
Association of Harvard College Class Secretaries & Treasurers



Dear Class Secretaries and Treasurers,

Welcome to *The Quill and Key*, our new AHCCS&T quarterly newsletter! We in the HAA hope that you find each edition to be both informative and useful, with best practices, resources, and examples of how classes are engaging their peers. We want *The Quill and Key* to be valuable and inspiring to you, and we hope that you will share your feedback to help us improve it. If you would like to submit content for the next issue of *The Quill and Key*, or have suggestions for future content, please [complete this form](#). Thank you for your dedication to your class!

Class Spotlight

In each edition of *The Quill and Key*, we will highlight some of the impressive work that classes are doing to maintain engagement. Have something to share? Let us know!

[Submit to the Class Spotlight](#)

Resources

Virtual Engagement Toolkit

The HAA has created a toolkit comprising resources, best practices, and how-to guides to help you connect with your Harvard network during (and beyond!) this time of physical distancing. Our new [Virtual Engagement Toolkit](#) includes links to outreach and email guides, social media strategies (including facilitating difficult conversations on social media), and virtual engagement ideas. We hope you will find these tools useful. We welcome your feedback, too, on what we could do to make them even more helpful to you.

[Explore the Virtual Engagement Toolkit](#)

Sending Class Emails

As a member of AHCCS&T, the HAA's College Alumni Programs team offers [alumni broadcast email services](#) to you. Learn more about what we need in order to create and send your email, as well as the guidelines that govern this process.

[Learn More about HAA Email Services](#)

Non-Reunion Engagement Support

Although members of the CAP team focus a large portion of their work on classes that are in their Reunion cycle (this year, the time period from July 1, 2020, through June 30, 2021), we also help with non-Reunion class and cohort events. We are deeply committed to fostering connections and building community within each Harvard and Radcliffe College class. See the types of [support that CAP team members can provide](#) as you plan a non-Reunion-cycle event. If you have questions, please contact your CAP staff manager (listed below).

Please visit the [Officers Lounge](#) website to view other resources, such as [AHCCS&T minimum standards](#), [class sites training](#), and [partnered treasury program](#) information.

[Learn More about Engagement Support](#)

HAA Updates

College Alumni Programs Staffing Updates

The College Alumni Programs (CAP) team is excited to announce that our team structure has shifted to better support our volunteers. Under this new structure, our College Reunions and College Alumni Engagement teams have combined. Members of the CAP team now work with classes within a common cohort in order to support engagement across classes and between and during Reunions, and to build stronger, sustained relationships with you. Please see below for the updated list of staff managers and their associated cohorts for the coming year, and [get to know the team](#):

- Undergraduates through the 10th Reunion (Classes of 2011-2021): John Prince (john_prince@harvard.edu)
- Year 11 through the 30th Reunion (Classes of 1991-2010): Lily Gillespie (lily_gillespie@harvard.edu)
- Year 31 through the 50th Reunion (Classes of 1971-1990): Adam Kane (adam_kane@harvard.edu)
- Year 51 through the 60th Reunion (Classes of 1961-1970): Kristen DeAmicis (kristen_deamicis@harvard.edu)
- Post-60th Reunion (Classes of 1960 and prior): Liz Ballard (elizabeth_ballard@harvard.edu)

[Get to Know the Team](#)

In Memoriam

Please join us in honoring the Association members we have lost since we were last together, virtually, this past April:

- [Sherman "Sherm" Starr '46, Treasurer](#)

- Irving "Irv" Salloway '51, Treasurer
- Walter "Wally" Sisson '57, Treasurer