



CLASS LEADERSHIP ESSENTIALS:

A TRAINING SESSION
FOR CLASS OFFICERS

by Cathy Phillips and Dottie Werner



Meet the Class Affairs Team



Cathy Phillips h93 h02 h12 h20

Associate Director, Class Affairs

609-258-9573

cathyphillips@princeton.edu



Dottie Werner h22 h27 h30 h32 h33 h35 h36 h37 h38

h40 h41 h43 h44 h45 h46 h47 h48 h49 h50 h52 h54 h55 h56 h57
h58 h59 h62 h64 h65 h68 h71 h72 h73 h78 h79 h84 h86 h87 h89
h93

Coordinator, Class Affairs

609-258-5451

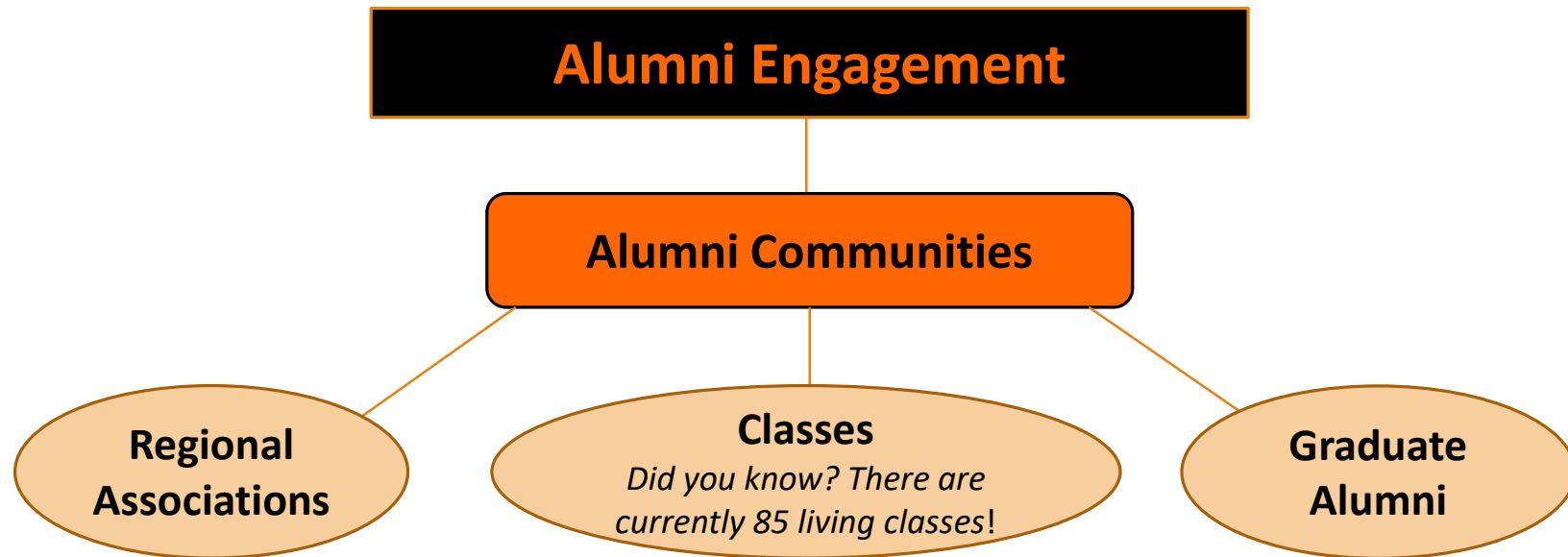
tigerdot@princeton.edu

Did you know?



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

Classes are one of our **Alumni Communities**.



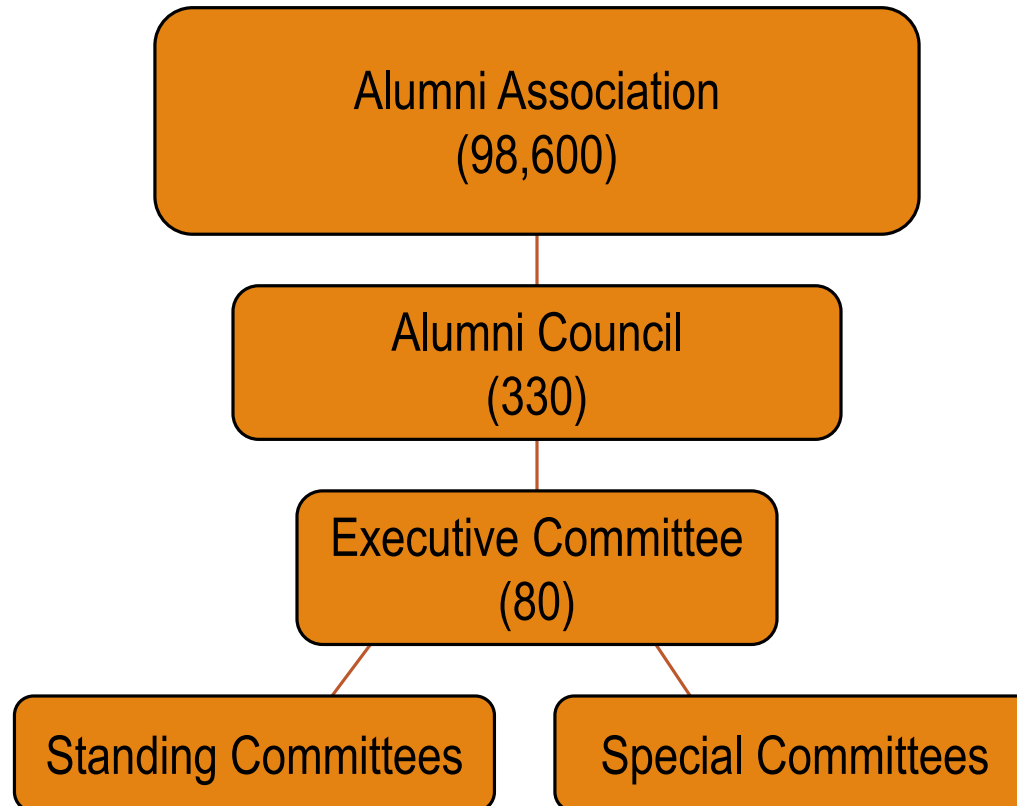
Class Affairs Resources & Assistance

- Class reporting
 - dues rosters
 - address labels
 - classmates by region
- Event management and community service advice
- Tax questions
- Letter review
- Alumni Mailing Services - liaison to Printing & Mailing Services
- Troubleshooting
- Protocol questions and issues
- Liaison to University resources

Class Affairs Email

classaff@princeton.edu

The Alumni Association of Princeton University



What is the Alumni Council?

The Alumni Council of Princeton University is the governing body of the Alumni Association of Princeton University.

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



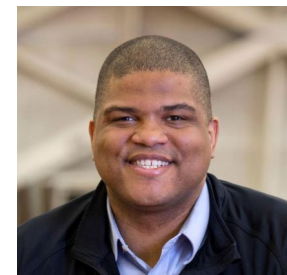
Monica Moore Thompson '89
President, Alumni Association
& Chair, Alumni Council



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



Adam E. Lichtenstein '95 *10
Treasurer, Alumni Council



Eric Plummer '10
Assistant Treasurer, Alumni Council

Executive Committee of the Alumni Council

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)
- 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
- Ad Hoc Committee on Recent Alumni Engagement
- Ad Hoc Committee on Volunteer Pipeline
- The Princeton Prize in Race Relations

Affinity Groups

- Asian American Alumni Association of Princeton (A4P)
- Association of Black Princeton Alumni (ABPA)
- 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 and 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 1960–2019 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.

Meet the Class Affairs Committee

Andrew Lewis '12,
Chair



Elisabeth
Rodgers '86,
Vice Chair



Catie
Cambria '06



Christienne
Coates '89



Julianna Yasinski
Edwards '92



David
Friedman '20



Matthew
Morgan '85



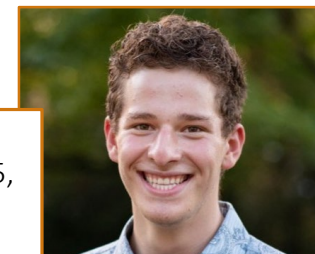
Emily Elizabeth
Walling '99



Justin
Purnell '00



Benjamin
Wachspress '25,
Senior Class
President



Class Officer Responsibilities

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 Affairs, 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.

Honor Lost Classmates: Writes memorials to honor and remember classmates who have passed away, preserving their memory within the class community. Notify Alumni Records (alumrecs@Princeton.edu) of deceased classmates. (Note: some classes appoint a Class Memorialist to handle these responsibilities.)

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 / 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' 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

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

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)
- **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
- 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**
- 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)
- 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
<ul style="list-style-type: none">▪ 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 strategic planning for first five years▪ Prepare class budget▪ Confirm all officer/board appointments▪ Prepare first mailing to class	<ul style="list-style-type: none">▪ 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 class financial report by August 15	<ul style="list-style-type: none">▪ First Year Pre-rade and Step Sing (9/1/24)▪ 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	<ul style="list-style-type: none">▪ Orange and Black Day (annually October 22) - encourage local class gatherings or virtual gatherings
November	December	January	February
<ul style="list-style-type: none">▪ Tiger Tailgate (11/2/24)▪ Prepare second class communication▪ Finalize spring schedule▪ Appoint class representative for Service of Remembrance▪ Hold class executive committee meeting or conference call	<ul style="list-style-type: none">▪ Finalize Reunions planning▪ Send holiday greetings, if desired	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ Attend Alumni Day and Service of Remembrance (2/22/25)▪ Hold class event, if desired
March	April	May	June
<ul style="list-style-type: none">▪ Send Reunions information▪ Hold class executive committee meeting or conference call	<ul style="list-style-type: none">▪ Finalize Reunions plans▪ Major Reunion classes begin new officer elections or other selection process	<ul style="list-style-type: none">▪ Reunions (5/22/25-5/25/25)▪ Hold annual class meeting	<ul style="list-style-type: none">▪ Hold class executive committee meeting or conference call▪ Evaluate year's programming and strategize about coming year

Class Business

Class Bylaws

- Constitution establishes the class and typically does not need to be updated
- Bylaws establish the specific rules of guidance by which the group is to function
 - ✓ Adopt bylaws if your class does not have them
 - ✓ Template is available
 - ✓ Update bylaws as necessary
- **All classes should have bylaws!**

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.
- There are more than 150 current members, including all active classes, the APGA, most regional associations and two affiliated groups.
- Each class receives an EIN number from the IRS.

Basic Tax Exemption Rules

- Group must be organized and operated exclusively for tax exempt (educational and charitable) purposes.
- Must engage primarily in activities that further exempt purposes.
- No private inurement or private benefit.
- Limitations on political activity, including prohibition on intervention in political campaigns.

General Advice for Officers

- Officers have a duty of loyalty to act in the best interest of the class.
 - Do not use the tax ID number and/or tax exemption for non-charitable or personal purposes (travel tours, funds to aid members in need, etc.).
 - Personal liability - Individual officers could be held legally responsible for misrepresentations, illegal actions or negligent behavior.
- Do not *personally* sign contracts with vendors on behalf of your organization. Be clear that the person is signing as an authorized officer on behalf of the class (e.g., Jane Doe, President).
- Do not co-mingle personal money with the organization's funds.
- Always act prudently when handling the organization's funds.

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](#)

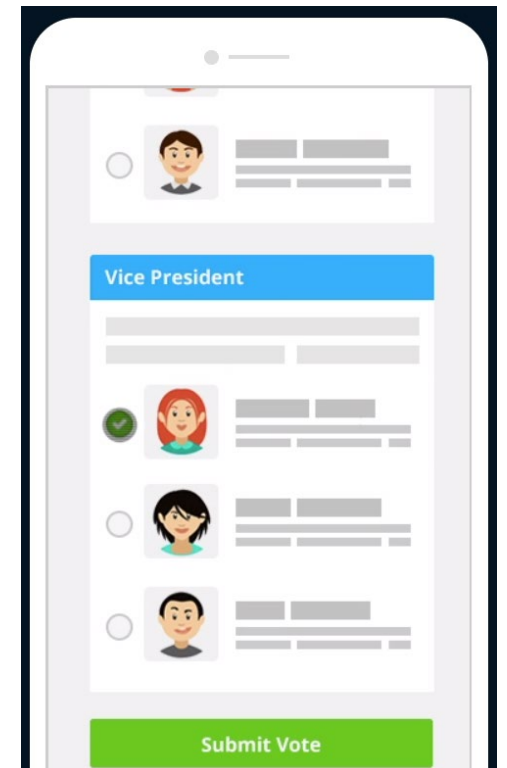
Class Elections

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
- Alumni Engagement can provide an election platform called **Election Runner**, free of cost to the class, to run your election.
- 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 to the University Treasurer.
- If a class does not file for 5 years, either with the University or on its own, the class is removed from the University umbrella *permanently*.
- Financial reports are due in August.

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, mix & ellows) (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, mix & ellows) (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]:		
Page 1 of 8		

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

- Class dues are the lifeblood of class finances.
- Class dues not only cover annual operating expenses but can be used towards impactful class engagement strategies.
- The best time to launch a robust class dues program is immediately after graduating. The second-best time is today.
- It is never too late to launch a dues program by piggybacking on recent class events, the most recent or upcoming reunion, changes in class leadership or the class's current financial needs.
- Tailored communications to classmates are the most effective way to solicit dues payments - Treasurers often develop specific form letters for different groups (reliable dues payers, classmates who have never paid, etc.).
- Reminders improve participation!

Class Dues

- Class dues are 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 the organization's activities
 - support of the Alumni Council (dues)
 - memorials and community service funds
 - support of scholarships/grants for Princeton students
 - payment of alumni directories and other print and mail expenses

Class Dues

- Class dues **MAY NOT** be used for:
 - Reunions expenses
 - a classmate's Reunions fees
 - individual profit, gift, or bonus
 - support other charitable organizations
 - political or personal gain

Class dues are NOT Annual Giving. These are often confused!

Class Dues Best Practices

- Incentivize participation
- Offer the option to pay multi-year dues (e.g. \$25/year or 5 years for \$100)
- Give classmates the option to donate more if they wish
- Allow classmates to pay dues for missed years
- Keep an Honor Roll
 - Example: Class of 1997 (<https://princeton97.com/honor-roll/>)
- Include dues in a points system
 - Also include other forms of engagement
 - Example: Class of 2006 (<https://www.princeton2006.com/06-points-system/>)

Reunions Fees

- Reunions fees are **NOT** tax deductible
- **MAY** be:
 - Used for Reunions expenses
 - Given or transferred to the class dues account
 - Used to pay for mini-reunions throughout the year
 - Used to help pay fees related to the reunion for a classmate that cannot afford to attend
 - Additional account(s) may be set up for classmates in need (these are not tax deductible contributions)
 - Not permitted to be funded by Class Dues
 - Best practice: set up a website or publicized address so classmates can donate directly and bypass all Class or Reunions funds

Reunions Fees

- **MAY NOT** be:
 - Used for individual profit, gift, or bonus
 - Used to support other charitable organizations
 - Used for political or personal gain

Class Engagement

Class Events

- View the [Tiger Tips on Class Engagement](#)
- Regional Class Engagement
 - Appoint a network of regional representatives
 - Establish guidelines (e.g. plan 2 events/year)
 - Work with other alumni groups in the regions
- Mini-Reunions and Class Trips
 - Organize mini-reunions or class trips and share in the adventure
 - View the [Tiger Tips on Class Trips](#)
 - Check out [Princeton Journeys](#)
- University Events
 - Plan class events in conjunction with University events such as Orange & Black Day, Tiger Tailgate and Alumni Day



Orange & Black Day - October 22

- Held annually on October 22 on the anniversary of Princeton receiving its charter in 1746
- Classes are encouraged to plan local events and virtual gatherings
- In 2023, 55 groups held events around the globe and hundreds of alumni and friends celebrated online
- University resources include kudoboard, promo videos, social media tools, virtual and physical **party packs and grants**



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 2024-2025

- September 1** Pre-rade and Step Sing
Encourage your classmates to join fellow alumni, students, parents and friends to welcome the Class of 2028 as they commence their undergraduate experience.
- September 19-21** Every Voice: A Conference Honoring and Celebrating Princeton's LGBTQ+ Alumni
- October 22** Orange and Black Day
Plan local and online events for your classmates
- November 2** 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 22** Alumni Day and the Service of Remembrance
- May 22-25** Reunions

Create a class tradition around the

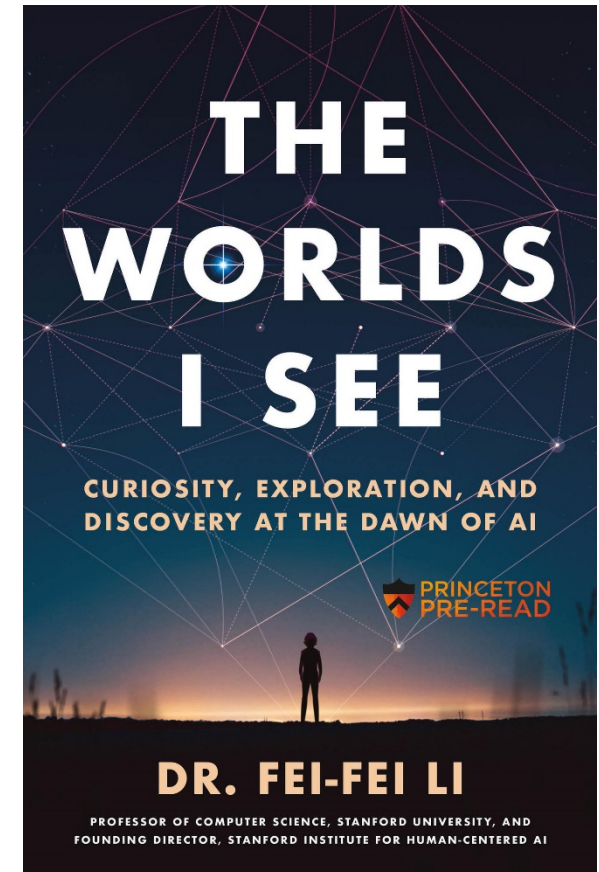


The Pre-read tradition, initiated by President Christopher L. Eisgruber '83 in 2013, introduces incoming freshmen to Princeton's intellectual life.

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 2028 Pre-read: ***The Worlds I See: Curiosity, Exploration, and Discovery at the Dawn of AI*** by Fei-Fei Li '99.



Community Service



- See [Community Service Guidelines](#)
- See *Tiger Tips: Giving Back Through Creative and Effective Class Service Projects* (recording to be posted [here](#) in July 2024)
- 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 with Illa Brown '76](#)

NEW! Class Officer Zoom Backgrounds

Class Officer Zoom backgrounds have been created for your use.

[Visit this link to download](#)



Incentivize Engagement: Example

'06 POINTS SYSTEM

When you participate in Class of 2006 activities, you get points. The more things you do, the more points you get. What do these points get you? **Price breaks (even-cheaper-than-early-bird) on registration fees for our 15th Reunion!**

THE DETAILS

Dues: 100 POINTS PER YEAR

They're important. They keep the class going. The more people pay dues, the more money we have for regional events and other sweet projects. You need to pay them every year by JUNE 30th. If you've already paid this year, congrats! You've received 100 of the 500 possible dues points heading to the 15th. If you haven't paid, **you still have time!**

Five Year Dues Payment: 600 POINTS

We gave you the option to lock in your dues rate for five years (they increase from year to year) at \$125 (\$25 per year) if you paid all your dues at once. But in case that's not enough incentive for you, we'll also give you 120 points for each of those years instead of the normal 100 points! (That's 600 points for all five years!) We've even given you the ability to pay all five years of back dues at once to get those extra points if you haven't paid in a while!

Annual Giving: 100 POINTS

We don't care what amount you give, but contribution rates are closely scrutinized (and highly rewarded) by the University. The greater percentage of us that donate, the better our class looks. Annual Giving helps the University's ranking and it makes us look so so good. **Make a donation** every year before June 30th and receive 100 points for each year!

PAW: 400 POINTS (+100 WITH PICTURE)

We want to know what you're up to and we want to keep our section of the PAW filled with updates and photographs. Each time you submit to the PAW, you'll receive 30 points. If you add a photo, we'll double it. You can send all your updates to our Class Secretary, Amy Sennett, at amy.sennett@gmail.com. And the best part? You can send updates and receive points as many times as you like!

Attending Reunions: 100 POINTS

If you bought a classmate wristband for any of the reunions since the fifth, we've got your name and you've got your points!

Hosting a Class Event: 800 POINTS

Help us plan a class event in your region and get tons of points. If there's a speaker or exhibit coming into town that you think a group of '06 friends would want to attend, let us know. We'll get the contact list for all the alums in your area, we'll help promote your event, and, when we've got sufficient dues money, we'll pay for transportation, food, museum tickets, etc. Any idea you've got, we're behind you to make it happen and we'll give you points for it. ReachOut 56-86-06 activities will also count. The only caveat here is that we have to pre-approve events and they must be open to all classmates in your area.

Keeping Track

We'll keep track of everyone's points and put them on a spreadsheet. You don't need to email us and let us know when you've paid dues or contributed to the PAW. We'll know those things.

Class Awards



YOUNG ALUMNI AWARD

- **Young Alumni Award 1932 Trophy** - For the class less than 10 years out which has had the most complete program of communication, activities and dues participation.

CLASS EVENT AWARDS

- **1898 Trophy** - For the largest percentage of membership attending any gathering during the year between Reunions.
- **1928 Trophy** - For the largest number of its members attending any gathering during the year between Reunions.

CLASS DUES AWARDS

- **1932 Plaque** - For the highest percentage of dues payers in a class more than 25 but less than 50 years out of Princeton.
- **1941 Plaque** - For the highest percentage of dues payers in a class more than one but less than 25 years out of Princeton.
- **1977 Plaque** - Presented to the class more than three but less than 26 years out of Princeton, reporting the largest percentage improvement in dues participation over three consecutive years.
- **The 1942 Senior Dues Participation Award** - Given to the class more than 50 years out of Princeton whose class roll as of the start of the fiscal year (July 1) is 100 or more and which by May 1 has attained the highest percentage of dues payers.

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.

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.

Relationships with Other Groups

- Parent Class (25 years out) / Grandparent Class (50 years out)
- Work with other classes in your reunions cohort (+2/-2 years)
- Partner with Regional Associations or Affinity Groups
- Work with other alumni groups (Ivy+)



Princeton University Alumni Website

alumni.princeton.edu

Volunteer Resources

PRINCETON UNIVERSITY ALUMNI

CONTACT EVENTS REUNIONS TIGERNET MAKE A GIFT

OUR COMMUNITY > CONNECT VOLUNTEER GIVE > FORWARD

OPPORTUNITIES >

ANNUAL GIVING RESOURCES >

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

Class Mini-Reunions

Class Constitutions and Bylaws

Communications, Events and Programming

Finding Class Websites

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

PRINCETON
UNIVERSITY
ALUMNI

OUR COMMUNITY > CONNECT > VOLUNTEER > GI



Find Fellow Alumni Resources on Tiger

On TigerNet, you can connect with class alumni and friends, and locate your class 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

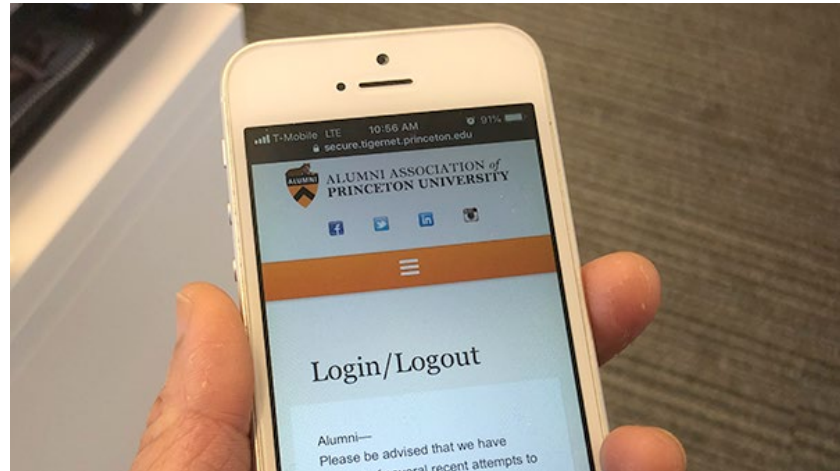
- PC of Northwestern NJ (Morristown area) 🌐
- PAA of Monmouth & NE Ocean Counties
No websites or social media found for this region. Find class leaders using TigerNet (login required)
- Princeton Area Alumni Association 🌐
- PAA of Essex and Hudson Counties 🌐
- PAA of Northern New Jersey 🌐

[See All](#)

TigerNet Online Community

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

- Alumni Directory (including Leadership Search)
- My TigerNet Profile
- Discussion Groups



→ Remind your classmates to update their information so you can reach them and know where they are to plan local events!

TigerNet 2.0

TigerNet 2.0 is hosted on Hivebrite, the platform for Princeton's online alumni community supporting group websites and broadcast email.

Classes (19) · [See all](#)



Class of 1984

1186 members

[Request to join](#)

[Go to Group](#)



Class of 2002

1153 members

[Request to join](#)

[Go to Group](#)



Class of 1963

6 members

[Request to join](#)

[Go to Group](#)



Class of 1974

1018 members

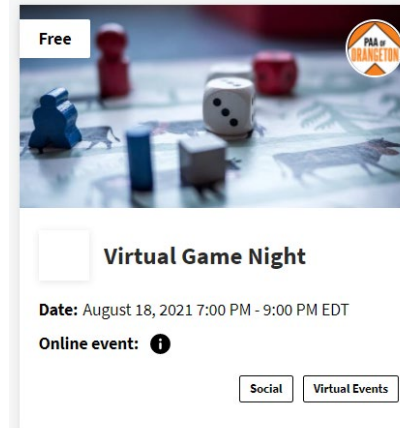
[Request to join](#)

[Go to Group](#)

Featuring:

- Events management
- Dues management/history
- Social media integration
- New enhancements constantly rolling out...

Upcoming Events (2)



Free

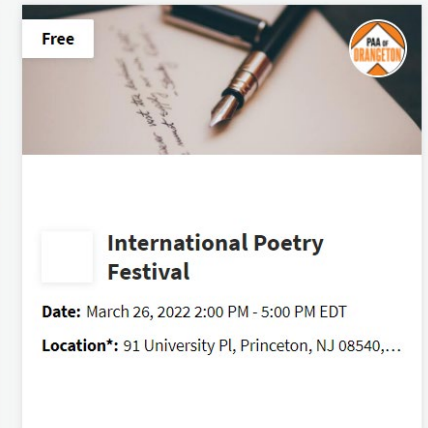
Virtual Game Night

Date: August 18, 2021 7:00 PM - 9:00 PM EDT

Online event: ⓘ

Social Virtual Events

The event card features a background image of game pieces on a board. It includes a 'Free' badge, the event title 'Virtual Game Night', the date and time 'August 18, 2021 7:00 PM - 9:00 PM EDT', an 'Online event' indicator with an information icon, and two buttons labeled 'Social' and 'Virtual Events'. A small circular logo for 'PAA of ORANGETON' is in the top right corner.



Free

International Poetry Festival

Date: March 26, 2022 2:00 PM - 5:00 PM EDT

Location*: 91 University Pl, Princeton, NJ 08540,...

The event card features a background image of a pen and a piece of paper with handwriting. It includes a 'Free' badge, the event title 'International Poetry Festival', the date and time 'March 26, 2022 2:00 PM - 5:00 PM EDT', and the location '91 University Pl, Princeton, NJ 08540, ...'. A small circular logo for 'PAA of ORANGETON' is in the top right corner.

Updating website and sending class emails:

- 1) Appoint a Tech Chair to update your website
- 2) Select up to **4 class administrators** to send email blasts to the class and update the website
- 3) Register for TigerNet 2.0 training with Hannah Marino:
<https://zcal.co/hannahmarino/tn2training>

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 (if necessary) your class **bylaws**

Use the [bylaws template](#). If you wish to make any major changes, please track them in a Word document so that we can review them. Submit them to classaff@Princeton.edu.

2) Appoint class leaders, as needed:

- Class Regional Chairs (to plan local class events, especially in major metropolitan areas)
- Reunion Chair(s)
- Tech Chair and/or Social Media Chair
- Diversity, Equity and Inclusion Chair(s)
- Community Service Chair
- Class Historian

3) Strategic Planning

Begin strategic plan for next five years; Plan schedule for next year of events; Prepare for class mailing (letter from President to be sent in August)

4) Review your class website and update as needed

5) Build relationships & seek advice

Reach out to other class officers for advice (contact classaff@Princeton.edu for contacts)

Reach out to the [Class Affairs Committee](#) for guidance or issues (note, CAC Liaisons will be reaching out to their assigned classes in the fall)

*We look forward to
working with you!*

Tiger Cheers!

