

Class Secretaries Guidebook

Index

- I. [Class Secretary Responsibilities & Policies](#)**
- II. [Step-by-Step Guide](#)**
- III. [Deadlines](#)**
- IV. [Formatting](#)**
- V. [Photo Submissions](#)**
- VI. [FAQs](#)**
- VII. [Typical Edits Made to Class Notes](#)**

I. Class Secretary Responsibilities & Policies

Class secretaries are a liaison between the Academy and their classmates. As such, they have the following responsibilities:

- ❖ Collect information from classmates and submit polished articles via the new online portal. Class Notes are published three times per year in *Andover* magazine.
- ❖ Attend the Virtual Class Secretary meetup approximately 5-6 weeks in advance of the class notes submission deadline.
- ❖ Submit Class Notes by the pre-determined [deadlines](#).
 - If a class secretary is unable to meet a deadline, please ask another classmate to submit notes on their behalf.
 - **Class Notes that are received after the deadline will be held for the subsequent issue.**
- ❖ Follow the policies in place for all Class Secretaries and submissions:
 - Ensure content submitted for Class Notes is accurate (including the correct spelling **and bolding** of classmates' names) and that classmates have given permission to share included information.
 - Submit Class Notes in the required format and within the allowable word limits. Class Notes that do not adhere to the required format may be returned to the Class Secretary. (See formatting requirements below)
 - The Class Notes editor edits for clarity, brevity, grammar, and appropriateness of content. The views and opinions expressed by alumni are theirs alone and are not endorsed by and should not be ascribed to PA. Alumni must, however, adhere to appropriateness of content. Meaning they cannot use Class Notes to defame, harass, or threaten people or entities. *Andover* magazine reserves the right to edit, remove, or delete any content that does not adhere to policy. Please see our [community standards](#) as a helpful guide.
 - Secretaries are responsible for using their class list for the purpose of reaching out to classmates for class notes. Class lists must not be shared or used for any other purposes.
- ❖ Send questions, updated information, and death notices to classnotes@andover.edu or call 978.749.4900.

II. Step-by-Step Guide

Task	Resources
Attend the Class Secretary Meeting hosted by OAE 5-6 weeks prior to submission deadline	OAE will contact you with an invitation via classnotes@andover.edu
Begin outreach to classmates	You will receive an updated class list from OAE in conjunction with the Virtual Class Secretary Meeting
Update Andover about any information changes you come across (ie: change of address, death notice)	Please email updated information to alumni-records@andover.edu
Compile notes from your outreach into an article that fits the requirements	Helpful Information: Formatting , Style , Example and Schedule
Check to make sure all names are spelled correctly, alumni names are bolded and information is accurate	Please use the class list provided as a reference.
Submit your notes via the online portal	Please know classnotes@andover.edu is a well monitored inbox and resource for any questions, but should no longer be used for submissions
Enjoy reading your submission in the <i>Andover Magazine</i> !	This schedule will help guide you in which submission will be found in each issue.

III. Deadlines

- ❖ Due to the high volume of notes that we receive and in fairness to the majority of class secretaries who send notes in on time, we cannot accept notes submitted after the deadline. Notes submitted after the deadline will be held for the subsequent issue.

IV. Formatting

- ❖ Please ensure all classmates' **names are spelled correctly and bolded**.
 - The Office of Alumni Engagement will provide updated class lists to each class secretary five weeks before the submission deadline.
 - Names will appear in the magazine as they are sent to us. If you do not bold the names they will not be published bolded.
- ❖ Please begin all Class Notes with your name, class year, email address, and/or phone number in the upper left-hand corner, as you would like it to appear in the header of the magazine.
- ❖ On first reference only, please put the full names (first and last) of your classmates in bold.
 - Only alumni from your class should be bolded on first reference—not spouses' names and not the names of alumni from other classes.
 - The names of alumni from other classes should always be followed by their class year.

Photo Submissions

Deadlines for Photos submissions mirror those for Class Notes and should be sent **via the new online portal**. Please note that due to the number of photos we receive, we cannot guarantee that all photos submitted will be published.

Photos sent into *Andover* magazine may be published in the print magazine, on our website, or on our social platforms.

To be considered for publication, photos **must**:

- ❖ Be submitted via the portal—not embedded in the body of an email.
- ❖ Be high-resolution suitable for printing for crisp, clear results (a minimum of 1MB in size and anything 1-7MB works well). If you are submitting a photo from your smartphone, your phone also gives you a size selection option. Please select the largest option available. Please do not take photos from Facebook—or any other social media channel—without permission of those in the photo.
- ❖ Include the names of people in the photo, clearly identified from left to right (photos must include at least 1 alum).
- ❖ Include some information about the occasion—what, where, and when.
- ❖ **Photos smaller than 1 MB, or those submitted without identification and caption information cannot be used.**

V. FAQs

What do I write about?

Include news about professional and personal milestones—career advancements, opportunities, or changes; marriages; births and adoptions; travel; mini-reunions; hobbies; special interests; awards and recognition; PA and Abbot memories; and notable achievements. Sometimes, to jumpstart lively conversation in notes, secretaries work around a theme and ask classmates who their favorite instructors were; a book they read at Andover that changed their life; a favorite Andover memory; etc.

Is there anything I should not write about?

Class Notes are an extension of Phillips Academy and its alumni. We trust that class secretaries will use good judgment when submitting notes and write about information that upholds mutual respect for the rights, differences, and dignity of others. Alumni may not use Class Notes to defame, ridicule, harass, or threaten people or entities. The [community standards](#) the academy has in place can act as a reference.

In general, avoid news of forthcoming events, such as a classmate's impending wedding, parenthood, or career change. It is acceptable to write about future plans to go on vacation, but it could be embarrassing or hurtful if you write about a major life event that does not occur as planned. Please share news of these events **after** they have occurred.

Please use discretion in reporting news that came from secondhand sources. While social media posts and word-of-mouth are excellent ways to stay current with classmates, it's required to verify the news directly with those you are writing about, and make sure they have given permission for the news to be published in Class Notes. When writing about an illness, be sure to be sensitive about whether that person wants to share that information.

Does the Academy verify information sent into Class Notes?

Class secretaries are responsible for the accuracy of information provided about classmates including the correct spelling of classmates' names. The views and opinions expressed by alumni are theirs alone, and are not endorsed by and should not be ascribed to PA.

May I include a classmate's email or telephone number in my column?

Out of an abundance of caution for classmates' privacy, please do not include alumni email, phone numbers, or addresses unless you have explicit approval from the classmate.

When are we notified about the passing of classmates and what are our responsibilities with handling this information?

The Office of Alumni Engagement will share details of a classmate passing in the following circumstances:

- When we have record of an obituary **and**
- When the death has occurred in the current class notes cycle

As our class liaison, we hope you will share this news with your class, which can be done in several ways:

- Include note of the passing in your next class notes submission *and/or*
- Emailing the news and obituary to your classmates

Should you learn of a classmate's passing, please email the Classnotes@andover.edu inbox

How do I handle a classmate's death in Class Notes?

It is fitting to acknowledge the death of a classmate in your notes, even if it's just to include a simple message of condolence to the classmate or the family. Classmates may also want to offer an anecdote or favorite memory about the person who died. You are welcome to incorporate these sentiments into your column as you see fit and length allows

Something I wrote in my Class Notes column changed. Why?

The Class Notes editor reserves the right to edit notes for length, clarity, and brevity.

Grammatical or stylistic changes (e.g., changing Alaska to AK, or 2nd grade to second grade) are done at the editor's discretion and are required for uniformity in the publication. Typically, you will not be consulted about these revisions. The editor also reserves the right to edit, refuse, or delete any content if it does not adhere to our [content policies](#) (see items above "Is there anything I should not write about? /Is there a word count?").

Something I'm writing about hasn't happened at the time I'm preparing my column, but the event will be over with by the time the column is published. How should I handle this?

You can handle it by simply using appropriate contextual language: "By the time you read this, we will have gathered together for our mini-reunion in Florida. I look forward to sharing the details in my next column."

I. Typical Edits Made to Class Notes

On first reference, please provide your classmate's full name, with the nickname in quotes.

Always boldface a classmate's name in the first reference (except for nicknames).

Wrong: Scooter is having fun. He loves his new hometown.

Right: **John "Scooter" Classmate** is having fun. Scooter loves his new hometown. Note: Use nicknames approved by the classmate (as indicated in Class Lists).

Please be sure to identify all non-classmates mentioned.

Wrong: **John Classmate** and Sally plan to attend the reunion.

Right: **John Classmate** and wife Sally plan to attend the reunion.

Right: **John Classmate** and his wife, Sally, plan to attend the reunion.

Right: Sally and **John Classmate** plan to attend the reunion.

Right: **John Classmate** and partner Ted plan to attend the reunion. (Or *life partner*, or whichever term your classmate prefers.)

Please use quotation marks before and after a quote, and indicate who is speaking.

Wrong: **Mary Classmate** sent an e-mail. I am having a great time.

Right: In an e-mail, **Mary Classmate** said, "I am having a great time."

[It's fine to paraphrase: **Mary Classmate** says she's having a great time.]

Please use the correct verb tense, bearing in mind when your class notes will be read.

Wrong: Tom is spending his summer traveling through Europe.

Right: Tom spent the summer traveling through Europe.

For privacy reasons, please do not mention anyone's exact birth date.

Wrong: Mary's family celebrated her 60th birthday on June 3, 2010.

Right: Mary's family celebrated her birthday in June 2010

