LETTER FROM THE CHAIR

Dear Class Officer,

Here is the latest edition of ClassExchange, which is provided to you by the Class Affairs Committee, a standing committee of the Alumni Council Executive Committee. As the new Committee Chair, I’d like to take this opportunity to welcome all new and returning Class Officers to a new academic year, and remind you that one of the main goals of the Class Affairs Committee is to assist you in your role as a Class Officer. The ClassExchange newsletter is one of the ways in which we do this.

In addition to providing information on issues and topics that relate to class leadership, we would also like to hear your concerns and suggestions. What ideas and events have worked well for your class? What have not? Are there any particular topics that you would like us to cover in ClassExchange? In this issue, we include information on holding class birthday parties and the process of choosing honorary classmates, which we hope is helpful.

ClassExchange is mailed to all Class Presidents, Vice Presidents, Secretaries, Treasurers, Reunions Chairs and Class Associate Chairs. If you think of any other class leaders who would find this newsletter useful, please let us know and we can send you extra copies.

We hope you enjoy this issue, and please let us here from you!

Nancy Reed Cassels ’73, Chair

DUES INCENTIVE PROGRAM UPDATE

Due to the tragic events of September 11 and the ensuing anthrax problems at Post Offices in the Princeton area, the Alumni Council has announced that classes will receive incentives based on the date that the President's letter and first dues request were received in that office.

The checks will be issued during January 2002.

Questions? Contact Dottie Ferrara h27 at 609.258.5451 or dferrara@princeton.edu

IDEA OF THE ISSUE
MINI REUNIONS

A great way to keep connected locally, and, a great way to let classmates help strengthen the bonds between each other.

Mini-Reunions can be anything from a picnic, watching a sporting event at a local pub, a dinner, or a cruise. The important thing is to get together!

One class holds parties all over the country on the same night. Another combines efforts with satellite classes. A mini can be as simple or as grand as suits your class.

There are a couple of articles in this newsletter that might give you ideas, and we will continue to let you know if a new idea surfaces!
A CLASS 50TH BIRTHDAY PARTY

By Nancy Cassels ’73

One of the highlights of 73’s 28th Reunion was holding a Class 50th birthday party after the P-rade on Reunions Saturday. We started laying plans at the previous year’s Reunion; class vice-president Bill Jones set the wheels in motion and took charge of organizing the party. Noting that most, but not all, of us were born in 1951, Bill coined the phrase “We may not all be 50, but we are all ’73” to commemorate this special birthday year.

The first thing we did was to decide upon a time and place; we were fortunate to find space in Prospect House to hold a dinner. There were several options available, including holding the dinner under a tent and hiring a caterer, but since Prospect is a well-known and central location, we chose to hold the dinner there, and to also have a pre-dinner cocktail reception. We also chose Reunions weekend as it seemed a good time to draw classmates back to campus, even for an off-year Reunion. A small committee of classmates was formed to provide assistance with various other matters such as menu, mementos, decorating, and financial planning.

The most difficult issue, as Bill reported, was budgeting. We had to guarantee a number of attendees to Prospect, and it was necessary to estimate costs more on assumption than certainty, since we were not certain of the actual number of people attending until the last minute; as a financial incentive, we offered a “dues payer discount” of $25 to classmates whose dues were paid up.

Another important step was to encourage classmates to attend. Throughout the year, we made several reminders to classmates about the upcoming party, including reminders on the class e-list, in Class Notes, and via telephone. An announcement and sign up sheet were sent to all classmates during the winter; and all classmates who signed up were asked to personally encourage other classmates to attend.

Continued
News for the Class Treasurers

By Fred Crispin, Jr. ’53 – Class Treasurer

The Alumni Council and 1st Constitution Bank of Cranbury, NJ, have created a program for Class Treasurers to aid them with their Dues and Contributions deposits and financial record keeping. This new program, called TigerTrack – Version 1.5, permits you to reduce your time on this task to minutes per year rather than hours! With the drudgework eliminated, there’s available time to pursue inactive classmates and other financial activities beneficial to your Class.

The majority of the 15 or more Classes using the Bank’s deposit programs are converting to this advanced reporting system. It is the outgrowth of the long-term relationship between the Alumni Council Office, selected Princeton Classes, and the Bank. With the latest version of TigerTrack, a Class can now obtain electronic records of transactions that result in efficiency, allow for flexibility in the use of bank data for other tasks, and result in a reduction of processing costs that were inherent in earlier programs.

TigerTrack operates as a “lock-box” deposit system. All Classmates return their dues cards and payments directly to the Bank; the personal notes, commentary, notes for the Class Secretary, photographs, and address changes accompanying the cards flow seamlessly through the Bank’s hands into yours. After the bank has processed the dues payments, you are sent the cards and their attached materials, a summary sheet listing names and deposit amounts/totals and a copy of the deposit slip for the transactions. The immediate task (now a minimal one) is to review the cards for notes and items to send to your Class Secretary and to enter the deposit in your checkbook!

An additional important benefit of the TigerTrack program is that all your Classmate deposit records are available to you in electronic form. This is sent to you as an attachment for your use in Excel, or an Excel compatible spreadsheet. Not only can you study “giving patterns”, but also if you elect to work with information available from the Alumni Council Office, you can create mailing lists for contacting “delinquents” or other special needs. One immense time saving feature of having this data in electronic form is in the preparation and submission of the marked-up Dues Ledger/List of Dues Payers. This report, which is filed several times each year with the Alumni Council Office, is a voluminous document to handle manually. However, when processed using the TigerTrack data, it is a 5-minute task.

I strongly recommend you call or e-mail Adienne Rubin ’88 (609-258-5844, adp@princeton.edu) at the Alumni Council Office for further information. She can give you the name of the person at 1st Constitution who can provide you with all the details. I too, will be happy to share my experiences with TigerTrack should you wish to call (609-737-1880).
COMING ATTRACTIONS...

Alumni Day & The Service of Remembrance • February 22, 2003
This is a perfect and popular time for a class reception and/or dinner as many classmates will be in the area for the day. And please, let Dottie know who your representative will be for the Service as soon as you can.

Future Reunion dates:
- May 29 - June 1, 2003
- May 27 - May 30, 2004*
- May 26 - May 29, 2005*
- May 25 - May 28, 2006

* Memorial Day weekends

Planning Your Class Reception or Dinner
The Alumni Council can help you reserve space on campus for any gathering. Please contact Maggie Johnson h96 at 609-258-5836 or mhj@princeton.edu if you would like assistance.