



CLASS LEADERSHIP ESSENTIALS

A Guide for Princeton Class Officers

2026-2027

Meet the Class Affairs Team



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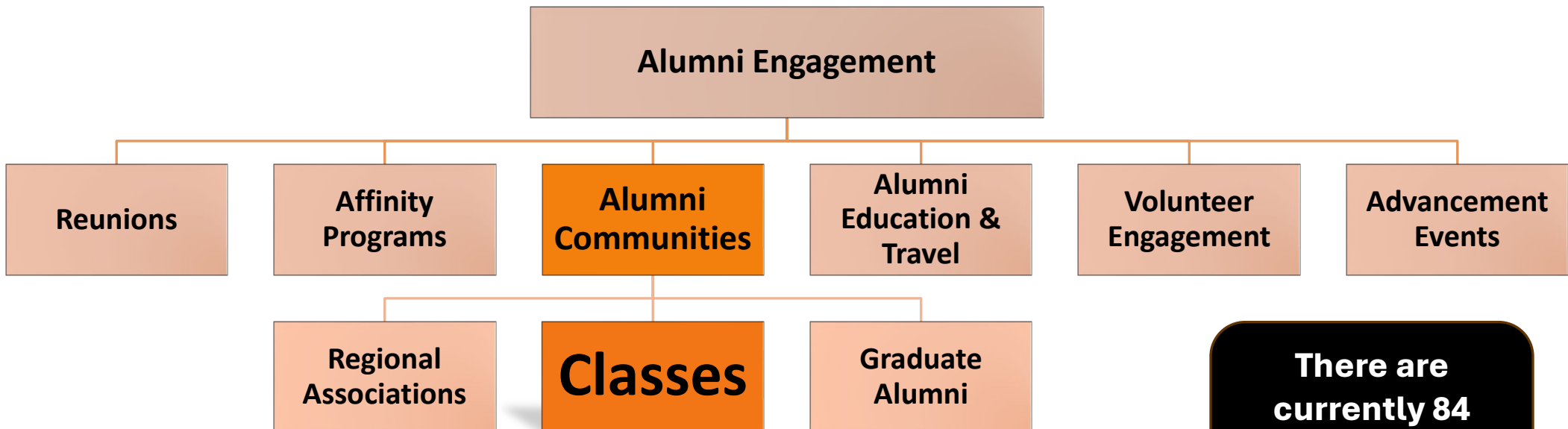
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Did you know?



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

Within Alumni Engagement, Classes are one of our **Alumni Communities**.



**There are
currently 84
alumni classes!**

1942-2026

The Alumni Association of Princeton University

Alumni Association

global network of more than 100,000 living undergraduate and graduate alumni

Alumni Council

governing body of the Alumni Association, composed of class presidents, regional association presidents, affinity group presidents, and graduate alumni officers (330 members)

Executive Committee

smaller leadership/steering group that manages priorities, planning, and decision-making (80 members)

Why Princeton's Alumni Network Stands Out

At Princeton, all alumni are automatically members of the Alumni Association—no application or dues required. This inclusive approach encourages broad alumni participation, unlike some schools where fees or sign-ups are needed.

STANDING COMMITTEES

- Class Affairs
- Communications & Technology
- Planning & Review
- Princeton Schools
- Princetoniana
- Regional Associations
- Reunions

SPECIAL COMMITTEES

- Awards for Service to Princeton
- Nominate Alumni Trustees
- Nominations

ADDITIONAL COMMITTEES

- Ad Hoc Committee(s)
- Affinity Group Leaders
- Association of Princeton Graduate Alumni (APGA)
- PWN Advisory Council
- Princeton Prize in Race Relations

SPECIAL ALUMNI REPRESENTATIVES

- Council of the Princeton University Community

What is the Alumni Council?

The Alumni Council is the governing body of the Alumni Association of Princeton University, that is composed of class presidents, regional association presidents, affinity group presidents, and graduate alumni officers.

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



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



April Chou '96
Vice President, Alumni Association
& Vice Chair, Alumni Council



Eric Plummer '10
Treasurer, Alumni Council



Marisa Elena Goldenberg '98
Assistant Treasurer, Alumni Council

Alumni Council Executive Committee (ACEC)

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)
- Planning and Review Committee
- 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
- 200th Anniversary Committee
- The Princeton Prize in Race Relations

Affinity Groups

- Asian American Alumni Association of Princeton (A4P)
- Association of Black Princeton Alumni (ABPA)
- Association of Jewish Princeton Alumni (AJPA)
- Association of Latino Princeton Alumni (ALPA)
- Native Alumni of Princeton (NAP)
- Princeton Veterans Alumni Association (PVETS)
- Princeton Women's Network (PWN)
- Queer Princeton Alumni (QPA)

Alumni Council Dues

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:

Committee & Events	Major Activities
Committee on Regional Associations (CORA)	Provides grants to support featured regional programs and to encourage new initiatives.
Class Affairs Committee (CAC)	Supports class officers in all their efforts to engage classmates, strengthen class identity and enhance class dues management.
Princeton Schools Committee (PSC)	Mentors volunteers to provide consistent and meaningful interview experiences while serving as ambassadors for Princeton to undergraduate applicants globally. In addition, PSC fosters fellowship among alumni throughout the year.
Communications & Technology (CAT)	Fosters spirit and pride among all alumni worldwide online through Orange & Black Day held on October 22. Ensures alumni leaders know about communications best practices and have the tools to support them.
Reunions Committee	Supports class volunteers in planning and running a major reunion for classmates.
Princetoniana Committee	Captures and honors Princeton's traditions, history, lore, and alumni throughout the decades to make it possible for generations to learn more about the University. Browse the Princetoniana Museum's digital collection.
Service of Remembrance	Honors members of the Princeton family who passed away over the calendar year at Alumni Day.
Alumni Council Annual Meeting and Old Guard Luncheon at Reunions	Brings Princetonians together to connect, honor extraordinary volunteers and celebrate our oldest living alumni. The Annual Meeting has moved to a larger venue to accommodate all alumni who want to attend.
Awards for Service to Princeton	Recognizes three to four members of the Princeton community for outstanding and inconspicuous service to the University.
Tiger Tailgate at Homecoming	Connects alumni and their families before kickoff with complimentary lunch, beverages, children's activities and giveaways.

Dues paid by classes (based on number of classmates)

- Rate for five youngest classes is \$.75 /classmate (discount of \$.68 for payment of multiple years)
- Rate for the Classes of 1961–2020 is \$1.00/ classmate (discount of \$.90 for payment of multiple years)

Class Affairs Committee (CAC)

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.



Class Affairs Committee (CAC)

FY 2026-2027



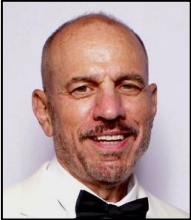
Anthony Pappenfus '13
Chair
Class President



Victoria Scott '18
Vice Chair
Class President



Charles Brown, Jr. '02
Class Treasurer



Lonny Behar '79
Class Secretary



Shoum Chakravarti '05
Class Treasurer



Kat Giordano '18
Class Secretary



Olga Lara '81
Class Secretary



**Maureen Monagle
Miller '04**
Class Vice President



Massie Ritsch '98
Class Secretary



Emily Trieu '23
Class Vice President



D'Schon Simmons '27
Senior Class President

Class Officer Responsibilities

Alumni class officers serve as essential links between alumni and the university, ensuring that the class remains connected, informed, and supportive of each other and Princeton University.

Overall Class Officer Responsibilities:



Foster Connections and Engagement:

Encourage strong connections among classmates, the University, and the wider alumni body to cultivate a robust sense of community. Actively promote engagement and participation within the class, encouraging involvement in class activities and initiatives.



Represent the Class:

Serve as dedicated representatives of the class, ensuring effective communication and representation of the class's interests and perspectives. Uphold the overall mission and best interests of the University, aligning class activities with the University's goals and values. Attend events such as Reunions, Alumni Day and class events.



Administer Class Business and Manage Finances:

Develop both short-term and long-term objectives for the class, guiding strategic planning and decision-making processes. Efficiently manage class business operations to ensure smooth administration of class affairs. Maintain the financial health of the class to support its initiatives effectively.



Maintain and Submit Records:

Maintain accurate and up-to-date records for class events and finances. Submit reports detailing class activities and financial transactions to ensure transparency and accountability.



President

The Class President serves as the **primary liaison** between the class, the broader alumni community, and the University. Their leadership ensures a strong **connection** and effective **communication** channels among classmates and beyond.

President Responsibilities:

Cultivate Class Identity and Participation: Encourage an environment that fosters class engagement through regular communication, class events, and Reunions.

Appoint Leadership: In collaboration with other class officers, appoint non-elected class officers and committee chairs, assembling a capable and dedicated team to support class activities.

Oversee Communication: Serve as the main point of contact between the class, the wider alumni network, and the University, ensuring effective communication channels are established and maintained. Write an annual President's letter or email to keep classmates informed and engaged with updates and events.

Ensure Compliance: Work with other officers to develop and adopt class bylaws, updating them as necessary to reflect changing circumstances and needs. Ensure that all actions and decisions made by the class align with the established constitution and bylaws, maintaining integrity and adherence to regulations.

Liaise with Office of Alumni Engagement: Act as the primary liaison with the Office of Alumni Engagement, fostering collaboration and partnership to enhance alumni engagement initiatives.

Vice President

The Vice President provides essential **support** to the Class President and facilitates various class activities. Their role encompasses enhancing class **cohesion**, organizing **events**, and promoting active **participation** among classmates.

Vice President Responsibilities:

Support the Class President: Step in for the Class President as necessary, assisting in fulfilling their duties and responsibilities in their absence to ensure continuity and smooth operation of class activities. This includes convening and conducting meetings and taking over the duties of the President in their absence.

Plan Class Activities: Take the lead in organizing and coordinating in-person and/or virtual activities to promote class engagement and camaraderie. This may include assisting with off-year Reunions plans, community service projects, or organizing mini-reunions and class trips.

Manage a Network of Class Regional Representatives: Set up and oversee a network of representatives who are tasked with coordinating local events to further enhance class cohesion and foster connections among classmates.

Secretary

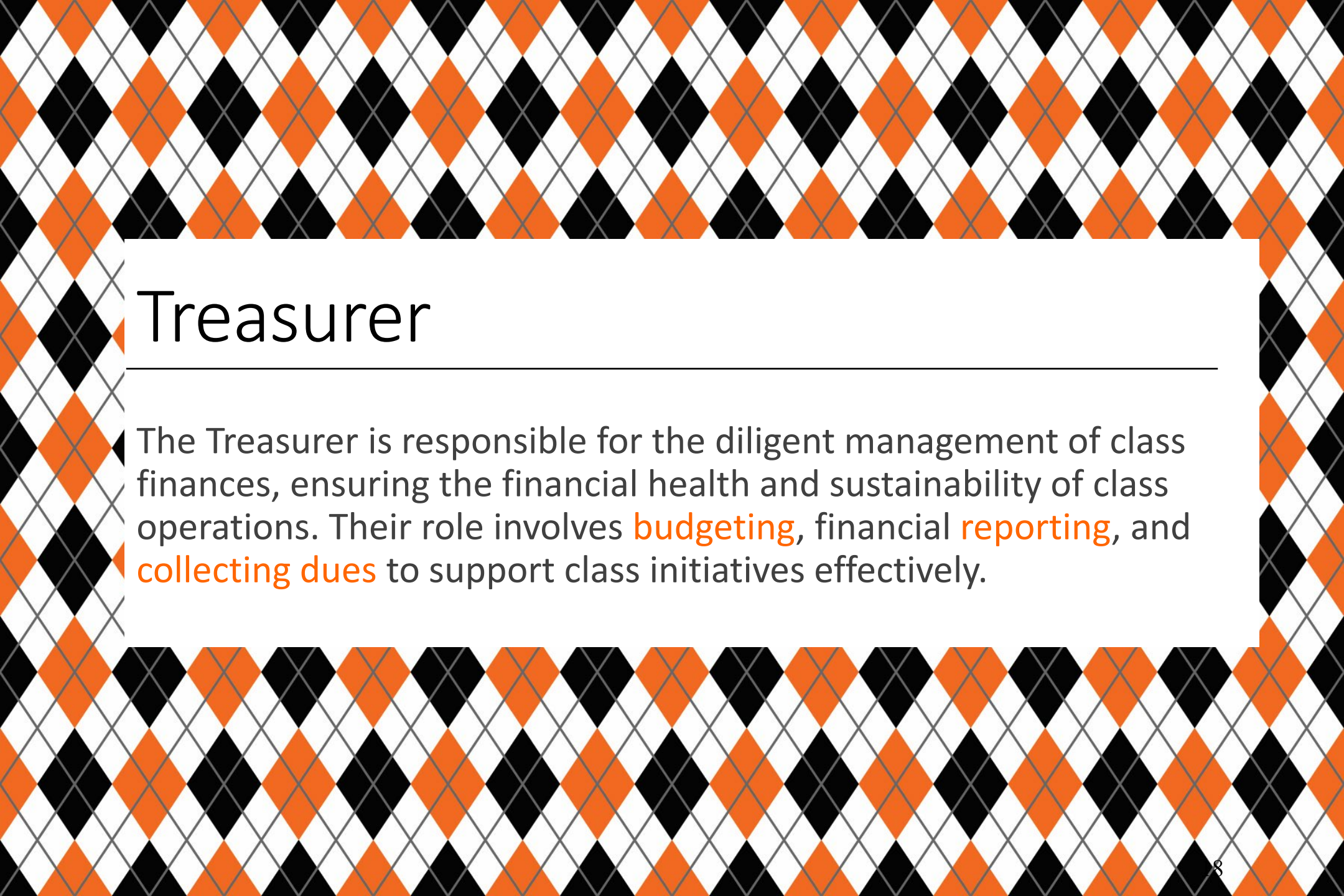
The Class Secretary plays a central role in fostering a sense of community and connection within the class. Their responsibilities include maintaining **communication** channels, **documenting** class activities, and ensuring classmates remain informed and engaged over time.

Secretary Responsibilities:

Coordinate Class Communications: Promotes connection and communication among classmates across various platforms including emails, letters, social media, and the *Princeton Alumni Weekly* (PAW). Ensures that classmates are regularly informed and engaged with class updates and events.

Produce Class Notes: Prepares the Class Notes column for publication in the PAW, involving active networking and keeping abreast of classmates' activities and achievements as much as possible. Contact Nicholas DeVito at the PAW to understand submission guidelines and publication schedule (deviton@princeton.edu)

Honor Lost Classmates: Writes memorials to honor and remember classmates who have passed away and preserve their memory within the class community. Notify Alumni Records (alumrecs@Princeton.edu) of all deceased classmates (as the PAW does not share this information with the University).



Treasurer

The Treasurer is responsible for the diligent management of class finances, ensuring the financial health and sustainability of class operations. Their role involves **budgeting**, financial **reporting**, and **collecting dues** to support class initiatives effectively.

Treasurer Responsibilities:

Manage Finances: Supervise class finances, ensuring stability through meticulous management of revenue and expenses. Develop and adhere to a budget to support class initiatives.

Collect Dues: Solicit class dues via the annual Treasurer's letter and other class outreach, ensuring timely and consistent collection.

Maintain Records: Keep accurate financial records, including dues payments logs. Prepare and submit an annual financial report to the University.

Manage Bank Accounts: Oversee class bank accounts, ensuring funds are securely held and appropriately utilized.

Ensure Compliance: Ensure class adherence to policies and regulations to maintain tax-exempt status and financial standing.

**DUES LEDGERS
COMING LATE JULY!**

Appointed Officers

Reunion Chair(s)

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

Regional Representatives (aka. Regional Vice Presidents)

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



Diversity, Equity and Inclusion Chair

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

Community Service Chair

- Coordinate and plan class community service efforts

Appointed Officers

Technology Chair / Social Media Chair

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

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

Class Memorialist

- Write memorials for class communications and PAW

Class Agent

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



Coding Class Officers

Please notify Class Affairs (classaff@princeton.edu) whenever a classmate takes on an official volunteer leadership role so they can be coded in the alumni database.

Why is this important?

- Ensures volunteers receive role-specific communications, resources, and training
- Allows us to connect volunteer leaders with peers serving in similar roles across alumni classes
- Required for consideration for coverage under the University's volunteer liability insurance program for official class activities

First Steps after assuming office

- Determine strategy and goals for the next 5 years
- Appoint officers for roles such as Technology Chair, Regional Class Representatives, Reunion Chairs, etc.
- Update your class website
- Send a letter to the class from the class officers
- Follow @princetonalumni
- Encourage classmates to update their addresses in TigerNet (tigernet.Princeton.edu)

5-Year Class Lifecycle



Every Year

- Encourage class engagement
- Collect class dues
- Remind classmates to update their TigerNet contact information
- 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 participate in major events (e.g. Orange & Black Day, Homecoming, Alumni Day, Reunions). Promote virtual and regional events.
- Feature Class and University news on your class website and social media channels
- Submit annual financial report to University

Year 1

- **Communicate**: Introduce leadership and share Reunions successes
- Look to outgoing officers for class information and history
- Build 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)
- Implement **dues campaign**
- **Review class constitution and by-laws** and revise or update as needed
- **Update class website and social media** with new officer information
- Review resources and training materials found on the [Class Volunteers Resources](#) page

Year 2

- Review and update **strategic plan**
- Update **communications plan** – coordinate with AG
- Request dues donations
- Schedule **class events** throughout the year (in conjunction with University events, regional associations, affinity groups, Athletics, and other classes)

Year 3

- Review and update **strategic plan**
- Review and refine **communications plan** – 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 next major reunion**

Year 4

- Review and update **strategic plan**
- Update **communications plan** – 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 team, and begin communications
- AG Class Agents build team and plan for major Reunion engagement and goals
- Create and execute pre-Reunions event plan
- Engage in **Reunions Leadership planning** events

Year 5

- 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

SAMPLE!

Class Leadership Calendar

July	August	September	October
▪ New class officers take office July 1 ▪ Hold class executive committee meeting or conference call ▪ Review and update bylaws ▪ Plan schedule of activities for the year ▪ Begin planning for next five years ▪ Prepare class budget ▪ Confirm all officer/board appointments ▪ Prepare first mailing to class	▪ Finalize plans for fall class activities (Tiger Tailgate at Homecoming, Orange & Black Day) ▪ Begin off-year Reunions planning ▪ Send/submit first class communication (include dues appeal and important University event dates and class activities) ▪ Submit financial report by August 15	▪ Hold class executive committee meeting or conference call ▪ First class mailing is sent to class ▪ Begin work on class Alumni Day plans ▪ Begin work on spring activities	▪ Orange & Black Day (annually October 22) - encourage local class gatherings or virtual gatherings ▪ Tiger Tailgate (October 31, 2026)
November	December	January	February
▪ Prepare second class communication ▪ Finalize spring schedule ▪ Hold class executive committee meeting or conference call	▪ Appoint class representative for Service of Remembrance ▪ Finalize Reunions planning ▪ Send holiday greetings, if desired	▪ Send communication about Alumni Day event ▪ Hold class executive committee meeting or conference call ▪ Major reunion classes: inform classmates of upcoming elections and solicit nominations	▪ Attend Alumni Day and Service of Remembrance (February 20, 2027) ▪ Hold class event, if desired
March	April	May	June
▪ Send Reunions information ▪ Hold class executive committee meeting or conference call	▪ Finalize Reunions plans ▪ Major Reunion classes begin new officer elections or other selection process	▪ Reunions (May 20-23, 2027) ▪ Hold annual class meeting	▪ Hold class executive committee meeting or conference call ▪ Evaluate year's programming and strategize about coming year

Class Business

Class Bylaws

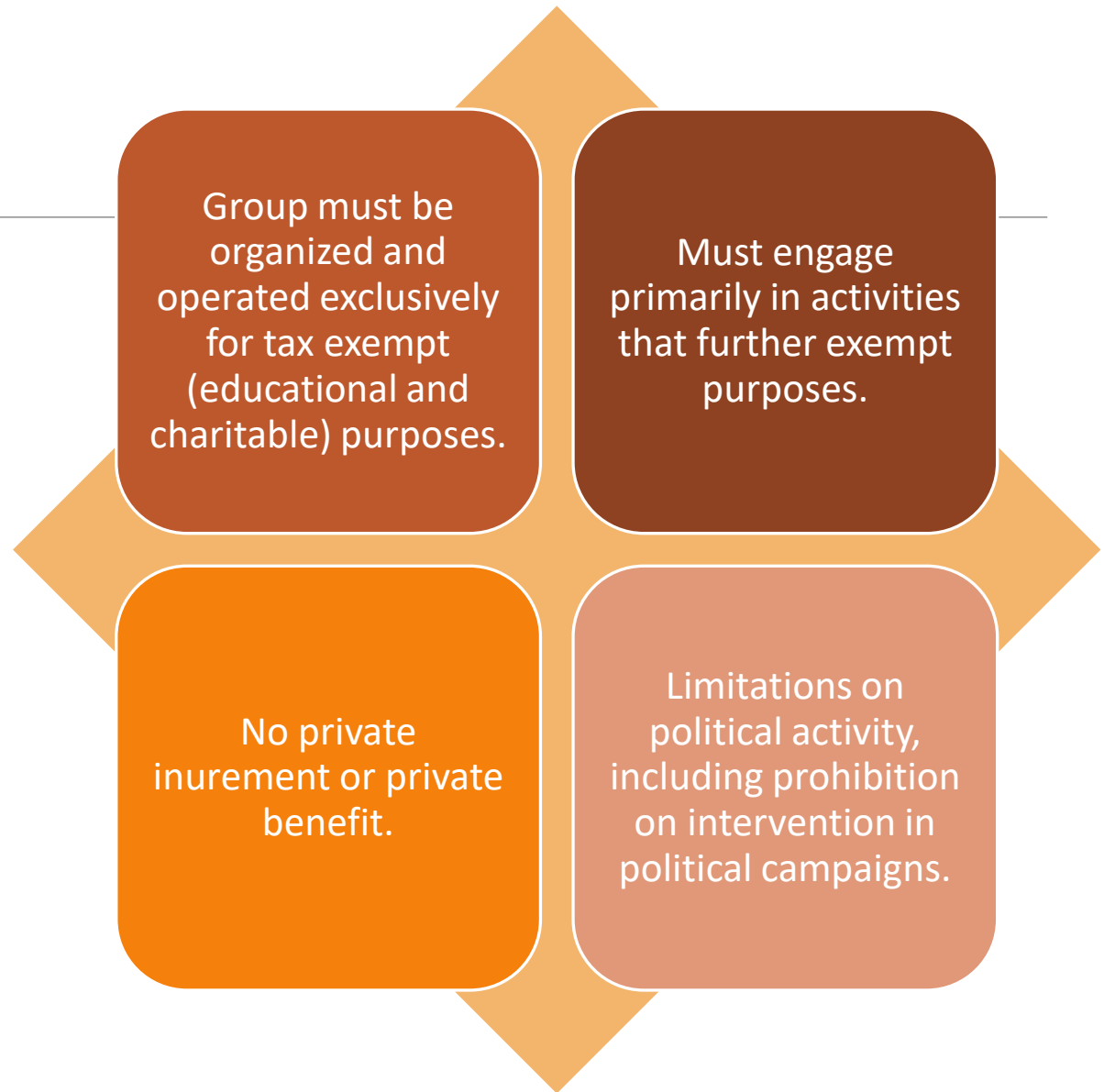
- The Class Constitution establishes the class.
- Bylaws outline the specific rules and procedures that guide how the class operates.
 - If your class does not currently have bylaws, **adopt them** as soon as possible.
 - [Use the approved template](#) when creating or revising bylaws.
 - Review and update your bylaws regularly to reflect current needs and practices.

Every class should have current bylaws in place!

Group Exemption

- 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.
- Approved alumni organization benefit from the university's established 501(c)(3) status without having to apply for their own separate designation.
- There are more than 150 current members, including classes, the APGA, and most regional associations and affinity groups.
- Each class receives an EIN number from the IRS.

Basic Tax Exemption Rules



General Advice for Officers

- **Act in the Best Interest of the Class**

Officers have a duty of loyalty and must prioritize the class's welfare above personal interests.

- **Use Tax ID and Exemption Properly**

Never use the organization's tax ID or tax-exempt status for personal or non-charitable purposes (e.g., travel tours, individual aid, etc.).

- **Understand Personal Liability**

Officers may be held personally liable for misrepresentation, illegal acts, or negligence.

- **Be Careful with Contracts**

Never sign contracts in your personal capacity. Clearly indicate you're signing as an officer (e.g., Jane Doe, President, on behalf of the Class of 20XX).

- **Keep Finances Separate**

Do not mix personal funds with class funds under any circumstances.

- **Handle Funds Responsibly**

Always manage class finances with transparency, caution, and integrity.

Restrictions on Class Communications

Class communication channels are intended to inform and engage classmates about your class, Princeton, and the alumni community.

Class communications may NOT be used to:

- Promote personal, political, or commercial interests
- Solicit donations for non-University organizations or causes
- Conduct fundraising without coordinating with University Advancement
- Endorse outside organizations, events, or candidates

Remember: Even well-intentioned requests (such as promoting another nonprofit or independent alumni initiative) should not be sent through official class communications.

When in doubt, check with the Class Affairs team before sending.

Risk Management

- 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](#)

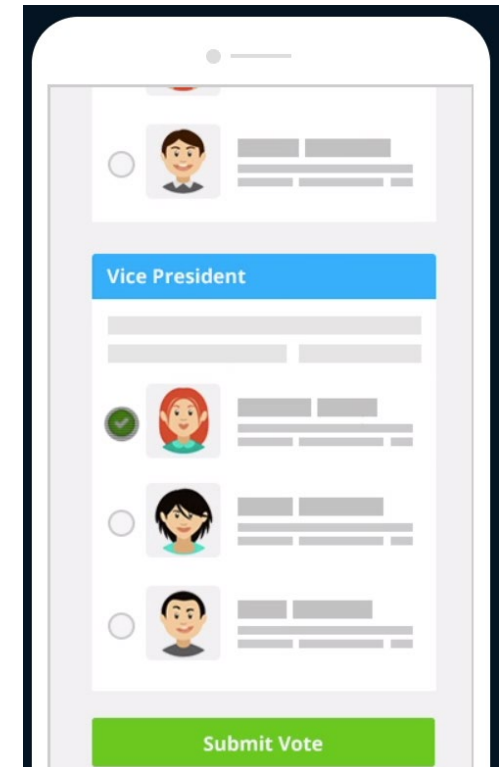
Class Elections

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
- Class Affairs can provide an election platform called **Election Runner**, free of cost to the class. Contact classaff@princeton.edu if you're interested.
- 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

Financial Reporting

- University files taxes on behalf of class.
- Class must submit financial report every year.
- If a class does not submit a report, the class could be *permanently* removed from the University umbrella.
- Financial reports are due August 15.

Financial Report for Princeton Classes 1945-2019:		CLASS YEAR: _____ July 1, 2019 - June 30, 2020
I. Class Dues and Dues Arrears		
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) () Occasionally or () Never	_____
II. Cash Receipts		
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, miscellaneous)	_____
	(Describe type and amount of each)	_____
1)	\$ _____	_____
2)	\$ _____	_____
3)	\$ _____	_____
	Total other cash receipts:	\$ _____
H.	Payments from Princeton University	\$ _____
	Total Payments from Princeton University:	\$ _____
	Total Cash Receipts	\$ _____ (1)
III. Cash Disbursements		
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)	_____
	Please describe purpose of transfer	_____
H.	Insurance	_____
I.	Other cash disbursements (e.g. class functions, miscellaneous)	_____
	(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:	\$ _____
	Total Cash Disbursements	\$ _____ (2)
Excess (Deficit) for the year [Total Cash Receipts less Total Cash Disbursements]:		

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Banking

- 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: Fueling Class Success

Essential for Class Finances

- Dues fund annual operations and drive impactful class engagement.

Timing Matters

- Best time to start? Right after graduation.
- Next-best time? Today!

Leverage Class Milestones

- Boost dues by connecting to:
 - Recent or upcoming reunions
 - Class leadership changes
 - Financial needs or class projects

Personalize Your Outreach

- Tailored messages = better results.
- Tip: Use custom letters for reliable payers, first-timers, etc.

Don't Forget Reminders

- Consistent follow-ups significantly boost participation!

Class Dues

- 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 class operations
 - Alumni Council dues
 - memorials and community service funds
 - scholarships/grants for Princeton students
 - alumni directories, Zoom subscription and other print/mail costs

Class Dues

- Class dues MAY NOT be used for:
 - Reunions expenses
 - Individual classmate's Reunions fees
 - personal gifts, bonuses or profit
 - Donations for other charitable organizations
 - political or personal purposes

Class dues are NOT Annual Giving

These serve *separate* purposes and are often confused.

Class Dues vs. Annual Giving

	Class Dues	Annual Giving
Purpose	Supports class operations & activities	Supports Princeton’s academic mission & student programs
Who Benefits	Your class community	Entire University community (students, faculty, programs)
Examples of Use	Class mailings, events, community service projects, alumni council dues	Financial aid, faculty support, academic departments, athletics, libraries, emerging needs
Tax Deductible?	Yes	Yes
How Collected	By Class Treasurer (via mail, online, or TigerNet)	Through Princeton’s Annual Giving Office
Fundraising Approach	Class communications including emails, President/Treasurer letters, class website	Mail, email, phone, texts, class communications (Annual Giving Chairs) and reunion campaigns
Frequency	Annual or multi-year (often paired with events/reunions)	Annual (Fiscal Year July 1–June 30)
Confusion to Avoid	<i>Not</i> a donation to Princeton; supports only class needs; controlled by class officers	<i>Not</i> for class events or class-specific activities; supports Princeton University

Class Dues Best Practices



- Incentivize Participation
 - Make dues-paying rewarding (e.g. housing lottery for Reunions)
- Flexible Payment Options
 - Annual or multi-year dues (e.g. \$25/year or 5 years for \$100)
 - Allow classmates to catch up on missed years
 - Offer option to donate extra
- Recognize and Celebrate Donors
 - Keep an Honor Roll (Example: Class of 1997)
- Integrate with Class Points System
 - Reward dues alongside other engagement (including submitting updates for PAW, attending events or Reunions, hosting an event, Annual Giving, etc.)
 - Example: Class of 2006 (www.princeton2006.com/06-points-system/)

Reunions Fees

- NOT Tax Deductible
- MAY be used for:
 - Official Reunions expenses
 - Transfers to the Class Dues account
 - Mini-reunions throughout the year
 - Assisting classmates who cannot afford to attend
 - Separate fund can be created for this—still NOT tax deductible.
 - Set up a dedicated website or mailing address for donations
 - Allows direct contributions for classmate assistance, outside of Class or Reunions funds.



Reunions Fees

- MAY NOT be used for:
 - Individual profit, gift, or bonus
 - To support other charitable organizations
 - Political or personal gain



Reminder:

- Class Dues cannot be used for Reunions expenses or transferred to the Reunions fund. The only exception is a 'loan' that must be paid back by the end of the same fiscal year to the Class Dues account.
- Reunions funds may be transferred to the Class Dues account if appropriate (e.g., for broader class purposes beyond the reunion).

Class Funds vs. Reunions Funds

	Class Funds	Reunions Funds
Purpose	Supports ongoing class operations and charitable activities	Covers costs related to Reunions events
Source of Funds	Class dues or other donations	Reunions fees (registration, meals, merchandise, etc.) and other non-tax-deductible fundraising specifically for Reunions
Tax Deductible?	Yes	No
Examples of Use	Class mailings, class-wide events (excluding Reunions), community service projects, memorials, Alumni Council dues, scholarships/grants	Reunions food, entertainment, costumes, decorations, and reunion-specific funds (e.g., helping a classmate attend Reunions)
Restrictions	Cannot fund Reunions expenses. Cannot support other charitable causes.	Must be used for Reunions-related purposes
Account Type	Separate bank account for class operating funds	Separate bank account solely for Reunions-related expenses
Who Manages It	Treasurer (and officers)	Treasurer & Reunions Chair(s)
Typical Fundraising Timing	Annual or ongoing throughout the 5-year cycle	Primarily during Reunion years leading up to the event

Important note: These funds **must be kept in separate accounts** and cannot be co-mingled under IRS rules and University policy.

FAQ:

Can I use class funds to support a Reunions event?

Generally, no. Class funds should not be used to subsidize events that require Reunions registration, as those events are considered non-charitable activities and are available only to classmates who have registered and paid to attend Reunions.

An exception may be appropriate for a modest event held during an off-year (non-major Reunion) if:

- The event is open to all classmates.
- Attendance does not require Reunions registration (typically because it is held off campus).
- The class contribution is modest and consistent with the class's policy for supporting events.
- The event is intended to foster class engagement rather than subsidize the costs of attending Reunions.

As with any use of class funds, we encourage classes to establish a written policy governing event support so that funds are used fairly, consistently, and transparently. If your class is considering supporting a Reunion-related event with class funds, please consult the Class Affairs team before making a commitment.

FAQ:

Can our class raise funds to support classmates who otherwise cannot afford to attend Reunions?

Yes. A class may raise funds to help classmates attend Reunions, but those contributions should be collected and managed through a **separate assistance fund**, not through the Class fund or the class Reunions fund.

Donors should contribute directly to that separate fund, which should be administered independently of the class's official finances. Because these contributions benefit specific individuals rather than Princeton University or the class as a whole, they are not tax-deductible charitable contributions.

Investing Class Funds

- Princeton classes may invest class funds, provided they do so prudently, in accordance with their fiduciary responsibilities and the best interests of the class.
- Investment decisions should be approved by the executive committee, documented appropriately, and reviewed periodically.
- Class officers should avoid conflicts of interest or the appearance of conflicts when selecting financial institutions, investment advisors, or investment products.
- Classes with significant reserve funds may wish to consult an independent financial advisor.

Please Note: Alumni Engagement staff cannot recommend investment strategies, financial institutions, or specific investment products, and does not provide advice. Investment decisions are the responsibility of each class.

Class Engagement

Reaching Classmates

Class officers have several tools available to help engage classmates, promote events, and build connections across your class.

TigerNet

- Send email communications to your entire class or targeted groups based on geography and other criteria.
- Encourage classmates to keep their contact information current.
- [Contact the TigerNet team](#) for assistance creating custom email user lists or regional mailing lists.

Class Information

- The Class Affairs team can provide class information upon request.
- Lists can be organized by Regional Association, city, state, or country to support regional outreach efforts.
- The date that addresses were last updated can be included, allowing you to identify classmates whose contact information may be outdated.

Protecting Alumni Data

As class officers, you are entrusted with access to alumni information for the sole purpose of supporting official Princeton alumni activities and engagement.

Why It Matters:

- Alumni trust Princeton to protect their personal information.
- Once contact information is shared broadly, it cannot be retrieved or controlled.
- Responsible data stewardship helps maintain that trust and supports long-term alumni engagement.
- Protecting alumni data is part of every officer's volunteer responsibility.

Data Sharing: What Is Permitted?

You May:

- Use alumni data for official class business.
- Share regional contact information with appointed Regional Class Representatives for their specific region.
- Use TigerNet and official University tools to communicate with classmates.

Do Not:

- Share the *full class list* with Regional Class Representatives or other volunteers.
- Create unofficial or "shadow" class directories.
- Transfer alumni data to third parties without permission from University Advancement.
- Use class data for personal, commercial, political, or non-University purposes.

Best Practice:

- Encourage classmates to keep their information updated in TigerNet rather than maintaining separate databases or directories.

FAQ:

What should I do if a classmate notifies me of an address change?

You can forward the request to Alumni Records at alumrecs@princeton.edu or you can encourage them to log into TigerNet to make changes to their information directly.

Class Events

- Get Inspired through *Tiger Tips*
 - [Activating Local Volunteers](#)
 - [Engaging Classmates Locally](#)
 - [Off-Year Reunions Traditions for Classes](#)
 - [Giving Back Through Creative and Effective Service Projects](#)
 - [Class Engagement](#)
- Regional Class Engagement
 - Appoint a network of regional representatives
 - Establish guidelines (e.g. plan 1-2 events/year)
 - Schedule meetings to collaborate among representatives
 - Encourage them to connect with local regional association
 - Work with other alumni groups (classes, affinity groups) in the region
- University Events
 - Plan class events in conjunction with University events such as Orange & Black Day, Tiger Tailgate and Alumni Day



Class Regional Representatives



Class Regional Representatives are classmates who serve as local ambassadors for your class by helping classmates connect closer to home.

Responsibilities:

- Organize local gatherings and activities
- Encourage participation in class and Princeton events
- Serve as a local point of contact for classmates
- Help strengthen engagement between Reunions

Goal: Build community and keep classmates connected year-round wherever they are located.

Why Establish Class Regional Representatives?

Benefits & Getting Started

They help your class:

- Create more opportunities for classmates to connect
- Increase participation in class activities
- Build stronger local communities
- Reach classmates who rarely return to campus
- Develop future class leaders

How Class Affairs Can Help

- Provide class president with lists of classmates organized by geographic region
- Regional lists may be shared with **officially designated Class Regional Representatives** for local class engagement

Remember: Submit the names of your Class Regional Representatives to Class Affairs so they can be officially coded in the alumni database.



Class Trips

- Travel Together
 - Plan a mini-reunion around a shared destination or experience
 - Consider day trips, weekend getaways, or longer domestic and international trips
 - Invite classmates, spouses/partners, family members, and friends as appropriate
- Planning Resources
 - View the [Tiger Tips: Class Trips](#)
 - Check out [Princeton Journeys](#)
 - Coming soon: Class Trips Forum for Planners



FAQ:

Can we use class funds to subsidize a class trip if it's open to all classmates?

Generally, class funds **may not** be used to subsidize the cost of a class trip. While class trips may be open to all classmates, they are non-charitable activities, often expensive and attended by only a small percentage of the class. Class funds must be used prudently and in ways that benefit the class broadly, rather than paying for a significant personal expense for a limited number of individuals.

A class may, however, adopt a modest, consistent policy for supporting non-Reunions class events. For example, your class might decide to contribute up to \$20 per attending classmate (or another reasonable amount established by your class) for any approved class event that brings together 10 or more classmates (or another reasonable threshold determined by your class), whether it is a local gathering, mini-reunion, or class trip. Similar to the University's Orange & Black Day grants, the contribution should be viewed as support for a class event, not as a subsidy for travel expenses.

If your class has Regional Representatives, they may apply to the Class Executive Committee for event funding on behalf of their region. Requests should be approved in advance, and reimbursement should be made only after the event. Organizers should submit:

- A list of classmates who attended
- Receipts documenting eligible expenses
- Photos from the event that can be shared in class communications

We encourage every class to establish a written policy governing event support so that class funds are used fairly, consistently, and transparently. Applying the same policy to all class events helps ensure that resources are distributed equitably and in compliance with tax-exemption rules.

If your class is considering using class funds to support a trip or another event, please consult the Class Affairs team before making a commitment.

Orange & Black Day

Celebrated annually on **October 22**, the anniversary of Princeton's charter in 1746. **2026 will mark Princeton's 280th birthday!**

Ways your Class Can Participate

- Encourage classmates to host local events
- Organize a virtual gathering for classmates around the world
- Partner with regional associations or other classes
- Wear orange and black and share your celebration on social media



Submit your class events and trips

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 2026-2027

October 22

Orange & Black Day

Plan local and online events for your classmates

October 31

Alumni Tiger Tailgate and Football Homecoming vs. Cornell

See goprincetontigers.com for all athletic schedules and tickets

TBD

Conversations with the University President

President Christopher L. Eisgruber '83 will hold alumni gatherings – locations TBD

February 20

Alumni Day and the Service of Remembrance

May 20-23

Reunions

Community Service



➤ See [Community Service Guidelines](#)

➤ See [Tiger Tips: Giving Back Through Creative and Effective Class Service Projects](#)

- 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

- 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 recording of [Tiger Tips on Virtual Engagement](#)



Class Officer Zoom Backgrounds

Class Officer Zoom backgrounds have been created for your use.

[Visit this link to download](#)



Create a class tradition around the

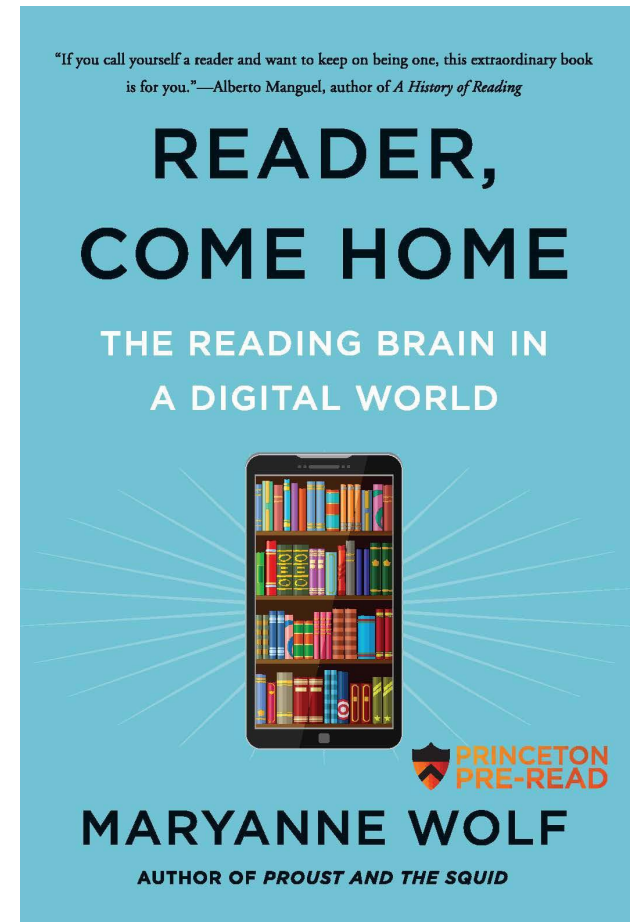


The [Pre-read tradition](#), initiated by President Christopher L. Eisgruber '83 in 2013, introduces incoming freshmen to Princeton's intellectual life.

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.

Class of 2030 Pre-read: ***Reader, Come Home: The Reading Brain in a Digital World*** by Maryanne Wolf.



Watch for your classmates in the news with PAW updates

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](#).

Want to find news about your classmates? Use this link:
<https://paw.princeton.edu/tags/2004> (replace “2004” with your class year.

[Click here](#) for an email subscription or update your preferences.



Honorary Members

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) 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.



Intergenerational Princeton Tradition

Grandparent/Parent/Child Class Relationships

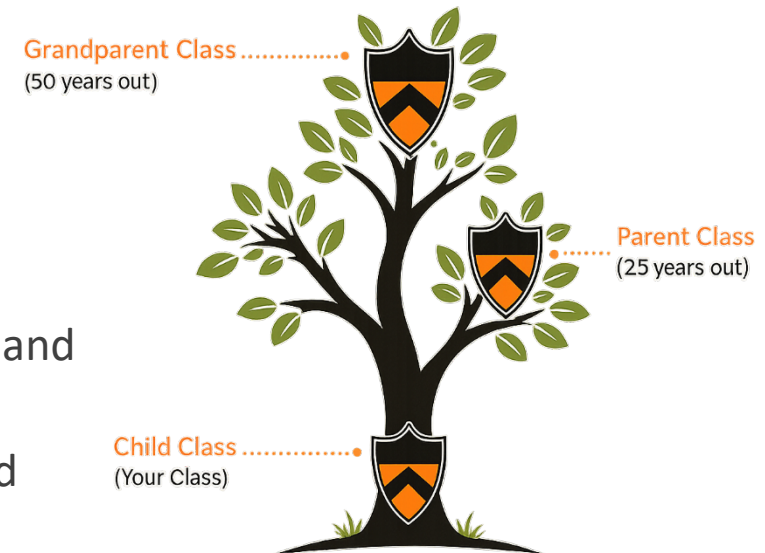
Every Princeton class is part of a Tiger Family Tree.

Your class is connected to:

- a Child Class (25 years younger)
- a Parent Class (25 years older)
- a Grandparent Class (50 years older)

Ways to Engage

- Introduce your leadership team to your Child, Parent, and Grandparent Classes
- Collaborate on events, service projects, mentoring and communications.
- Celebrate traditions and create new opportunities for connection.



Building Connections Across Princeton

Partnering to Strengthen Your Class Community

- **Reunions Class Cohorts (+2/-2 years)**
Share ideas and resources. Collaborate on events.
- **Regional Associations**
Partner on local events and connect classmates with Princeton alumni in their communities.
- **Affinity Groups**
Collaborate with shared-interest alumni organizations to expand programming, foster inclusion, and engage new audiences.



Technological Resources

Volunteer Resources

← → ↻ 🏠 🔒 alumni.princeton.edu/volunteer/resources/class-volunteers

PRINCETON UNIVERSITY ALUMNI

CONTACT EVENTS REUNIONS **TIGERNET** MAKE A GIFT

OUR COMMUNITY > CONNECT **VOLUNTEER** > GIVE > FORWARD

OPPORTUNITIES >

ANNUAL GIVING >

CLASS >

REGION >

REUNIONS >

Class Volunteer Resources

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.

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 🔒

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



Class Mini-Reunions

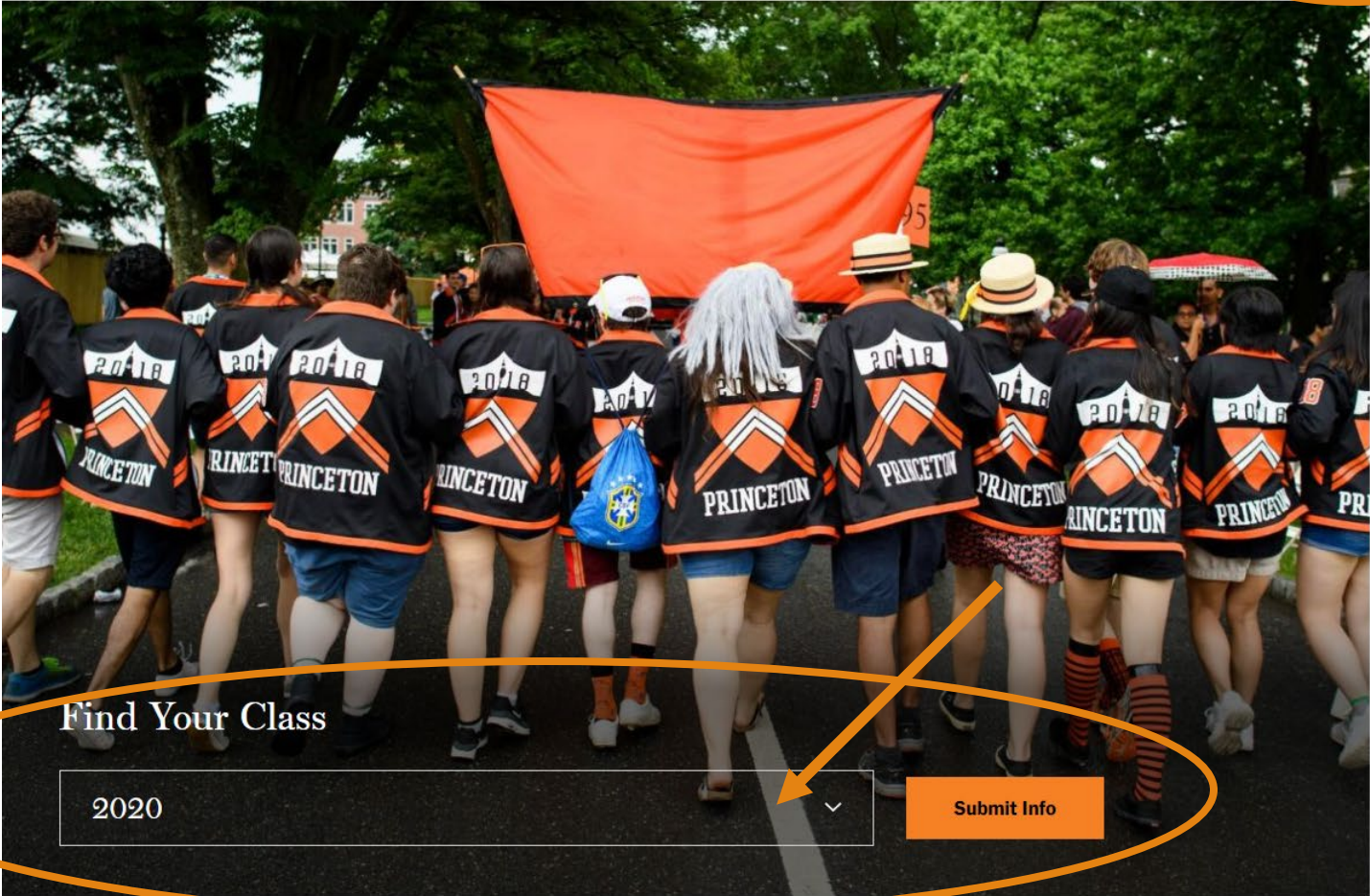


Class Constitutions and Bylaws



Communications, Events and Programming

Finding Class Websites



Find Your Class

2020

▼

Submit Info



Find Fellow Alumni Resources on Tiger

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

Finding Regional Associations

← → ↻ 🏠 alumni.princeton.edu/our-community 🔍 ☆

PRINCETON UNIVERSITY ALUMNI

OUR COMMUNITY > CONNECT > VOLUNTEER > GIVE > FORWARD

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

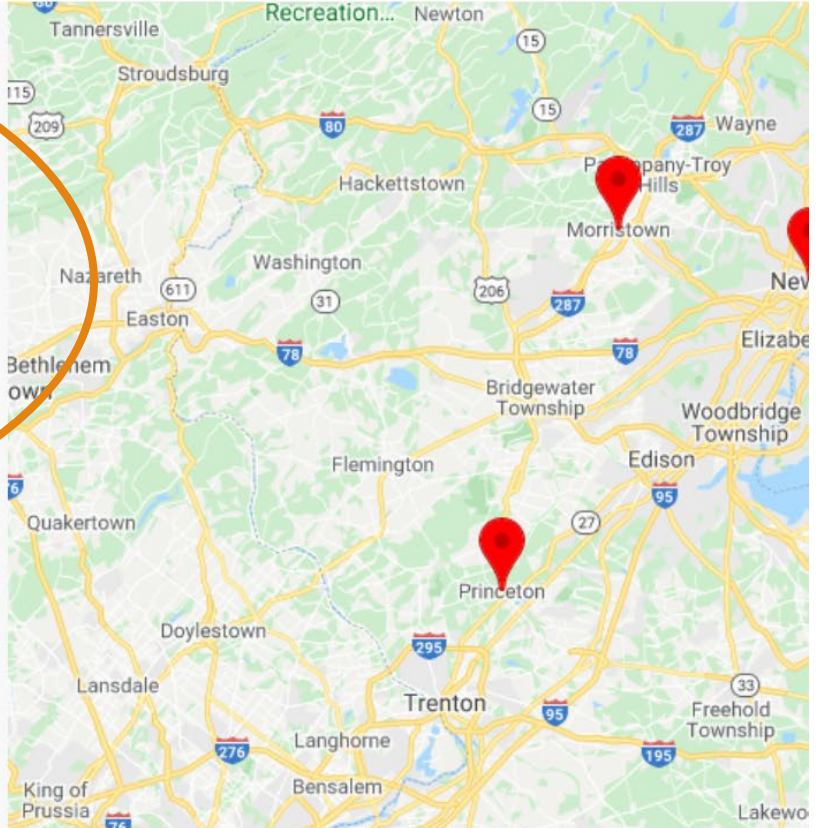
State
New Jersey

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 🌐

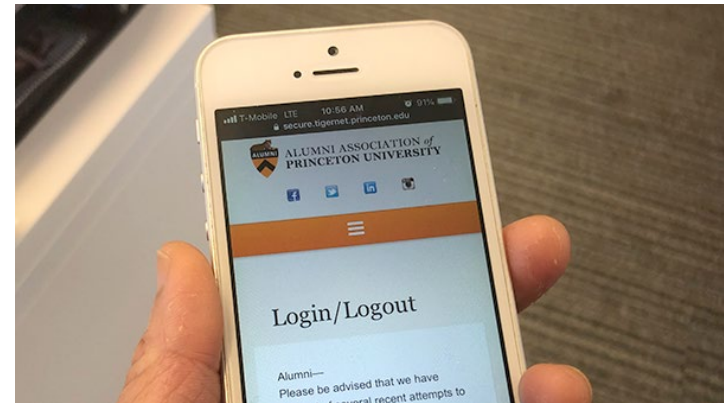
[See All](#)



TigerNet Online Community

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

- Alumni Directory (including Leadership Search)
- TigerNet Profile
- Forums



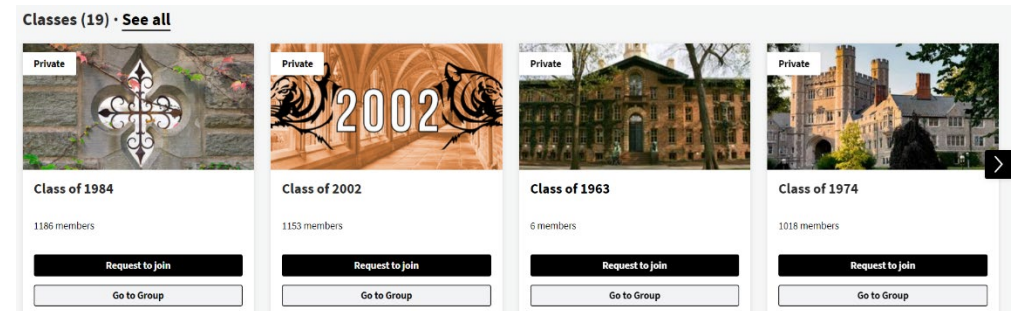
- Remind your classmates to update their information so you can reach them and know where they are to plan local events!
- Security defaults automatically hide classmates' contact information. Encourage classmates to review their personal profile for privacy preferences.

TigerNet

TigerNet is the platform for **Princeton's online alumni community** supporting group websites and broadcast email.

Featuring:

- Events management
- Dues management/history
- Campaign emails



How to get set up in TigerNet:

- 1) Appoint a Tech Chair to update your website
- 2) Select up to **4 class administrators** to send emails to the class and manage the website.
Email names to classaff@princeton.edu.
- 3) Register for TigerNet training with Hannah Marino:
<https://zcal.co/hannahmarino/tigernet>

TigerNet Help Desk

Need help with broadcast email or website content management?

Contact the TigerNet Volunteer Help Desk

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 Class Bylaws
 - Use the [bylaws template](#). Track any changes.
 - Submit updated bylaws to classaff@princeton.edu.
2. Appoint class leaders, as needed:
 - Class Regional Chairs (to plan local class events, especially in major metro areas)
 - Reunion Chair(s)
 - Tech Chair and/or Social Media Chair
 - Diversity, Equity and Inclusion Chair
 - Community Service Chair
 - Class Historian and/or Memorialist
3. Strategic Planning
 - Begin a 5-year strategic plan.
 - Develop a calendar of events for the upcoming year.
 - Prepare for class mailings (letter from President to be sent in August).
4. Website Review
 - Audit and update your class website to reflect current leadership, events and info.
5. Build Relationships and Seek Support
 - Connect with other class officers.
 - Engage with your [Class Affairs Committee](#) liaison (they'll reach out this fall).

We look forward to
working with you!

Tiger Cheers!

