

# classExchange

a newsletter for class officers from the Class Affairs Committee

Spring 1999

## LETTER FROM THE CHAIR

Dear Class Officer:

In this issue of classExchange, we look at two subjects that should be of particular interest and help to you. Bud D'Avella's article on using Alumni Services is intended to help you get the results you need, when you need them, from the excellent staff of the Alumni Council. Newer class officers in particular should find these tips especially useful. When you're on campus, you should take a few minutes to stop by Maclean House and introduce yourself.

Liz Osborne's article on Class Associates reminds us of the broad reach of the Princeton family, and indeed, the "family" that is each class. In the daily crush of tasks that we perform, we sometimes can forget that as class officers we have several constituencies, not only those listed on the class rolls.

Finally, the classExchange is mailed to all class Presidents, Vice Presidents, Secretaries, Treasurers, and Reunions Chairs. If you think any other leaders in your class would find this newsletter useful, let us know and we can add names to the mailing list, or we can send you extra copies.

Hope you enjoy the issue. See you at Reunions!

**Marc E. Miller '69**  
President, Class of 1969  
Chair, Class Affairs Committee

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## 1998-1999 CLASS AFFAIRS COMMITTEE

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**Alumni Council Staff:**  
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Shelley N. Rock  
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## CLASS ASSOCIATES

### *Your Extended Princeton Family*

The Class Associates Committee, formed in 1990 as an outgrowth of the *In Memoriam* program, is a group of Class Associate Chairs (spouses of alumni), Alumni Advisors and University staff members. The committee is co-chaired by Hannah Fox W39 and Liz Osborne S50, h36. Class Associate Chairs help strengthen the classes and maintain contact with class officers and other constituents. They also help organize and run events. Almost every class from 1920 to 1975, as well as the APGA, has at least one Class Associate Chair.

Class associates can become very involved in class activities. Class associates serve on reunions committees, assist in organizing mini-reunions, participate in community service projects, pay class dues, and reach out to widows and widowers of alumni to offer condolences and encourage their continued involvement in Princeton events. Usually, each class has one Class Associate Chair who helps in some way with Annual Giving's *In Memoriam* program. Class associates may be invited to help with Annual Giving solicitations and the Class Endowment Program, which encourages permanent support of a variety of University endowments.

An important part of the Class Associates Committee is the *In Memoriam* program, which is chaired by Hannah Fox W39. Donations to this program are credited to the class Annual Giving total in the name of a deceased person. The *In Memoriam* booklet, which is published each fall, lists all such memorialized people. All donors receive a thank you gift of a "Little Book," describing an interesting topic, such as outdoor sculptures, gargoyles or Princeton lore.

In June and December, we hold Class Associates Committee meetings at which we share ideas and report on individual class activities. Class leaders with recent or upcoming major reunions are also invited to participate in discussions regarding the associate program at these meetings.

For more information, or for a Class Associates Handbook, please contact Adrienne Rubin '88 at the Alumni Council.

Elizabeth G. Osborne S50  
Co-Chair, Class Associates Committee

HOW TO EFFECTIVELY USE  
ALUMNI SERVICES

*Tips from a Class President*

For the more than fifteen years I have been heavily involved in class affairs and in putting on class events, I have always been appreciative of the great support our class has received from Alumni Services. Since many of you may not have found this treasure trove of much-needed help, I would like to share with you some of the ways they could assist you with class affairs.

First, know the players: Dottie Ferrara (609 258-5451, dferrara@princeton.edu) and Rubye Bragg (609 258-3243, rubyedoo@princeton.edu). They are a real team and each will answer any of your inquiries.

The most obvious use is for mailings. They can do anything from emailing your class directory to sending labels to arranging for complete soup to nuts mailings with inserts, etc. Electronic 'translating' of the database to your particular type disk, etc., is easily accomplished. They are quite facile with the University's database and can sort the class by geographic location, business addresses, or, as they did recently for us, can provide addresses for all class children currently enrolled at the University, including campus addresses, to support a class 'family' event like we have annually on Alumni Day. I encourage our various class members organizing different events to call Dottie and Rubye directly to obtain labels, which helps class officers to spread out the workload.

Dottie and Rubye serve as an excellent liaison to the Printing and Mailing office; I generally provide camera ready copy (even by e-mail) and Dottie or Rubye does the legwork necessary to put the whole mailing together and shepherd it through Printing and Mailing. They keep excellent records of class officers and addresses, make sure the stationery quantities are adequate, take care of reunions meal ticket printing, etc.

One area of real assistance is in helping to find the right person on campus for whatever we need. It's such a large place that often just navigating can be difficult. Dottie and Rubye have often been helpful in getting us to the right person to fulfill that unusual need (like getting a conference phone to the class meeting room at the last minute). They encourage us to contact them whenever we're stuck and need help — if they can't do it, they are probably able to find you someone who can.

Bernard J. D'Avella, Jr. '66  
Class President

Important Reunions News

NEW REUNIONS PASS!

Over the years, the University and the Committee on Reunions have worked hard to enhance the festivities while preserving an atmosphere conducive to reconnecting with old friends and meeting new ones. As part of this ongoing effort, this year, we will institute a wristband security system in order to make it easier for you and your families and friends, as registered Reunions participants, to gain entry to your reunion headquarters site and to the wide array of other campus activities. In other words, this will become your official Reunions pass. As Reunions continue to grow in popularity and as larger numbers of alumni choose to return with their families, this will help us with the ever-present challenge of ensuring that registered participants can gain access to reunion headquarters sites quickly and easily.

You and your guests will be given wristbands at the registration desk of your reunion site upon registration. Each person needs to be present to receive his or her wristband. (Buttons will still be available to be used as nametags.)

Thank you in advance for your cooperation. We hope you have a wonderful time at Reunions this year!

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Important Reunions News

PILOT COMPUTER BULLETIN BOARD  
SYSTEM

This year's Reunions marks the introduction of computers into the Reunions experience. In this pilot program, the registration areas of the 10th and 25th reunions will each be equipped with four computers connected to the University network and the Internet. In addition to the old pen and paper method, web-based software will allow alumni and guests to register their names in a database allowing for easy searching of classmates and friends. The system will also serve as an electronic bulletin board where reunions participants may leave messages for each other. Links to the Reunions schedule of activities, a map of the campus and other useful sites will be easily accessible. Should this pilot project prove successful, it is expected that these services will be made available to other reunion sites in the future.

TigerNet Volunteer Services  
A New Online Resource for Class Officers

The Alumni Council is pleased to offer class officers access to certain alumni database information online through the new TigerNet Volunteer Services. Traditionally, Class and Regional Association officers have had to make do with whatever computer systems they have had on hand to help in the everyday work of running their respective organizations. The process of acquiring lists of class or regional association members meant contacting the Alumni Council and waiting several days for the list to be generated and sent on its way. Those days may soon come to an end with the advent of the web-based Volunteer Services area of TigerNet.

By using the Volunteer Services section of TigerNet, dues, event attendance and other information can all be stored online. Email broadcasts and lists of your constituent members can be generated with the click of a mouse, instantly, 24 hours a day. In short, the TigerNet Volunteer Services are a revolutionary new way the Alumni Council and Princeton University can help Regional Association and Class officers do their jobs more effectively.

To access Volunteer Services, enter TigerNet using your UserID and password. The TigerNet system will recognize you as a class officer and give you access to information on the members of your constituency. (You will not have access to other constituencies, however.) For more information or to ask questions, email Domingo Monet '93 at the Alumni Council at [monet@princeton.edu](mailto:monet@princeton.edu).

MAJOR REUNION OFFICERS!

DON'T FORGET TO REMIND YOUR NEW CLASS OFFICERS ABOUT  
NEW CLASS OFFICER TRAINING AT MACLEAN HOUSE  
SATURDAY MORNING, MAY 29, 8:30 A.M. - 9:30 A.M.  
BREAKFAST IS PROVIDED.  
HELP THEM START THEIR TERMS OFF RIGHT!

HEADS UP!

CLASS OFFICERS  
FROM 1950 - 1999  
DUES INCENTIVE PROGRAM  
DEADLINES FOR 1999-2000

**Major Reunion Classes**

**First Mailing: August 2**  
**Second Mailing: October 22**

**All Other Classes**

**First Mailing: August 16**  
**Second Mailing: November 1**

IDEA OF THE ISSUE

USE EMAIL!

Email is a great way to contact classmates. It's quick, it's usually read and, best of all, it's free!

How can you obtain emails? Ask for them in your class newsletter or get a list from the Alumni Council. You can even send a broadcast email using the new Volunteer Services section of TigerNet.

BUT, you need to use mass emails sparingly. Use it only for major events which would be of interest to a majority of the recipients. Use it infrequently so you don't start being seen as a sender of "junk" or "spam" mail.

Used well, email can be a tremendous addition to your system of communications. Good luck!

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The Class Affairs Committee  
The Alumni Council of Princeton University  
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Princeton, NJ 08544

### COMING ATTRACTIONS . . . .

The Alumni Council sends an annual package to class officers in June. Look for the following when your package arrives:

- The Class Activity Report
- Yale Gathering Information and Reservation Form
- Information on Receiving Matching Gift Funds for Class Dues & Gifts
- Instructions on How to Add Honorary Class Members
- How to use Alumni Services Effectively
- How TigerNet Can Help You and Your Class, including Information on Volunteer Services
- The Alumni Council Dues Incentive Program (only classes 1950 and younger)
- The Class of 1942 Senior Dues Participation Award (only classes 1949 and older)
- Letter from the *PAW* regarding this year's subscription rates
- This year's *PAW* Class Notes deadlines
- The Alumni Council Calendar
- Frequently-Used University Telephone Numbers

We hope the package will be helpful as you get started on next year. If you would like us to include anything else, please contact Adrienne Rubin '88 at 609-258-5844 or <adp@princeton.edu>.