorary membership
  - notify Class Affairs ([classaff@Princeton.edu](mailto:classaff@Princeton.edu)) and include a copy of the letter
- New honorary classmates are invited to participate in class events and should be included in class mailings.
- Note: honorary classmates do not have access to TigerNet.



# Relationships with Other Groups

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- Parent Class (25 years out) / Grandparent Class (50 years out)
- Work with other classes in your reunions cohort (+2/-2 years)
- Partner with Regional Associations or Affinity Groups
- Work with other alumni groups (Ivy+)



# Princeton University Alumni Website

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[alumni.princeton.edu](https://alumni.princeton.edu)

# Volunteer Resources

PRINCETON UNIVERSITY ALUMNI

CONTACT EVENTS REUNIONS TIGERNET MAKE A GIFT

OUR COMMUNITY > CONNECT VOLUNTEER GIVE > FORWARD

OPPORTUNITIES >

ANNUAL GIVING RESOURCES >

CLASS

REGION

REUNIONS

## Class Volunteer Resources

Volunteer Resources

Annual Giving Volunteer Resources

**Getting Started**

Resources for Annual Giving Volunteers

2020-2021 Volunteer Toolkits

Annual Giving Campaign Goals and Progress

TigerTracks

Annual Giving Reports

Contact Information

Class Volunteer Resources

Class Mini-Reunions

Class Constitutions and Bylaws

Communications, Events and Programming

Class officers serve Princeton and their classes in many important ways and are deserving of Princeton's gratitude for their dedication. The resources found on these pages are meant to be helpful to you in your role as a class leader.

*If you see a lock icon next to the resource you need, you'll need to login with your TigerNet credentials to access it.*

alumni.princeton.edu/volunteer/resources/class-volunteers



# Finding Class Websites

← → ↻ 🏠 [alumni.princeton.edu/our-community](https://alumni.princeton.edu/our-community) 🔍

PRINCETON  
UNIVERSITY  
ALUMNI

OUR COMMUNITY > CONNECT > VOLUNTEER > GI



## Find Fellow Alumni Resources on Tiger

On TigerNet, you can connect with class alumni and friends, and locate your class and social media channels.

# Finding Regional Associations



There are more than 160 Princeton regional associations around the world, so you can connect with fellow Princetonians wherever you are.  
Find the region closest to you.

## Regional Associations Near You

State

New Jersey

Country

- Any -

Apply

PC of Northwestern NJ (Morristown area)

PAA of Monmouth & NE Ocean Counties

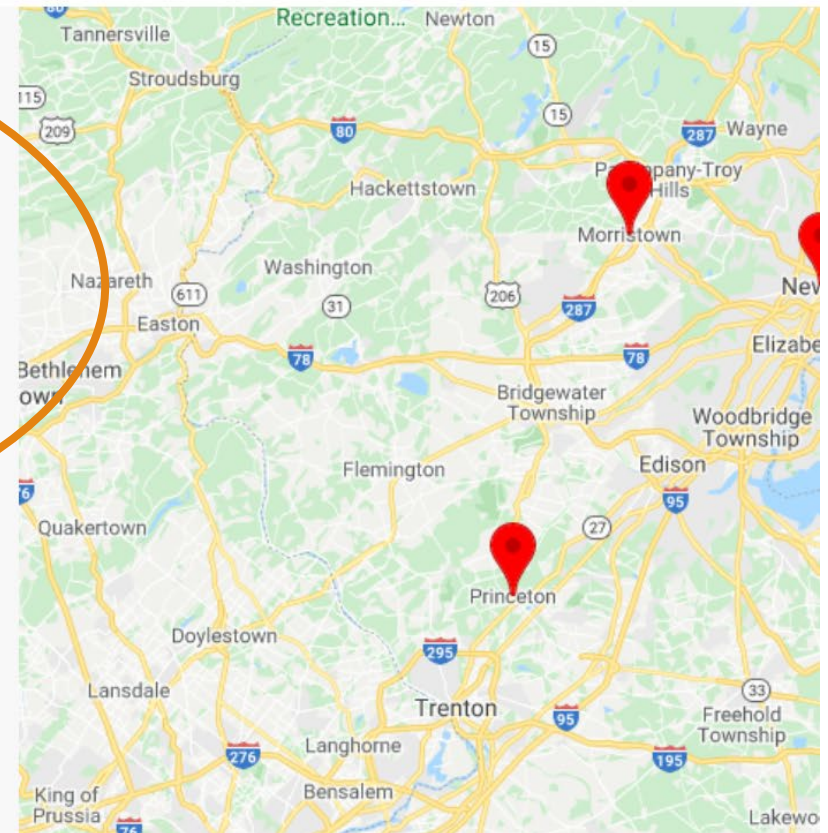
No websites or social media found for this group. Find class leaders using TigerNet (login required)

Princeton Area Alumni Association

PAA of Essex and Hudson Counties

PAA of Northern New Jersey

[See All](#)

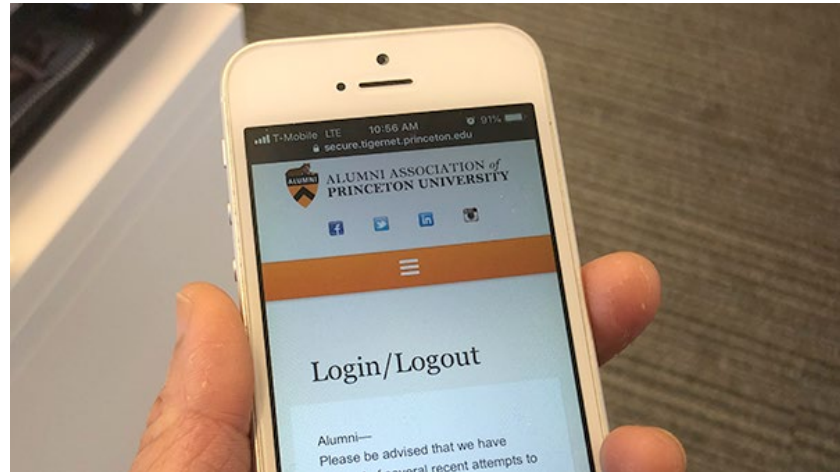


# TigerNet Online Community

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Princeton's online alumni community and suite of volunteer tools available to all alumni.

- Alumni Directory (including Leadership Search)
- My TigerNet Profile
- Alumni Email
- Discussion Groups



→ Remind your classmates to update their information so you can reach them and know where they are to plan local events!




# TigerNet 2.0

Hivebrite is replacing iModules as the platform for TigerNet, Princeton's online alumni community supporting group websites and broadcast email.

To schedule TigerNet 2.0 website and email training, visit [zcal.co/hannahmarino/tn2training](http://zcal.co/hannahmarino/tn2training).

Classes (27) · [See all](#)

Private




**Class of 1990**

1170 members

[Request to join](#)

[Go to Group](#)

Private




**Class of 1982**

1118 members · Princeton, NJ, United States

[Request to join](#)

[Go to Group](#)

Private




**The LEGENDARY Class of 1993**

1151 members · Princeton, NJ, United States

[Request to join](#)

[Go to Group](#)

Private



**Class of 2013**

1324 members

[Request to join](#)

[Go to Group](#)

## Featuring:

- Events management
- Dues management/history
- Social media integration
- New enhancements constantly rolling out...

### Upcoming Events (4)



22 Virtual Game Night

Date: July 22, 2023 8:00 PM - 10:00 PM EDT

Online event: ⓘ

Social

Virtual Events



26 Nintendo Switch Sports Bowling Tournament

Date: August 26, 2023 6:00 PM - 9:00 PM EDT

You have already purchased **3 memberships** [Manage your memberships](#)



#### Class of 2013: Fiscal Year 2021 Class Dues

Class dues are key in the sponsorship of class events (speakers, happy hours, panels, etc.), cover the cost of your annual subscription to the Princeton Alumni Weekly, and enable our...

\$50/1 year

[Purchase now](#)

[Read more](#)

# TigerNet Help Desk

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For help with emails or general questions, contact the TigerNet Help Desk:

[alumnivolunteers@princeton.edu](mailto:alumnivolunteers@princeton.edu)  
(855)249-1829

Monday-Friday:  
8:00 a.m. - 6:00 p.m. ET

Saturday-Sunday:  
10:00 a.m. - 3:00 p.m. ET

# First Steps for New Class Officers

## 1) Review and update (if necessary) your class **bylaws**

Use the [bylaws template](#). If you wish to make any major changes, please track them in a Word document so that we can review them. Submit them to [classaff@Princeton.edu](mailto:classaff@Princeton.edu).

## 2) Appoint class officers, as needed:

- Class Regional Chairs (to plan local class events, especially in major metropolitan areas)
- Reunion Chair(s)
- Tech Chair and/or Social Media Chair
- Diversity, Equity and Inclusion Chair(s)
- Community Service Chair
- Class Historian

## 3) Strategic Planning

Begin strategic plan for next five years; Plan schedule for next year of events; Prepare for class mailing (letter from President to be sent in August)

## 4) Review your class website and update as needed

## 5) Build relationships & seek advice

Reach out to other class officers for advice (contact [classaff@Princeton.edu](mailto:classaff@Princeton.edu) for contacts)

Reach out to the [Class Affairs Committee](#) for guidance or issues (note, CAC Liaisons will be reaching out to their assigned classes in the fall)

*We look forward to  
working with you!*

*Tiger Cheers!*

