

VOLUNTEER TO BE A CLASS CORRESPONDENT

Class Notes connect alumni to one another and to Stanford and help foster a continued sense of class community and class identity after graduation.

A Stanford tradition since the 1890s, Class Notes chronicle the ongoing collective story of each Stanford class and the individual lives of members of that class. The most successful columns achieve great breadth and variety by sharing the stories of all types of people in the class. The most effective correspondents proactively gather news by reaching out to the entire class over time, casting a wide and inclusive net to report on common and not-so-common experiences.

The volunteer class correspondent program has evolved over the past 60-plus years, but central to it is classmates gathering news and sharing the life stories of fellow classmates. Class Notes bridge the time between reunions and help classmates stay in touch with one another, building a sense of class identity, membership in a community, and pride in one's class.

CLASS CORRESPONDENT JOB DESCRIPTION

Class correspondents are responsible for gathering news and sharing the stories of classmates four times a year in a Class Notes column for STANFORD magazine. Correspondents are entrusted to write the most widely read section of the magazine. Columns should represent the class as a whole and be inclusive, accurate and interesting!

LEADERSHIP & SERVICE TO YOUR CLASS

- Serve as class ambassador, facilitator of connections, journalist, storyteller and scribe for your class by using the class column to build class identity, a sense of shared experience and class pride.

CLASSMATE OUTREACH & COMMUNICATION

- Contact classmates via email, social media, telephone, etc., to solicit news.
- Seek out diversity in classmates' lives, experiences and perspectives, so that columns reflect the depth and breadth of the class.
- Communicate directly with all classmates mentioned in Class Notes prior to column submission. When news is forwarded from another classmate or from Stanford (e.g., press release regarding a professional accomplishment), fill out the alum's news by asking about family, career and volunteer activities, and hobbies/ interests/passions. Look for and present, for each classmate, what is important to them, and, whenever possible, what makes them unique—share their story.
- Notify classmates of when they can expect to see their news in Class Notes. (News will generally appear in the issue that is sent three months after your column is submitted.)
- Respond to inquiries from classmates in a timely way.

COLUMN ORGANIZATION, PRODUCTION & SUBMISSION

- Stay aware of the Class Notes production schedule, promptly reading email correspondence from staff, calendaring important dates (such as column deadlines), providing timely responses to requests, and submitting columns and source material on time.
- Submit four columns (and corresponding source material) a year via email using Microsoft Word attachments or Google docs.
- For most classes (with some generational differences), write about approximately 4-12 classmates in each column, with 75-250 words per alum. Be strategic about using the maximum 1,000 words wisely and writing complete, interesting, but not excessively long updates about individual classmates.

- Track and organize all Class Notes submissions and source material received, and ensure that news about all classmates is included in the class column in a timely way.
- Collect (and compile into a single document) source material from classmates, and provide it with each column submission.
- Keep a record of who you have written about in the column in whatever organizational system works best for you, so you can avoid repetition and reach out to classmates who have not been included.

CITIZENSHIP & COMMITMENT

- If you have a co-correspondent, work collaboratively with your fellow scribe, sharing news-gathering and column-writing duties equitably, and building strong communication via ongoing contact, copying each other on email messages, etc.
- Read your column when the magazine arrives, comparing the final version to your original submission and noting changes made by the editors.

Interested in becoming a Class Correspondent?

Email yourclassnotes@alumni.stanford.edu with your class year and contact information, and an SAA staff member will contact you.