

Trinity College

HARTFORD CONNECTICUT

Dear New Class Secretary!

Congratulations! I am happy to welcome you as the new Class Secretary, the main link between your class and the College.

Class Officers (President, Vice President and Secretary) serve a 5-year term, renewable at Reunion.

In your new role, you are asked to furnish reports of Class news and activities for inclusion in the Class Notes section of the alumni magazine, The Reporter, which is published three times a year. A listing of your deadlines for each upcoming Reporter issue is posted on the [Class Secretary website](#). Please refer to these deadlines for planning purposes.

Approximately one month before each deadline, I will send a reminder email to all of the secretaries. This will prompt you to send an email blast to your class through Trinity's volunteer management system, which you will be trained on.

Guidelines for Submitting Class Notes:

- * Please upload class notes through [class secretary website](#).
- * Please note that the maximum word count for class notes is **1,000 words** per class.
- * Please bold names of classmates (do not use ALL CAPS); alumni not in your class should not be bolded and class years should be noted, if known.

Please see the [Class Secretary website](#) for more information and helpful tips about collecting class news. Additionally, a directory with class contact information will be emailed to you for your use in contacting individual classmates.

Please let me know if you have any questions!

Thank you!

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