

Harvard Alumni Association College Recent Graduate Engagement Handbook for Volunteers 2025–2026

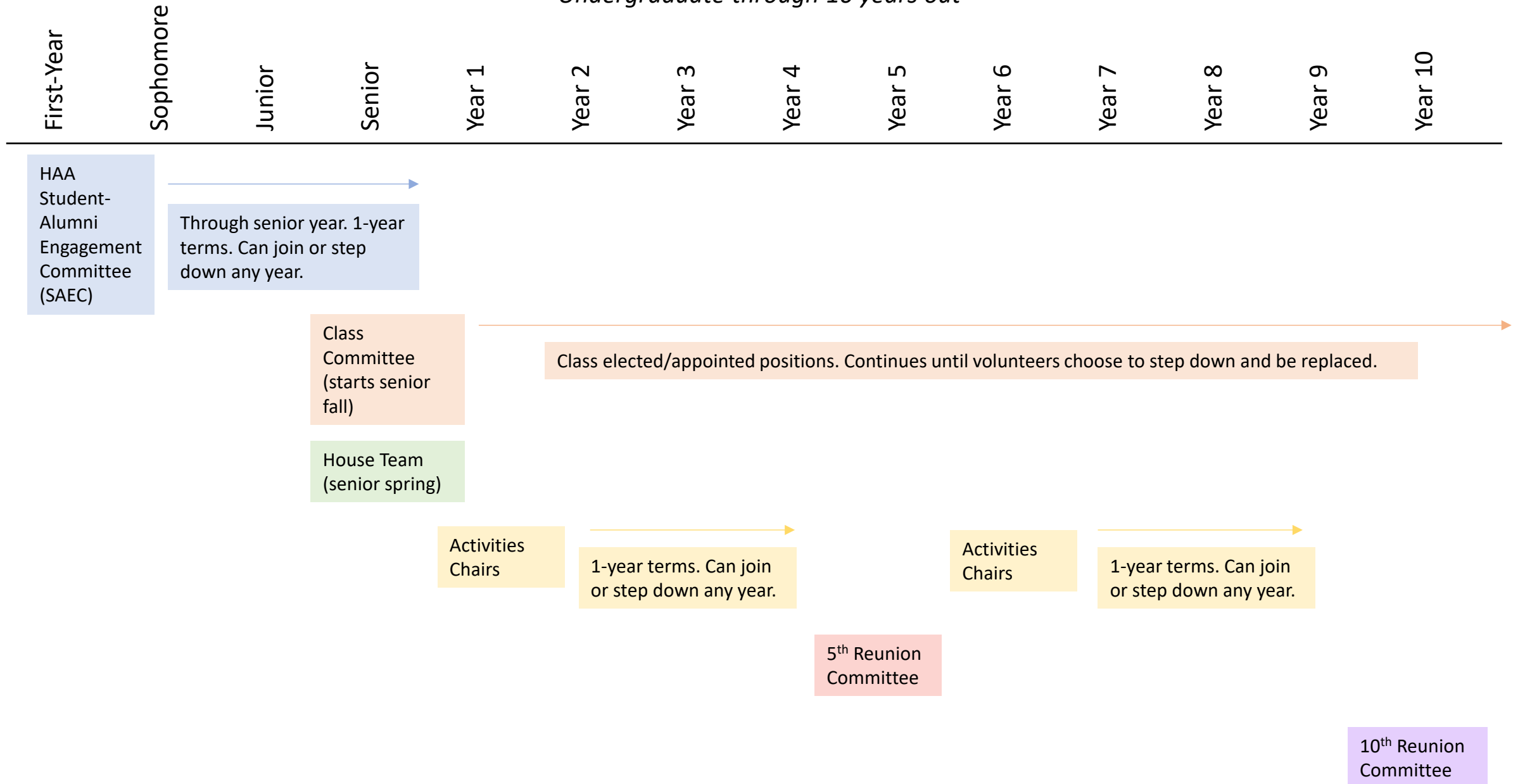


HARVARD
Alumni Association
COLLEGE ALUMNI PROGRAMS

Discovering Volunteer Opportunities	Page 2
Connecting with Recent Grad Volunteers	Page 6
College Class Committee Alumni Life Responsibilities	Page 10
Helpful Links for College Recent Graduate Volunteers	Page 16
Leadership Best Practices for First and Second Marshals	Page 18
Communications Best Practices for Secretaries and Media Team	Page 21
HAA Broadcast Email Service	Page 25
External Email Client Best Practices	Page 30
Treasury Best Practices for Treasurers	Page 32
Programming Best Practices for Program Marshals & House Reps	Page 35
Activities Chairs Role Description	Page 38
Activities Chairs Onboarding Document	Page 39
Overview of the HAA Recent Graduate Engagement Committee	Page 41
Recent College Graduate Student Engagement Opportunities	Page 43
Volunteering to Mentor Recent Grads	Page 45
Engagement and Support of College Classes in Non-Reunion Years	Page 48
Entering the 5 th Reunion Year	Page 52
5 th and 10 th Reunion Committee Member and Chair Responsibilities	Page 56
5 th and 10 th Reunion Program Committee Initial Tasks	Page 58
5 th and 10 th Reunion Typical Class Emails	Page 61
Transition out of the 5 th Reunion Year	Page 63
Entering the 10 th Reunion Year	Page 65
Transition out of the Recent Graduate Cohort	Page 69
Guidance for Class Engagement During Alumni Years 1-10	Page 71
College Class Committee Roles 1997-2026	Page 81
Resources for Celebrating Harvard Alumni Day	Page 84

Harvard Alumni Association Class Volunteer Opportunities

Undergraduate through 10 years out



Harvard Alumni Association Class Volunteer Opportunities

Undergraduate through 10 years out

HAA Student-Alumni Engagement Committee (SAEC) – No limit to members (self-nomination)

The Student-Alumni Engagement Committee (SAEC) of the Harvard Alumni Association facilitates the meaningful engagement of Harvard College undergraduates with the Harvard alumni community. The committee will promote, lead, review, and develop events, resources, and communications that introduce undergraduates to the alumni community (often through networking, mentorship, and events) and serve as thought partners with the HAA as they work to create and execute a successful student-alumni engagement strategy.

Class Committee – 32 members (selection process)

The Class Committee is supported by the Harvard Alumni Association (HAA) and the Harvard College Fund (HCF). The priority of this committee is to bring the class together as a whole by modeling and facilitating communication, participation, volunteerism, and philanthropy among classmates. The committee is comprised of the First and Second Marshals, Program Marshals, HCF Marshals, Class Secretary, Class Treasurer, Media Team members, and House Representatives. The Class Committee is formed in the senior year and continues in alumni life.

House Team – No limit to members (self-nomination)

House Team Members support their House Representative and larger Class Committee efforts to strengthen class community and advance their goals during the spring semester of senior year. There is no limit to the number of House Team Members. This Class Committee role is only active during the senior year (it does not continue into alumni life like the other Class Committee roles).

Activities Chairs – No limit to members (self-nomination)

Activities Chairs (also known as city captains or regional chairs) are College alumni volunteers who support their Class Committees in non-reunion years. They bring classmates and alumni from surrounding classes together in their post-grad cities and regions, serving as key players in keeping College alumni connected to each other.

Reunion Program Committees – No limit to members (self-nomination, but selection process for the Chairs)

The purpose of reunion committees is engagement with your class and Harvard during your quinquennial reunion year. Reunion committees will begin to form in late summer or early fall, but classmates are welcome to join the reunion committee at any time during the reunion year. All in the class are encouraged and welcome to join the reunion committee every five years! Reunion committees (and your reunion year programming) are strongest when new voices from a variety of backgrounds participate.

Harvard Alumni Association Class Volunteer Opportunities

Undergraduate through 10 years out

Notes About Roles

- SAEC volunteers can serve concurrently as either a Class Committee member or House Team member senior year.
- Class Committee members do not need to volunteer to be House Team members or Activities Chairs (these roles support the Class Committee in senior spring and non-reunion alumni life years, respectively).
- House Team members are encouraged to volunteer as an Activities Chair during non-reunion years.
- Activities Chairs are encouraged to join the reunion committee during reunion years.
- Class Committee members are encouraged, but not required, to join the reunion committees.

Unique College Volunteer Roles

- The Class Committee Secretary and Treasury will be part of a group called the **Association of Harvard College Class Secretaries and Treasurers (AHCCS&T)**. This association of these volunteers from all classes is led by a volunteer Executive Committee.
- The Class Committee First Marshal, Second Marshal, Secretary, and Treasurer will serve on the **HAA Recent Graduate Engagement Committee (RGEC)** up to 9 years out. Those who had served as 5th Reunion Program Committee Chairs (and those actively serving for the current 5th Reunion class) will also be invited to join.
- College Class leaders (Class Committee, Activities Chairs, reunion committees) may be nominated to serve on the HAA Board of Directors to serve as a **College Appointed Director** for a 3-year term.

Harvard Alumni Association Class Volunteer Opportunities

Undergraduate through 10 years out

Other College Volunteer Roles

- Other College volunteer roles (as students and/or as alumni) include:
 - Serving as an alumni Admission Interviewer as a member of the Schools & Scholarships Committee
 - Opting-in to the Career Network in the HAA Alumni Directory to mentor students and alumni
 - Mentoring students in MCS Firsthand Advisors
 - Sharing job/internship opportunities for students in MCS Crimson Careers
 - Volunteering for the Harvard College Fund
 - Attending programs and events with students
 - Speaking at recent grad events like Real World for Recent Grads

Other University-Wide Volunteer Roles

- Other University-wide volunteer roles (as students and/or as alumni) include:
 - Volunteering for a Club
 - Volunteering for a Shared Interest Group

Learn more at <https://alumni.harvard.edu/college/alumni-volunteers>

Connecting with Recent Grad Volunteers

A Guide for College Class Volunteers

The College Alumni Programs office of the Harvard Alumni Association encourages recent graduate College volunteers (Class Committee members and activities chairs) to connect with each other so you can collaborate to plan your events, programs, and initiatives.

Over the summer, your HAA staff liaisons will introduce recent graduate Class Committee members and activities chairs for the year in a class and in a role and region across the ten classes to each other by email. But throughout the coming year new volunteers might come on board, email addresses might change, and volunteers might move to new regions. You might also be looking to connect with these volunteers from another geographic region to collaborate on or support your work. This document outlines what you can do so other volunteers can find you, and how you can find other volunteers.

How Volunteers Can Find You

Recent graduate Class Committee members and activities chairs should update the “About Me” section in their HAA Alumni Directory profile (at community.alumni.harvard.edu/person) to include that they are a volunteer. For Class Committee members, this might look something like “2019 Class Committee Program Marshal” or “2021 Class Committee House Representative.”

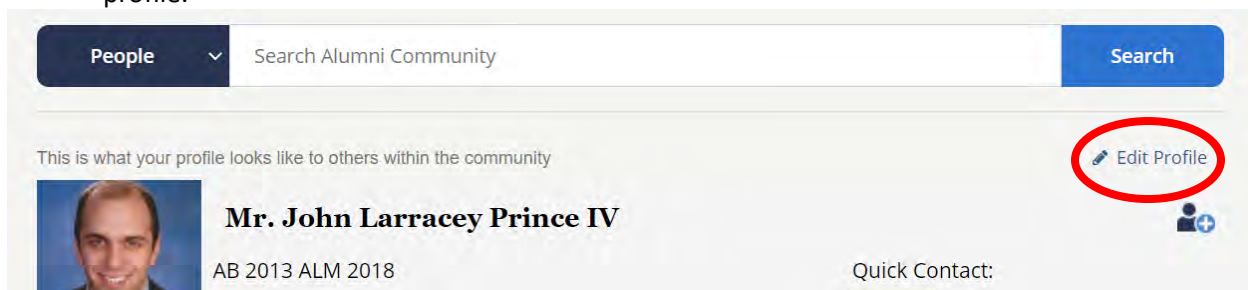
Activities chairs should note that they serve in that role, and the year of their service. For example, this might look like “Activities chair for 2024-2025.” If activities chairs end their volunteer service at some point, they should be sure to update their profile again to remove this after the conclusion of their term. Or, if they continue their service, they should update the year to be reflective of the new year of service.

Other Class Committee members and activities chairs will then be able to search the HAA Alumni Directory to find you and email you through the Directory to connect.

To ensure the appropriate volunteers can reach you, please ensure that your physical address and email address are up to date and that other alumni can email you through the Directory (if you don’t just list your email address for them to see).

These steps outline how to do this:

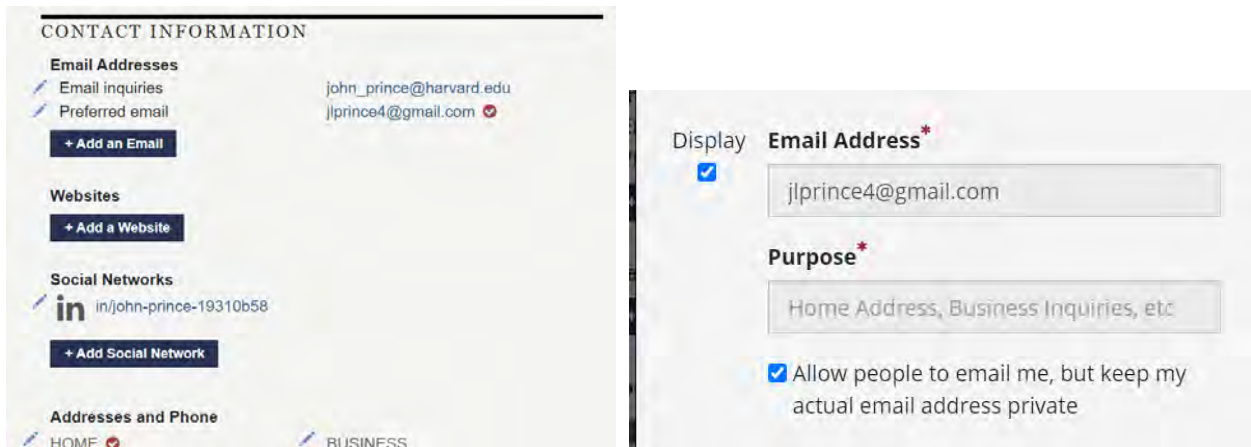
1. Go to the HAA Alumni Directory at community.alumni.harvard.edu/person. This will take you to your own profile. While you are there, check your physical address and email address and contact preferences. To make these edits, click the Edit Profile text in the top right of your profile.



Connecting with Recent Grad Volunteers

A Guide for College Class Volunteers

2. After clicking on Edit Profile you will see pencil icons next to the email and address sections. You can click on the pencils to make edits. When you click on the pencil for Preferred email, you'll then get a pop-up window where you can check a box where you can hide the actual email address in the Directory listing, but allow people to email you through the Directory to reach you at that address (if this is what you prefer).



CONTACT INFORMATION

Email Addresses

Email inquiries john_prince@harvard.edu

Preferred email jlprince4@gmail.com

+ Add an Email

Websites

+ Add a Website

Social Networks

in in/john-prince-19310b58

+ Add Social Network

Addresses and Phone

HOME BUSINESS

Display ☒

Email Address*

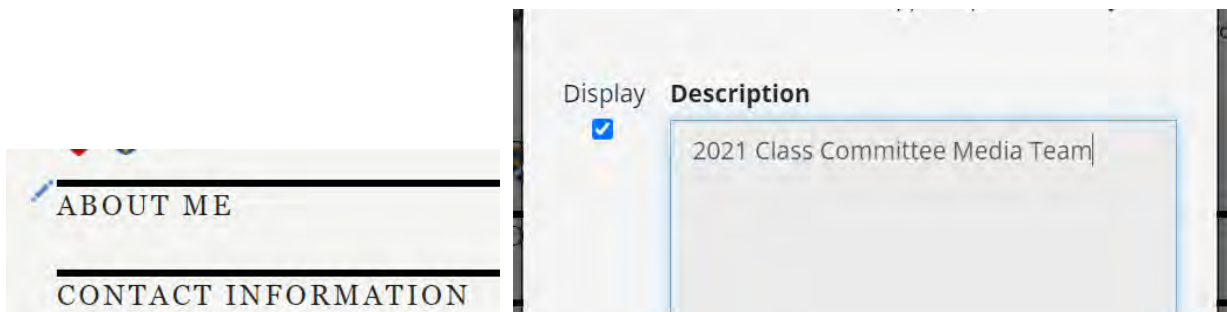
jlprince4@gmail.com

Purpose*

Home Address, Business Inquiries, etc

☒ Allow people to email me, but keep my actual email address private

3. To add the information about your volunteer role, click the pencil icon next to the About Me section. You will then get a pop-up window where you can type in your volunteer role, as outlined earlier in the document. When you're done, you can click Save in the pop-up window.



ABOUT ME

CONTACT INFORMATION

Display ☒

Description

2021 Class Committee Media Team

4. Once finished, you can click on Done Editing at the top right of your profile where it previously said Edit Profile.



People Search Alumni Community **Search**

Done Editing

Mr. John Larracey Prince IV

AB 2013, ALM 2018

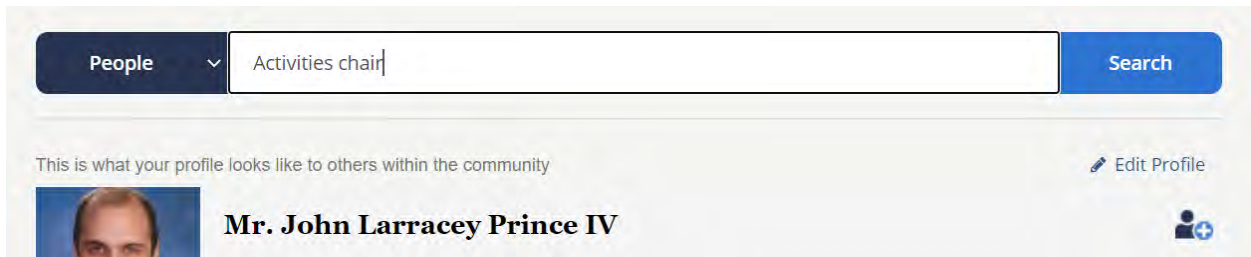
Connecting with Recent Grad Volunteers

A Guide for College Class Volunteers

How You Can Find Volunteers

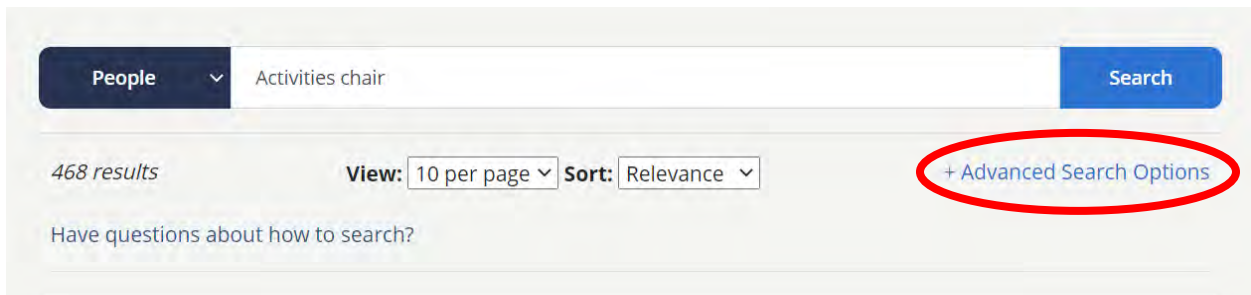
If other recent graduate Class Committee members and activities chairs have updated the About Me section to list their volunteer role, you'll be able to search to find them. These steps outline how to do this:

1. Go to the HAA Alumni Directory at community.alumni.harvard.edu/person. This will take you to your own profile. From there, you can search the appropriate volunteer terms in the search bar right above your profile.



The screenshot shows the top of the HAA Alumni Directory. On the left, a dark blue button labeled "People" has a dropdown arrow. Next to it is a search bar containing the text "Activities chair". To the right of the search bar is a blue button labeled "Search". Below the search bar, a light gray banner reads "This is what your profile looks like to others within the community". On the left of this banner is a small profile picture of a man. To the right of the picture is the name "Mr. John Larracey Prince IV" in bold. Further right is a link "Edit Profile" with a pencil icon, and a small icon of two people with a plus sign.

2. After clicking the search button, the search results will appear. You may find the people you want to connect with right away. You can also filter down to a specific year or geographic region. To start this, click on the Advanced Search Options text.



The screenshot shows the search results page. At the top, the search bar and "Search" button are visible. Below the search bar, the text "468 results" is displayed. To the right of "468 results" are two dropdown menus: "View: 10 per page" and "Sort: Relevance". To the right of these dropdowns is a link "+ Advanced Search Options" which is circled in red. Below the search results, there is a link "Have questions about how to search?".

3. From here, the page will expand to show additional search fields. You can then enter a class year, a range of attendance at the College, or their location. For example, you might want to find all the activities chairs in New York from the Classes of 2019-2023.

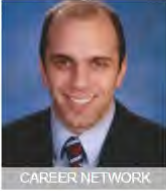


The screenshot shows the "FILTERS" section of the HAA Alumni Directory. It contains four search fields: "School", "Class Year", "Attended between" (with two input boxes and the word "and" between them), and "Location". Each field has a corresponding input box below it.

Connecting with Recent Grad Volunteers

A Guide for College Class Volunteers

4. Under the main profile block for the search results, you'll see a section that highlights your search terms. If this looks like the correct contact, you can click on their name to see their whole profile or click the Email button on the right to email them through the Directory.



Mr. John Larracey Prince IV

AB 2013
ALM 2018

Associate Director, College Alumni Programs at Harvard
Alumni Association
Wakefield, MA

[Email](#)

Last Login: Today

About Me: *Activities chair* 2020-2021

College Class Committees 2016-2025

Alumni Life Responsibilities

The priority of a Class Committee is to bring the Class together as a whole, connecting members of the Class to each other and Harvard College by modeling and facilitating communication, participation, volunteerism, and philanthropy among classmates.

Roles and Responsibilities

First and Second Marshals (2)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Convene the Class Committee for one-to-two meetings per year.
- Ensure all Class Committee members are actively fulfilling their alumni-life responsibilities.
- Continue to regularly monitor the Class Committee email account in partnership with the Class Secretary.
- Maintain contact with the HAA regarding matters of University and class interest.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and the HAA and HCF staff.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your ninth year out from graduation.
- Work with the Class Committee and HAA and HCF staff to recruit reunion committees.
- Work with HAA staff and fellow Cabinet members to choose reunion committee chairs.
- Work with your Class Committee and the HAA on a transition and succession plan if members are planning to step down.

Program Marshals (6)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.
- Maintain contact with the HAA regarding matters of University and class interest.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

College Class Committees 2016-2025

Alumni Life Responsibilities

Gift Marshals / Harvard College Fund Marshals (6)

- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.
- Remain a Harvard College Fund volunteer on the Recent Graduate Leadership Committee (RGLC) and continue to solicit classmates for annual gifts to the HCF as part of the RGLC.
- Maintain contact with HCF and HAA regarding matters of University and class interest.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Be willing to offer guidance to those in your role in the senior class, if they reach out.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

Class Secretary (1)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.
- Continue to regularly monitor the Class Committee email account in partnership with the First and Second Marshal.
- Communicate with the class and provide regular updates to classmates about events, resources, and notes (at least two emails per year).
- Continue to work with the Media Team to keep class website and social media accounts active and updated.
- Submit information for class notes to Harvard Magazine and encourage classmates to do so directly.
- Request updated classmate lists from the HAA annually. If your classmates share new contact information with you, share this with the HAA.
- Maintain contact with the HAA regarding matters of University and class interest.
- Continue as a contributing member of the Association of Harvard College Class Secretaries and Treasurers, attend the annual meeting, and submit an annual report on class communications.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your ninth year out from graduation.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with HAA staff and fellow Cabinet members to choose reunion committee chairs.
- Serve as reunion Class Report Chair or help identify a proxy.
- Serve as Honorary Chair on the AHCCS&T Executive Committee in the year of your 25th Reunion and help identify a speaker for that year's annual meeting.
 - You may be asked at another time to serve a term on the Executive Committee.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

College Class Committees 2016-2025

Alumni Life Responsibilities

Class Treasurer (1)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.
- Maintain class budget and track expenses, ensuring that the class remains solvent.
- Ensure that all authorized expenditures are properly documented and submitted for reimbursement.
- Maintain contact with the HAA regarding matters of University and class interest.
- Continue as a contributing member of the Association of Harvard College Class Secretaries and Treasurers, attend the annual meeting, and submit an annual report on class finances.
 - You may be asked at some point to serve a term on the AHCCS&T Executive Committee.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your ninth year out from graduation.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with HAA staff and fellow Cabinet members to choose reunion committee chairs.
- Serve as reunion treasurer or help identify a proxy.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

Media Team (3/4)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.
- Continue to work with the Secretary to keep class website and social media accounts active and updated.
- Share any new or updated account information with the HAA.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

House Representatives (13)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.

College Class Committees 2016-2025

Alumni Life Responsibilities

- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
 - Continue to attend Class Committee meetings when convened by the First and Second Marshal.
 - Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
 - Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.
-

Other Volunteer Roles and Committees

Activities Chairs

Activities chairs (also known as city captains or regional chairs) are College alumni volunteers who support their Class Committees in non-reunion years. They bring classmates and alumni from surrounding classes together in their post-grad cities and regions, serving as key players in keeping College alumni connected to each other. Activities chairs are encouraged to join the reunion committee every five years.

HAA Recent Graduate Engagement Committee

This group is made up of Class Committee leadership (First Marshal, Second Marshal, Secretary, and Treasurer) and other members of the College classes up to nine years out from graduation. The committee reviews and designs processes to support recent graduate volunteers, welcome new volunteers, and create cross-class programming.

AHCCS&T

The Association of Harvard College Class Secretaries and Treasurers (AHCCS&T) is the group of all of the Harvard and Radcliffe Class Secretaries and Treasurers. The group convenes for an annual meeting, and is managed by the AHCCS&T Executive Committee, made up of members of the Association.

Reunion Committees

The purpose of a reunion committee is engagement with your class and Harvard during your quinquennial reunion year. All are encouraged and welcome to join the Reunion Committee! Reunion Committees (and your reunion year programming) are strongest when new voices from a variety of backgrounds participate.

Reunion Committees are led by a team of Chairs, working in partnership with Harvard Alumni Association and Harvard College Fund staff.

Class Committees are different from Reunion Committees. Class Committee members are encouraged to, but not required, to join the Reunion Committee every five years.

College Class Committees 2016-2025

Alumni Life Responsibilities

Reunion Committees evolve:

- Reunion Committees just last for your reunion year. A new committee will form for your next reunion in five years.
- Serving on your Reunion Committee one time doesn't mean that you're required to volunteer every reunion after this.
- Those who can't volunteer one year are always welcome to volunteer at a future reunion.

Chief Marshal

The Chief Marshal role is separate from the Marshal roles on the Class Committee. Serving as Chief Marshal of alumni during Harvard Alumni Day is a special honor. As a longstanding Harvard tradition that dates back to 1899, this role is elected each year from the ranks of the 25th Reunion Class.

The Chief Marshal represents all University alumni at Harvard Alumni Day. Each August, class officers from the 25th Reunion are contacted and asked to select a class nominating committee. The committee invites suggestions from the Class and screens candidates based on one's career success, vocations, and avocations; contributions to their community and the larger society; and service to the College.

HAA Crimson Society

The HAA Crimson Society represents all Harvard and Radcliffe College alumni/ae who have already celebrated their 50th Reunion. The HAA Crimson Society Planning Committee is a group of volunteers from these class years who plan initiatives and programs for this cohort.

HAA Board of Directors

The Harvard Alumni Association (HAA) Board of Directors, under the leadership of the Executive Committee, empowers volunteers to strengthen the Harvard alumni community.

This advisory board guides the fostering of alumni community building, creating University citizens of alumni and alumni volunteers. Their work focuses on developing volunteer leadership and increasing and deepening alumni engagement through an array of programs that support alumni communities worldwide.

College Directors are nominated by Harvard and Radcliffe College alumni and class leaders in partnership with the HAA staff and are appointed by the Executive Committee. They are selected based on their demonstrated volunteer leadership and capacity to work effectively with their College-based generational cohort. Directors serve as liaisons between the HAA and their cohort classes.

College Class Committees 2016-2025

Alumni Life Responsibilities



Office Overviews and Mission Statements

Harvard Alumni Association

The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide. The purpose of the HAA is to promote the welfare of Harvard University and to establish a mutually beneficial relationship between Harvard University and its alumni.

College Alumni Programs Office

The College Alumni Programs Office of the HAA serves more than 100,000 Harvard and Radcliffe College alumni. The office oversees and develops programming to preserve and maintain Harvard traditions and to create new opportunities to connect members of the Harvard community with one another and with the University.

The Class Report Office of College Alumni Programs publishes fourteen Reports annually for each Harvard and Radcliffe quinquennial reunion class. Informally known as the “Red Books,” Class Reports are a long-standing Harvard tradition, dating back at least to the mid-1800s.

Harvard College Fund

The Harvard College Fund (HCF) fosters a philanthropic community in support of Harvard College’s students and its mission of truth, excellence, and inclusivity. This broad base of more than 30,000 College alumni, parent, and student donors and volunteers contributes gifts at all levels to the Harvard College Fund each year. Their flexible, current-use gifts are used immediately to ensure that the College is accessible to all, and that each student has the resources they need to succeed.

Alumni Affairs and Development

The HAA and HCF are two collaborative groups within Alumni Affairs and Development.

Alumni Affairs and Development inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement.

Harvard University Alumni Affairs & Development (AA&D) programs and volunteer opportunities respect the rights, differences, and dignity of others. Those taking part in AA&D activities, are expected to demonstrate honesty, integrity, and civility in those activities, and are accountable for their conduct there with University alumni, students, parents, volunteers, employees, and invitees.

Harvard University Alumni Affairs & Development reserves the right to suspend services to and to exclude from participation in AA&D programs any person whose inappropriate behavior adversely affects the safety, well-being, and inclusion of community members.

Helpful Links for College Recent Graduate Volunteers

Pages on alumni.harvard.edu

- Classes page on alumni.harvard.edu (with class websites, class notes, and Secretaries): <https://alumni.harvard.edu/college/classes>
- College Alumni Volunteer Opportunities, including Activities Chairs: <https://alumni.harvard.edu/college/alumni-volunteers>
- Alumni Directory (update your own info and connect with others): community.alumni.harvard.edu/person
- Clubs Directory: <https://alumni.harvard.edu/community/clubs-sigs/clubs-directory>
- Shared Interest Groups: <https://alumni.harvard.edu/community/clubs-sigs/sigs-directory>
- Virtual Engagement Toolkit: <https://alumni.harvard.edu/virtual-engagement-toolkit>
- Real World for Recent Grads: <https://alumni.harvard.edu/college/real-world-for-recent-grads>
- Welcome to Your City: <https://alumni.harvard.edu/programs-events/wtyc>
- Harvard-Yale: <https://alumni.harvard.edu/harvard-yale>
- Harvard Moves: <https://alumni.harvard.edu/harvard-moves>
- Global Networking Night: <https://alumni.harvard.edu/programs-events/gnn>
- Harvard Alumni Day: <https://alumni.harvard.edu/programs-events/harvard-alumni-day>
- HAA Career Resources: <https://alumni.harvard.edu/community/careers-networking>
- Alumni Benefits and Services: <https://alumni.harvard.edu/community/alumni-services>
- Harvard College Fund: <https://alumni.harvard.edu/college/college-giving/hcf>
- Email Forwarding: <https://alumni.harvard.edu/help/email-forwarding/forwarding-faq>

Officers Lounge

- College Alumni Programs Officers Lounge (resource website for volunteer leaders): <http://officerslounge.classes.harvard.edu/index.html>

Helpful Links for College Recent Graduate Volunteers

- Recent Grad page: <https://officerslounge.classes.harvard.edu/article.html?aid=230>
- College Alumni Programs staff: <http://officerslounge.classes.harvard.edu/article.html?aid=3>
- Zoom Resources: <http://officerslounge.classes.harvard.edu/article.html?aid=223>
- Alumni Outreach Toolkit: <http://officerslounge.classes.harvard.edu/article.html?aid=221>

Other Resources

- Social Media Playbook (from 2015):
https://docs.google.com/document/d/1MJIUQBawEEWw8Yvqj9lY88JyQ9t6ombW_dXr8q5QAg/edit
- MCS Crimson Careers and Firsthand Advisors to post jobs for and mentor students and graduating seniors: <https://careerservices.fas.harvard.edu/resources/services-for-alumni/> and <https://careerservices.fas.harvard.edu/resources/connect-with-students/>
- Convocation, Commencement, and Reunion class photos: <https://www.panfoto.com/harvard-university>
- Reordering diplomas: <https://registrar.fas.harvard.edu/registration-enrollment-degrees/graduation-diplomas>
- Library resources: <https://library.harvard.edu/how-to/use-harvard-library-alum> and <https://guides.library.harvard.edu/alums>
- @College email expiration: https://harvard.service-now.com/ithelp?id=kb_article&sys_id=9ce46d5fdb77280d6d5ff851d961995

Email Addresses

- College Alumni Programs general inbox: haa_collegealumniprograms@harvard.edu
- 5th Reunion inbox: 5threunion_haa@harvard.edu
- 10th Reunion inbox: 10threunion_haa@harvard.edu
- 5th Class Report inbox: CRO_5thReport@harvard.edu
- 10th Class Report inbox: CRO_10thReport@harvard.edu
- Clubs and Shared Interest Groups general inbox: clubs@harvard.edu

Leadership Best Practices for Recent Graduate First and Second Marshals

This document outlines leadership best practices for recent graduate Class Committee First and Second Marshals. Note that the HAA defines recent graduates as those up to 10 years out from graduation, but we hope that this information will be helpful to you in the years beyond.

Resources for Class Volunteers

First and Second Marshals should be knowledgeable about all informational resources available to recent graduate College class volunteers on the Recent Grads page of the College Alumni Programs Officers Lounge website.

A thorough understanding of this information will help you best support your Class Committee and activities chairs, while also ensuring that they are fulfilling their responsibilities and taking advantage of the resources available to them. You may want to consider yearly email reminders to your Class Committee (perhaps during the summer) to point them to these resources, with a focus on the alumni life roles and responsibilities document.

These are living documents, so if you think information should be added or clarified, or if new documentation should be created, please be in touch with your HAA staff liaison.

Working with the Class Treasurer and Class Secretary (and Media Team)

The First and Second Marshal should continue to stay in touch with the Secretary and Treasurer as the other members of the Cabinet of the Class Committee regarding all important matters. This group will also continue to work collaboratively as part of the Recent Graduate Engagement Committee.

In addition to their roles with the Class Committee and the Recent Graduate Engagement Committee, Secretaries and Treasurers are also part of the AHCCS&T – the Association of Harvard College Class Secretaries and Treasurers, so they may at times have responsibilities beyond the work of the Class Committee. Your Secretary or Treasurer might even be asked to serve on the AHCCS&T Executive Committee at some point, which is the leadership of the Association.

In alumni life, the Secretary will continue to be the point person for class communications and lists, and the Treasurer will continue to be the point person for use of class funds. But we hope that you will continue to work together as a leadership group of four on all important matters, and to keep everyone in the loop.

The best practices for recent graduate communications and treasury documents on the Officers Lounge should extensively summarize the major duties and work of Secretaries, Treasurers, and the Media team, and they should also refer to the appropriate sections of the Class Committee roles and responsibilities document as well.

Working with Program Marshals and House Representatives

The alumni life responsibilities of Program Marshals and House Representatives include continuing to plan and promote events. In practice, the work looks a lot like the responsibilities of activities chairs. If

Leadership Best Practices for Recent Graduate First and Second Marshals

Program Marshals and House Representatives are looking for additional resources beyond what is in the Class Committee roles and responsibilities document, the Programming Best Practices for Recent Graduate Program Marshals/House Reps document will be the best resource for them. This includes information about planning events, collaborating with activities chairs, publicizing upcoming events, sending communications, budgeting and funding, and collaborating with other Harvard groups.

Working with Activities Chairs

Activities chairs are College alumni volunteers who support their Class Committees in non-reunion years. They bring classmates and alumni from surrounding classes together, serving as key players in keeping College alumni connected to each other. Unlike the Class Committee roles which are continuous until (if) they step down, activities chair terms are for one year (July-June) and are renewable.

The HAA helps recent graduate classes recruit their activities chairs by creating a central registration form and emailing past volunteers to sign up again. Note that while the HAA will market the volunteer opportunity to past volunteers about signing up again in June/July each year (in addition to your own marketing and recruiting efforts) the form will stay open throughout the year, so new volunteers can sign up at any time. So, if you want to encourage classmates to sign up at a different point in the year, you should feel welcome to do so. With this in mind, the HAA will plan to send you a first list of volunteers in the summer, but please feel free to request an updated list at any time.

The activities chairs role description and onboarding document are the best sources of information about this volunteer role. For most classes, there is no appointing or approval process for activities chairs. Once they sign up, they officially hold the title! The HAA will follow up with them by email shortly after they sign up, thanking them for volunteering, and outlining some of the ways they can make the most of their role (including by sharing the onboarding document). Some classes may develop their own unique processes for managing these volunteers, so we defer to you to do what works best! If you discover/utilize new best practices, it would be great if you could share those with your HAA staff liaison so they can update any documentation and share broadly.

Class Committee Meetings

First and Second Marshals are encouraged to convene Class Committee meetings twice a year to check in with everyone (timing might be once in the fall and once in the spring). Unlike the Class Committee meetings in your senior year which were convened by your HAA staff liaison, recent graduate First and Second Marshals will be responsible for determining a date, setting up a meeting link, messaging the group, drafting the agenda, and running the meeting. That said, if you need help or advice on any of this, please be in touch with your HAA staff liaison. Additionally, you may feel free to invite your HAA staff liaison to join, either just to be there as a participant, or to speak to a certain topic.

Managing Class Committee Members

As mentioned above, a primary leadership role for you to play includes ensuring that Class Committee members are fulfilling the responsibilities of their role and taking advantage of the resources available to them. There may come a time when you need to approach a member about their ability to continue

Leadership Best Practices for Recent Graduate First and Second Marshals

to effectively serve in the role (or they might come to you with similar concerns). This might then lead to a conversation about how you may be able to move forward with them still in the role, or if there might need to be a discussion about them stepping down and determining a replacement. Your HAA staff liaison can be a great resource for these conversations.

Encouraging Cross-Class Community

As First and Second Marshal of your Class Committee and class, you primarily serve your classmates. Throughout your experience, you might encounter opportunities to grow that community beyond just your class. Recent graduate class volunteers are encouraged to work across classes to build a larger network of volunteers and find new ways to connect the recent graduate Harvard community. You may find that this not only leads to new social opportunities, but new ideas for events and programs, the creation of ad-hoc volunteer groups to take on various initiatives, or the ability to informally encourage mentorship across the classes.

Beyond the connections you make in the HAA Recent Graduate Engagement Committee, you should also feel free to connect with other First and Second Marshals (or other Harvard volunteers) at any time. As the leaders of your class, you understand your class (and their needs) best, and we look to you to create an inclusive and engaging culture of programming, communication, and volunteerism that best speaks to your community.

Communications Best Practices for Recent Graduate Class Secretaries and Media Team

This document outlines communications best practices for recent graduate Class Committee Secretaries and Media Team members. While this might be most helpful for those in these roles, other Class Committee members should be aware of this information as well.

Annual Communications Schedule

This is a suggested schedule for class emails and/or social media posts in recent graduate life and beyond! There will be additional messages during your 5th and 10th Reunion years. There are unique communications in your first year out from graduation, and these can be found in the next section.

- Ongoing
 - Reminding classmates to update their email address, mailing address, and career information over time in their HAA Alumni Directory profile at community.alumni.harvard.edu/person (and note how regional event invites are tied to preferred address).
 - Publicize class events and recent grad events like Real World for Recent Grads.
 - Share updates/news about your classmates.
- Summer (June-Aug)
 - Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually, generally in June and July). HAA staff will initiate this and ask you for your help with additional marketing and sharing relevant content.
 - Remind class about your social media accounts and regional Facebook groups so these are actively used as a source for updates and community (repeats annually, and August can be a good time before fall events start).
- Fall (Sept - Nov)
 - Secretary requests updated class email list from HAA staff liaison (repeats annually, generally in September).
 - Publicize Welcome to Your City programming (repeats annually, generally in October). HAA staff will initiate this and ask you for your help with additional marketing and share relevant content.
 - Publicize Harvard-Yale/Fall Fest programming (repeats annually, generally in November). When The Game is at Harvard, there will be a formal Recent Grad Tailgate. HAA staff will initiate the planning of this in partnership with volunteers, ask for your help with additional marketing, and share relevant content. When The Game is at Yale, tailgates will be organized by classes, and those class leaders should be in touch with their Secretary and Media Team regarding marketing needs.
 - Highlight Harvard Moves in media engagement (repeat annually, in November).
- Winter (Dec - Feb)
 - Holiday message to class (repeat annually).
- Spring (Mar - May)
 - Highlight Global Networking Night in media engagement (repeat annually, in March).
 - Highlight Housing Day in media engagement (repeat annually, in March).
 - Remind class about Board of Overseers and Elected Directors voting. You can repurpose content that is emailed to alumni or on the HAA website, or you can ask your HAA staff liaison if they can share content with you to use.

Communications Best Practices for Recent Graduate Class Secretaries and Media Team

- Highlight Harvard Alumni Day in media engagement (repeat annually, in May/June). You can repurpose content that is emailed to alumni or on the HAA website, or you can ask your HAA staff liaison if they can share content with you to use.
- Consider collaboration with gift committee on fundraising message at the end of the fiscal year in June. You can make “soft asks” or point to information about giving in engagement messages. Your Harvard College Fund Class Officer can be a resource here for strategy and language.

Tasks and Communications in the First Year Out

Much like in a Reunion year, there will be some unique tasks and communications in the first year out from graduation. These include:

- Highlight Class Commencement in media engagement over the summer.
- Update website to archive senior year content over the summer.
- Secretary gets list of Class Committee post-grad email addresses from HAA and shares with Class Committee over summer.
- Mention @college email expiring one year after graduation in the spring and include answers to related FAQs.
- Consider 1 year “graduversary” messages or posts.

Best Practices for Email and Social

Secretaries feel the need to walk the tight line of not oversaturating via email in order to ensure their updates are read when they are sent. As a result however, feedback from general members of Class Committees suggests that in more recent grad classes, members of the class at large don’t know how to take advantage of their Class Secretary’s and Media Team’s ability to publicize events, share each other’s projects, and celebrate each others’ successes.

A best practice to solve for this is for Secretaries and Media Team members to create a process that works best for them and their class for collecting information from their classmates to publicize. This might involve emailing updates/requests to the Class Secretary directly, emailing updates/requests to the class Gmail account, or creating a survey form to collect information, and include it at the bottom of every email you send, with a short reminder blurb about its purpose. This process or form could also allow for classmates to specify if they prefer publicity over email, social media, or both. Given the frequency of requests, there might be times when secretaries send special one-off emails for specific updates. To cut down on emails, you may also choose to wait to include these updates as another part of your regular email newsletters (holiday email, Housing Day email, Harvard Alumni Day email, etc.). Whatever the process is, Class Secretaries and Media Team members should ensure their whole Class Committee knows so they can effectively communicate this to their classmates.

You can also explore what should be added to your class website to keep it updated and active.

Communications Best Practices for Recent Graduate Class Secretaries and Media Team

Email Tools and Resources

In your senior year, you might have sent your classmates regular emails via a broadcast email service like Mailchimp or SendGrid, and certain emails about major news were sent in collaboration with your HAA staff liaison through Harvard's broadcast email tool (Salesforce).

In alumni life, you may continue to send emails through your third-party email client of choice. If you would like to request that the HAA send an email through Salesforce, that can be done too, and you should be in touch with your HAA staff liaison as soon as you're thinking of sending a message. Regardless of which approach you take, there are documents that cover the best practices for both. See the Officers Lounge for the documents for the HAA Email Service and External Email Client Best Practices. The HAA Email Service document shares information about what the templates look like, the timeline, and what information the HAA will need from you.

A note about Mailchimp specifically (since many classes have used it): You can only upgrade to a paid plan and then downgrade to a free plan one time. The next time that you upgrade to a paid plan, it will not let you downgrade to the free plan again.

Notification of Deceased Classmates

Notification process that some Secretaries have followed (and suggest) for deceased classmates:

- Hear about a death in your class OR read about it in monthly necrology report (sent by HAA staff monthly by email to the Secretary).
- If you do not hear about this from the HAA, share the news with your HAA staff liaison. Wait to share any communications with your class until the HAA has updated the records for your classmate.
- Determine the House the person was in and reach out to the appropriate Class Committee House Representative to see if they know who the person's close friends or blockmates were.
- Start with close friends/blockmates and see if anyone can provide any information or a tribute.
- Share the news of the person's passing with your class and include a tribute from the friends/blockmates (or any additional information they have) - including whatever information the person's family/friends want to include (link to obituary, info about services, etc).

Partnership with the Harvard College Fund

The Harvard College Fund will manage any communications as part of the annual giving campaign, so the Class Committee, including the Secretary and Media Team, do not need to plan to send these.

However, there might be opportunities to take advantage of this partnership by bumping or forwarding particular messages if requested. Feel free to check in with your HAA and HCF staff liaisons if you are unsure of the best way forward for a particular situation.

Striking the right balance of communications about events/community-building and fundraising is important. Note that if you choose to have any emails sent by the HAA's email system (rather than using

Communications Best Practices for Recent Graduate Class Secretaries and Media Team

a third-party email client), you will not be able to include a direct fundraising ask, due to classmates' contact preferences. However, you could include a “soft ask” which could come in the form of a high-level reminder about the campaign. A likely time for this might come in May or June, as the annual campaign ends on June 30.

Social Class Updates

Some of those who start with your class at Harvard might take time off and graduate with a later class. Those who participate in a Commencement with a later class (rather than participating with your class and “walking” before they actually graduate) will also participate in Senior Week and term-time senior year events with that later class, effectively changing their preferred class year to that different class for the remainder of their time as a student. Some may choose to keep that affiliation after they graduate, but some will prefer to change back to their original class. The HAA will work with these students to make sure their records are updated.

Because of this, it is likely that when you request a new class list from the HAA in the fall after your first full year out, you may find that there are new members of the class list, likely those who started with your class and graduated later. If you want to, you may decide to message those who are new to the list (by comparing the two lists) and welcoming them back to your class, as a nice way to ensure all your classmates feel welcome as they officially start their alumni life.

Staying Updated

In addition to finding out news about your classmates from your classmates directly, you might also learn from these sources:

- *Harvard Magazine*, including the Class Notes section at the back of the printed magazine
- HAA (or other Harvard) social media accounts
- *Harvard Gazette* and *Harvard Crimson* stories or profiles
- Information shared by your HAA staff liaison, HCF staff liaison, or other staff
- As mentioned above, Class Secretaries receive a monthly email from HAA staff with a list of all College alumni who have passed away that month (whether or not someone from your class has passed away) sorted by class year.

Class Website

Please note that if you add any photos of the Harvard campus (or any photos in general) to your class website (or other digital platforms) they should be photos taken by you or fellow classmates/volunteers, or provided by HAA staff, and not images you find on the internet. Copyright-related companies now use software to scan the internet to find any of their photos. You could risk being found liable for copyright infringement if any image you use is copyright-protected and could be subject to significant fines that the class treasury would be responsible for covering.

HAA Broadcast Email Service

The College Alumni Programs Office (CAP) of the Harvard Alumni Association offers alumni broadcast email services to classes and student organizations. This document outlines the information CAP needs in order to create and send your email and the guidelines that govern the process.

Key Takeaways

- Expect at least a **4-business day turnaround time for reunion emails and two weeks for non-reunion emails** from when you request an email send to when it's sent out.
- Ensure your email serves a distinct purpose for your audience with no more than **one to two clear calls to action**.
- Email content should always be **concise, scannable, accessible, and properly edited**.

Benefits of HAA Email Marketing

Unlike personal email services (which limit the number of recipients you can email at once and put your email at greater risk to be classified as spam), the HAA can send a message to hundreds of alumni at once. Your email will be delivered in a way that prevents the recipients from seeing who else has received the same email, keeping email information private and avoiding 'reply-all' mistakes.

Getting Started and Value Proposition

Your first step should be to ask and answer the following questions:

- What is the email purpose and value proposition?
- What do you want readers to know and what action should they take?
- Who is your audience?
- What is your timeline?
- How many emails are you sending?

By determining a value proposition prior to generating your content, you will be well positioned to keep the email clear, concise, and appealing. You may also identify that an email isn't the right path forward depending on your goals. Save email communications for when they are to be the most impactful.

Audience

By identifying your audience in advance, you can determine ways to personalize email content to optimize engagement. Knowing your audience and catering to their needs will increase open rates and engagement. If it is unclear why a recipient is receiving an email, then you risk losing your ability to engage them in the future.

When people do not engage with emails or receive too many that are not of interest, it can cause a spam tag or unsubscribe to occur. When this happens, it not only opts the individual out from seeing our communications, but it also leaves a possible inability to reach that person's inbox in the future. Being strategic about what hits inboxes when will help keep our audience engaged in the long term.

HAA Broadcast Email Service

Timeline

The process of creating, testing, and proofreading your email takes time. Please make sure that content of your email is finalized before sending it to CAP. If you are in a non-reunion year, we ask that you reach out to us at least two weeks before you would like your email sent. If you are in a reunion year, we need four business days from the time we receive your finalized content to the time we can send to your classmates. Once the required information is received, CAP will build your email.

Content and Required Information

Content should be personal, meaningful, and accessible. It should be easy to engage with and scannable. Most importantly, you want to limit your number of calls to action to one or two. **The HAA has found that best performing emails are short, concise, and have one clear call to action.** Another consideration when it comes to content is the subject line, pre-header, and sender profile. The combination of these is what will entice recipients to open your email. Some quick pro-tips:

Sender profile

- Only use one name
- The more identifiable, the better
- Vary your senders

Subject line

- Keep it concise
- Works with the email content
- Deliver on its promise
- No longer than 25 to 30 characters

Pre-header

- Should complement your subject line
- Use it to tease additional information
- Keep under 100 characters

We'll need this information from you. See the sample emails on the following pages for reference.

- **Recipients:** The population you'd like to receive the email
- **Sender Profile:** The sender(s) of the email (e.g. Harvard College Class of '76, Sharon Smith AB '98).
- **Reply-to Email Address:** A personal email address or a class or group email address.
- **Subject Line:** The subject line. Should be 50 characters or fewer.
- **Pre-header:** This short line appears at the very top of the email and in the preview section on a mobile device; if the subject line is the email's title, think of the pre-header as the subtitle.
- **Header:** This optional line appears at the top of the email body before the salutation or image.
- **Salutation and To:** how you wish to address your recipients (e.g. Dear Tom, Hello Classmates)
- **Text:** The body of the email.

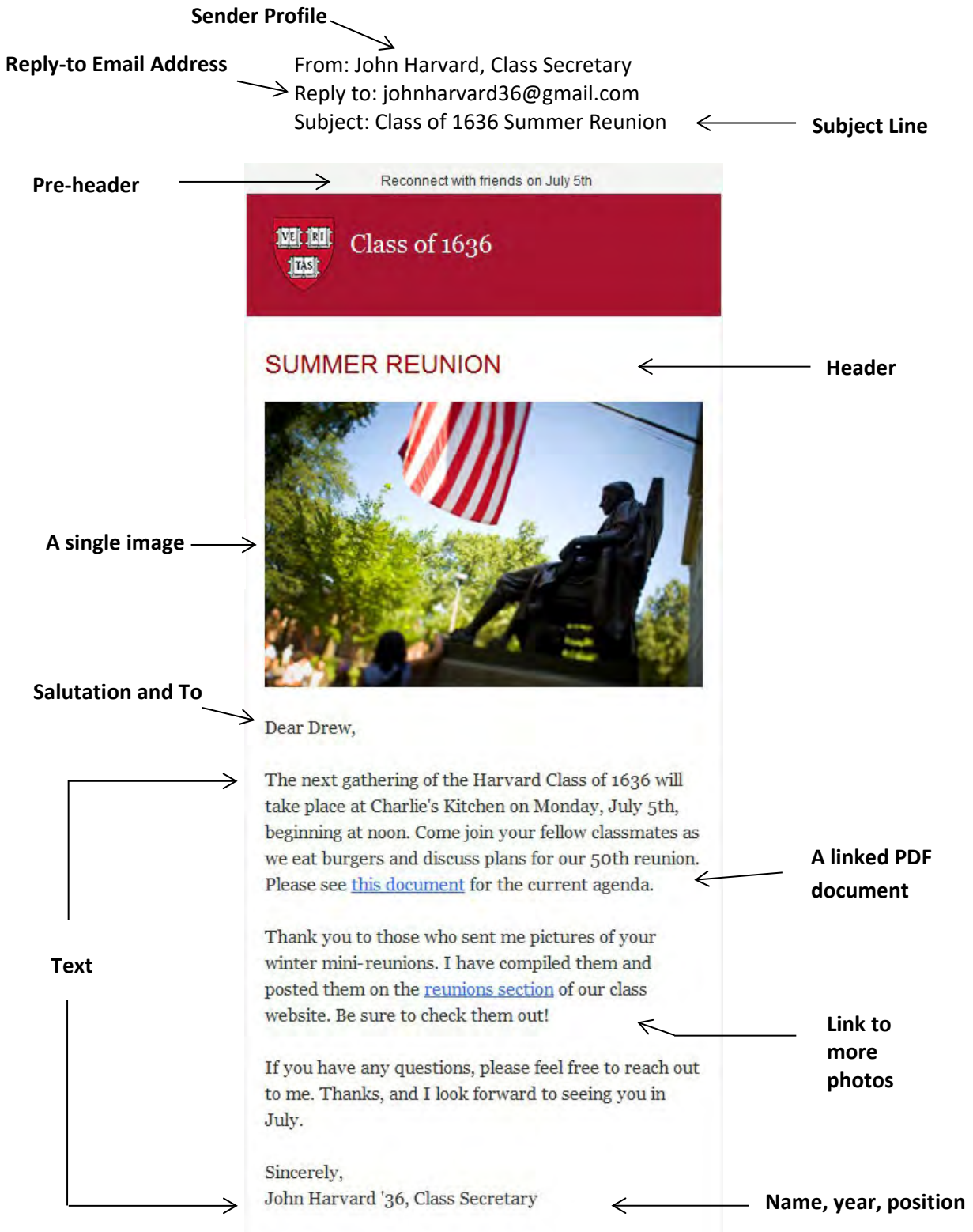
The HAA reserves the right to reject email content in accordance with University policies and best practices.

Number of Emails

Depending on your overall goals, you may be thinking about sending more than one email. Thinking through the number of sends and their cadence in advance will help you stay organized and communicate efficiently. Below is an example the number of sends the HAA typically suggests for individual class-based events.

1. General invite
2. Reminder
3. Confirmation

HAA Broadcast Email Service



HAA Broadcast Email Service

Reunion Email Example

From: 2001 20th Reunion Committee
Reply to: 20threunion_haa@harvard.edu
Subject: Share a greeting for our 20th Reunion!

[View this email in your browser.](#)

REUNIONS 2021

CELEBRATE. CONTEMPLATE. COMMEMORATE.

Hi Anthony,

← Reunion year banner

We are making a class video montage for the Harvard '01 virtual 20th Reunion June 4–6 and need your help. Please add your own short video below (it's quick and easy) through the platform VidHug and you'll be part of this memorable effort.

[SHARE YOUR VIDEO](#)

← A "call to action" button with a link

Options include: a shout out to your blocking group or sports team, an introduction of your family, or just a quick hello to let us all know what you're up to. Of course, this can also be a time to spotlight your talent like a video of you reading from your latest novel or children's story, a shot of you preparing for your next triathlon, or a video of you in action at work. The sky's the limit!

So we can include more classmates, please try to keep the video under two minutes if you can! **The deadline is June 2, 2021.**

← Using bold to note a deadline

I look forward to seeing your videos and to celebrating with all of you online soon.

Cheers,

Kevin El-Hayek '01

General Rules of Thumb

To close out, email communications are strategic platforms for communicating information to large groups of people. However, there are a lot of factors that can contribute to the success of an email campaign. Here are some simple rules to always keep top of mind. Emails should:

- ✓ Be recipient-focused
- ✓ Be relevant
- ✓ Include one or two calls to action
- ✓ Be accessible and easily scannable
- ✓ Be easy to engage with
- ✓ Deliver what you promise
- ✓ Be planned ahead for contact frequency
- ✓ Be a shared resource and an asset to be preserved

External Email Client Best Practices

The College Alumni Programs Office of the Harvard Alumni Association encourages Class Secretaries to use an email client that works best for them in order to regularly communicate with their classmates. If using a third-party broadcast email client (such as Mailchimp) instead of sending class-wide emails out through the HAA's broadcast email system or a classes.harvard.edu website, please consider these best practices:

- Request a new class list from your HAA staff liaison annually. This will be shared by a secure download link over email. Please save this locally on your computer (i.e. not in a Google Sheet, cloud storage, or shared with others).
- If you hear from anyone who wants to be added to your class list or from those who want to be taken off because they affiliate with a different class, please let your HAA staff liaison know, and they can make the edits on their end too. Similarly, if your HAA liaison hears from anyone about these points, they'll let you know so you can make the updates on your end. If these changes result in an alum needing to be removed or added to a different class list, the HAA staff liaison will follow up with the appropriate Class Secretary.
- If anyone reaches out to you with any updates to their contact preferences, please ask them to also update their preferences in their profile at community.alumni.harvard.edu or by emailing haa_collegealumniprograms@harvard.edu (since you updating their preferences in your email system won't result in a change on Harvard's end unless they take this action).
- Create a test list that includes the rest of the leadership of the Class Committee, and any relevant staff members. Share with this group what your preferred plan is for them to give feedback on the tests (whether you will send them a reminder note after every test asking for feedback, or if they should just plan to send you feedback whenever they receive a test message).
- Once the test has been reviewed and finalized by the necessary people, share a preview of it with your wider Class Committee just for their awareness before it goes out to the class (so they can be ready for any questions they might receive from classmates).
- Ensure any relevant HAA or HCF staff members are included on your class list so they can also receive your emails and see what your class is up to!
- If email replies are going to a Class Committee email account you created instead of your own personal email account, be sure to check it frequently, especially after an email is sent or as you approach any key dates or deadlines mentioned in your message.
- Reminder emails are often very helpful! Plan to market each of your events/action items at least twice. Consider if a final additional reminder is needed depending on the prior cadence of email sends, the current response, and the date of the event/deadline for the task.
- Personal email accounts should never be used to email your entire class (only broadcast email clients should be used). If you will use your personal email (or a Class Committee email account

External Email Client Best Practices

you created) to message smaller groups of classmates, please be sure to put them on the BCC line so their names and emails aren't revealed to each other. An exception would be if this is about something they have specifically opted into and have given permission for their information to be shared within that group.

- If your email client provides analytics about the email send (open rates, clicks, etc.) it might be helpful to review the data regularly to see how your emails perform. Based on that, you might find a send date and time that works best for your class, or a preferred type of subject line.
- Based on the preferences of your classmates, or any analytics on your email sends, you can decide if multi-topic digest-style emails might work best, or if you should send (possibly with more frequency) emails with a single call-to-action.

Treasury Best Practices for Recent Graduate Class Treasurers

This document outlines budgeting and expenses best practices for recent graduate Class Committee Treasurers. While this might be most helpful for those in this role, other Class Committee members should be aware of this information as well.

This document outlines options for how classes can use their funds or raise additional funds after graduation and up until the 5th Reunion (this can also be a model for between the 5th and 10th Reunion, and beyond!). Note that the HAA defines recent graduates as those up to 10 years out from graduation.

As mentioned in some sections below, the Treasurer will receive an annual report for the class treasury from the HAA. The Treasurer should review this in a timely manner to ensure it matches their own records. If there are any questions or discrepancies, please be in touch with the HAA staff member who sent it to you, or your staff liaison.

Ways to Spend Class Treasury Funds

Following the end of your senior year, you should hopefully have enough money in your class treasury to support class engagement up until your 5th Reunion. Here are suggested ways to use those funds.

- Harvard-Yale tailgates: While the HAA plans a formal Recent Grad Tailgate with no cost impacts to your class treasury when the game is played at Harvard, your Class Committee might choose to organize a more informal tailgate when the game is played at Yale. This is likely how you will spend the majority of your funds between reunions.
- Regional meet-ups organized by activities chairs and class committee members.
- Prizes for event participation for incentivization or prizes for winners of trivia/games.
- Matching of classmates' donations to selected charitable causes(s). Note that donations to external groups should be rare, as class funds are meant to be used for classmates. There might be occasions where a donation is appropriate. Be sure to connect with your staff liaison with any questions before proceeding.

Administrative Process for Payments

- Depending on your class's structure, the pertinent member will propose an event that requires funding.
- The activity will be discussed among the appropriate members of the Class Committee or other volunteers to determine the scope, extent, and budget.
- Factors to include when determining budget include, but are not limited to:
 - Expected number of the target audience.
 - Value, and alternatives, of goods and services.
 - Impact, meaning how large-scale is the activity meant to be.
 - Geographic locations.
 - Intended impact, particularly for charitable causes.
 - Possible long-term partnerships with event providers.
 - Cross collaboration with other classes or entities.

Treasury Best Practices for Recent Graduate Class Treasurers

- The treasurer should always verify with the annual report (that they will receive once a year by email from the HAA) that the budget for the event is available and will not create substantial burdens for later events. You may also ask your HAA staff liaison for an update on the numbers.
- If events constitute a sizable portion of the remaining budget (say more than 20%) re-confirm with the Class Committee and with HAA staff liaison about the feasibility.
- Get official sign-off from the Class Committee Cabinet on budget before proceeding.
- Once formally approved, the HAA staff liaison will make the purchase on your behalf with their credit card so that no one has to be reimbursed.
- The HAA staff liaison will charge the expense to your class treasury, and it will be automatically deducted once processed, so the Treasurer does not need to take any action here.
- The Treasurer should keep their own notes about all expenses and check them against the annual report they receive from the HAA.

Vendor Contracts

- The Class Committee will decide which vendor best fits the needs of the proposed activity, or they could ask the HAA staff liaison for recommendations.
- The treasurer will submit vendor contracts to HAA for review and approval prior to execution (the HAA must approve all contracts before payments are made).
- The treasurer will communicate Harvard University payment policies and procedures to vendors and the Treasurer will confirm the agreement per stipulations.
- The treasurer will work with the HAA staff liaison to set up new vendors in partnership with the Harvard Finance team.
- As with all expenses, the Treasurer will approve or deny payment requests from vendors.
- As noted above, the Treasurer should keep their own notes about all expenses and check them against the annual report they receive from the HAA.

Raising Additional Funds

Classes will not often need to raise funds between reunions, but if you need to, or would like to explore options, you can consider these:

- Consider launching a new merchandise line with on-demand items so that you don't need to hit minimums, and there are no potential expenses to your class (only revenue). You might consider launching the store around high-spirit events such as Harvard-Yale, reunions, and Harvard Alumni Day.
- Raffles, auctions, and other such events using either donated prizes or prizes which you are confident will cost less than you will bring in by selling tickets.
- Maintain engagement through low-cost events (such as events with one attendance prize or a donation proportional to the total number of attendees) rather than events involving incentivizing expenses for each participant (such as food vouchers).
- Host joint events with classes that have surplus funds.

Treasury Best Practices for Recent Graduate Class Treasurers

Reimbursement Process

Reimbursements should be rare, as the HAA does not want to inconvenience volunteers by having to spend their own money. While reimbursements are possible, the volunteer will need to fill out paperwork (provided by their HAA staff liaison) and it can take roughly a month for the reimbursement check to arrive.

If the Treasurer is not the volunteer making the out-of-pocket purchase, Treasurers should create a Google Form or an equivalent database to both record and organize the incoming receipts while also having these documents backed-up, while also sharing them with the HAA staff liaison.

The treasurer will coordinate the submission of approved expense documentation to the HAA, as well as communicate Harvard University payment processes, policies, and procedures to classmates and confirm agreement prior to the incursion of expense.

Recordkeeping

As noted above, the Treasurer should keep their own notes about all expenses and check them against the annual report they receive from the HAA. It would be advisable to maintain an excel spreadsheet (or other recordkeeping mechanism) to most easily compare recorded expenses and actual expenses.

Finally, it would be highly recommended if treasurers could discuss with their class' executive committee at the beginning of the year to outline projected line items and expenditures for fiscal accountability purposes.

Programming Best Practices for Recent Graduate Program Marshals/House Reps

This document outlines programming best practices for recent graduate Class Committee Program Marshals and House Representatives. While this might be most helpful for those in these roles, other Class Committee members should be aware of this information as well. Note that the HAA defines recent graduates as those up to 10 years out from graduation.

The information outlined below is similar to what is shared with activities chairs, as the roles and responsibilities for recent grad Program Marshals, House Representatives, and activities chairs will look similar, and these roles will often work together. Compared to your Class Committee role, activities chair terms last for one year (running from July-June).

Roles and Responsibilities

Review the College Class Committee Alumni Life Responsibilities document for a recap of the responsibilities of your role. The following points, also shared with activities chairs, share more about how you can fulfill your responsibilities:

- Planning in-person or virtual gatherings that appeal to the class's diverse interests and foster a sense of community within an area
- Communicating with area classmates to publicize annual recent grad and alumni programming, such as Welcome to Your City, Harvard-Yale or Fall Fest, Harvard Moves, Global Networking Night, Harvard Alumni Day, and Real World for Recent Grad events
- Developing personal connections via email (a confidential list can be provided to you by HAA staff), class websites, the Alumni Directory, class/regional Facebook groups, and/or other social media channels
- Encouraging classmates to keep their contact information updated in the HAA Alumni Directory

Planning an Event

You could consider some of the following:

- Happy hours
- Harvard games or watch parties
- Community service projects
- Speaker events
- Book clubs
- Forming a team for a local sport league
- Community or professional theater performances or games
- Outdoor excursions such as hiking, picnicking, or visiting a nearby historic town
- Open mic nights
- [Virtual gatherings](#)

Collaborating with Other College Volunteers (Activities Chairs and other Class Committees)

In geographic regions with more than one activities chair or Class Committee member, volunteers' names, class years, and email addresses will be shared with each other so that they can work collaboratively as a group within or across classes (specifically for the recent graduate cohort).

Programming Best Practices for Recent Graduate Program Marshals/House Reps

Volunteers in each region can share administrative responsibilities, such as event planning and outreach support.

You should update the “About Me” section in your HAA Alumni Directory profile (at community.alumni.harvard.edu/person) to include that you are a Program Marshal or House Representative for your class (for example, “2024 Class Committee Eliot House Representative”). This way, you and other class committee members and activities chairs can find each other by searching the Directory. To learn more about how to update your profile and then find other recent graduate College volunteers, please see the separate document [Connecting with Recent Grad Volunteers](#).

Publicizing Upcoming College Alumni Events

Publicizing upcoming College alumni events is one of many ways you can build community with your classmates and within the recent graduate cohort. Here is a suggested schedule for outreach:

- September-October: Welcome to Your City regional event series
- November: Harvard-Yale or Fall Fest game and Harvard Moves
- December-January: Networking 101 and Alumni Coffee Chats for current students
- March: Global Networking Night
- May/June: Harvard Alumni Day

You might consider planning a class or cross-class regional event around some of these options. Your Class Committee and HAA staff liaison can best advise on what might be possible.

Sending Email Communications

There might be occasions where you want to explore emailing select classmates (especially if House Reps want to email just their House) in addition to social media. We defer to each Class Secretary on what works best for your class. If you are interested in sending out an email, you can reach out to your Secretary for next steps. They may choose to send the email on your behalf, or they might connect you with an HAA staff member so you can receive a list of emails for those select classmates so you can send the email yourself.

If this happens, you will receive the list by a secure download link. Please save the list locally on your computer (i.e. not in a Google Sheet, cloud storage, or shared with others). If you hear from anyone about updated contact preferences, or if for whatever reason they are on the list in error, please let the HAA staff member know, and they can make the updates on their end too. Note that the list is just for use during that year, so please plan to delete it by the end of June. Most importantly, please remember to send messages via BCC so you do not reveal names or contact information to others.

Budgeting and Funding

Events planned by Program Marshals, House Representatives, and activities chairs are intended to be no-cost/low-cost in order to be as inclusive as possible, although some will plan events that might require classmates to pay a small amount (i.e., buying their own food or drink at a restaurant or bar

Programming Best Practices for Recent Graduate Program Marshals/House Reps

gathering or buying a ticket to an event). It is not an expectation that the class volunteer has to spend any money to hold an event. It's entirely up to you and what you know about the area, and what you think your classmates might want to do together.

In the rare case where a class volunteer requests funds from the Class Committee to help subsidize an event, you should email the Class Treasurer well in advance of your event as you are starting to plan with the expense details to request approval to use class treasury money (with the First Marshal, Second Marshal, and Secretary cc'd in the email for awareness). Depending on the budgeting priorities of the Class Committee and the remaining class treasury balance, the Treasurer might not approve all requests, or might propose an alternate expense amount. Ideally, this will be an expense that can go on a credit card in advance, then you can work with the HAA to have them pay that expense directly so that no one has to be reimbursed.

Collaborating with Harvard Clubs

While it is not an expectation that class volunteers also serve as Harvard Club or Shared Interest Group volunteers, we certainly encourage you to learn about your local Harvard Club or regional Shared Interest Group (SIG) chapter (and hopefully become a member!). If you have questions about your local Club, you can find more information on the [Harvard Clubs directory](#). Class volunteers will often collaborate with Clubs and SIGs to market the Welcome to Your City event series.

Activities Chairs

Role Description

[Activities Chairs](#) are College alumni volunteers who support their Class Committees in non-reunion years. They bring classmates and alumni from surrounding classes together, serving as key players in keeping College alumni connected to each other.

Each class may choose to utilize or manage its chairs in different ways, but duties are generally the same. All activities chairs are expected to organize one event per year in their local area, and most often they do so in partnership with others. Major responsibilities include:

- Planning in-person or virtual gatherings that appeal to the class's diverse interests and foster a sense of community within an area
- Communicating with area classmates to publicize annual recent grad and alumni programming, such as Welcome to Your City, Harvard-Yale or Fall Fest, Harvard Moves, Global Networking Night, Harvard Alumni Day, and Real World for Recent Grad events
- Developing personal connections via email (a confidential list can be provided to you by HAA staff), class websites, the Alumni Directory, class/regional Facebook groups, and/or other social media channels
- Encouraging classmates to keep their contact information updated in the HAA Alumni Directory

In regions with more than one activities chair or Class Committee member, volunteers' names, class years, and email addresses will be shared with each other so that they can work collaboratively as a group within or across classes (specifically for the recent graduate cohort). Chairs can share administrative responsibilities, such as event planning and outreach support.

Chairs are encouraged to take advantage of all that an area has to offer and to make the alumni events as inclusive as possible (no-cost/low-cost events are encouraged).

Programming offerings organized by activities chairs may include:

- Happy hours
- Harvard games or watch parties
- Community service projects
- Speaker events
- Book clubs
- Forming a team for a local sport league
- Community or professional theater performances or games
- Outdoor excursions such as hiking, picnicking, or visiting a nearby historic town
- Open mic nights
- [Virtual gatherings](#)

Activities chair terms last for one year (running from July-June). Chairs may renew their membership by signing up again each year. Alumni who have previously served as activities chairs and are interested in starting again are also welcome to rejoin at any time.

Activities chairs are encouraged to join the reunion committee every five years, as volunteers will not be recruited to be activities chairs during a reunion year.

Activities Chairs Onboarding Document

Thank you for signing up to volunteer as an activities chair for your class! As an activities chair, your main purpose is to bring classmates and alumni from surrounding classes together, serving as key players in keeping College alumni connected to each other. Activities chair terms last for one year (running from July-June). Chairs may renew their membership by signing up again each year. Alumni who have previously served as activities chairs and are interested in starting again are also welcome to rejoin at any time.

The College Alumni Programs team of the Harvard Alumni Association has prepared this document to help you begin a successful year of class engagement. If you have any questions, please feel free to email haa_collegealumniprograms@harvard.edu. Thank you for your service to your class!

Roles and Responsibilities and Event Planning Examples

Please review the Activities Chairs Role Description document for full role details and event examples.

Collaborating with Other Activities Chairs (and Class Committees)

In regions with more than one activities chair or Class Committee member, volunteers' names, class years, and email addresses will be shared with each other so that they can work collaboratively as a group within or across classes (specifically for the recent graduate cohort). Chairs can share administrative responsibilities, such as event planning and outreach support.

Activities chairs should update the "About Me" section in their HAA Alumni Directory profile (at community.alumni.harvard.edu/person) to include that they are an activities chair volunteer for that year (for example, "Activities chair for 2024-2025"). This way, you and other activities chairs can find each other, as well as recent graduate Class Committee members, by searching the Directory. To learn more about how to update your profile and then find other recent graduate College volunteers, please see the separate document [Connecting with Recent Grad Volunteers](#).

Publicizing Upcoming College Alumni Events

Publicizing upcoming College alumni events is one of many ways an activities chair can build community with their local classmates and within the recent graduate cohort. We strongly encourage activities chairs to take advantage of your class's social media channels, including regional Facebook groups (if you have them) to reach classmates. Here is a suggested schedule for emails and/or social media posts that you can use to connect your regional classmates:

- September-October: Welcome to Your City regional event series
- November: Harvard-Yale or Fall Fest game and Harvard Moves
- December-January: Networking 101 and Alumni Coffee Chats for current students
- March: Global Networking Night
- May/June: Harvard Alumni Day

Activities Chairs Onboarding Document

You might consider planning a regional event around some of these options. Your Class Committee and HAA staff liaison can best advise on what might be possible.

Sending Email Communications

There might be occasions where you want to explore emailing regional classmates in addition to social media. We defer to each Class Secretary on what works best for your class. If you are interested in sending out an email, you can reach out to your Secretary for next steps. They may choose to send the email on your behalf, or they might connect you with an HAA staff member so you can receive a list of emails for regional classmates so you can send the email yourself.

If this happens, you will be asked to sign a volunteer data confidentiality agreement, and then will receive the list by a secure download link. Please save the list locally on your computer (i.e. not in a Google Sheet, cloud storage, or shared with others). If you hear from anyone about updated contact preferences, or if for whatever reason they are on the list in error, please let the HAA staff member know, and they can make the updates on their end too. Note that the list is just for use during that year, so please plan to delete it by the end of June. Most importantly, please remember to send messages via BCC so you do not reveal names or contact information to others.

Budgeting and Funding

Events planned by activities chairs are intended to be no-cost/low-cost in order to be as inclusive as possible, although some will plan events that might require classmates to pay a small amount (i.e., buying their own food or drink at a restaurant or bar gathering or buying a ticket to an event). It is not an expectation that the activities chair has to spend any money to hold an event. It's entirely up to you and what you know about the area, and what you think your classmates might want to do together.

In the rare case where an activities chair requests funds from the Class Committee to help subsidize an event, you should email the Class Treasurer well in advance of your event as you are starting to plan with the expense details to request approval to use class treasury money (with the First Marshal, Second Marshal, and Secretary cc'd on the email for awareness). Depending on the budgeting priorities of the Class Committee and the remaining class treasury balance, the Treasurer might not approve all requests, or might propose an alternate expense amount. Ideally, this will be an expense that can go on a credit card in advance, then you can work with the HAA to have them pay that expense directly so that no one has to be reimbursed.

Collaborating with Harvard Clubs

While it is not an expectation that activities chairs also serve as Harvard Club volunteers (the activities chair role is a College class volunteer role) we certainly encourage you to learn about your local Harvard Club or regional Shared Interest Group (SIG) chapter (and hopefully become a member!). If you have questions about your local Club, you can find more information on the [Harvard Clubs directory](#). Activities chairs will often collaborate with Clubs and SIGs to market the Welcome to Your City event series.

Overview of the HAA Recent Graduate Engagement Committee

The HAA Recent Graduate Engagement Committee

The Recent Graduate Engagement Committee (RGEC) of the Harvard Alumni Association facilitates the meaningful engagement of Harvard College recent graduates to each other and the larger Harvard alumni community. Class Committee leaders will form a community of practice to support their leadership efforts and strengthen their class engagement endeavors.

This group is made up of Class Committee leadership (First Marshal, Second Marshal, Secretary, and Treasurer) of the College classes up to nine years out from graduation (previously, up to six, then seven, years out). The committee reviews and designs processes to support recent graduate volunteers, welcome new volunteers, and create cross-class programming.

In addition to the members in Class Committee leadership roles, the current 5th Reunion Program Committee Chairs (for the current 5th Reunion class) and the former 5th Reunion Program Committee Chairs (for the classes six to nine years out) will be invited to join as Advisory Members of the committee (if they are not also in a Class Committee leadership role).

This committee will work in partnership with and under the guidance of a Harvard Alumni Association staff member to explore projects and initiatives and advise HAA staff on the needs of the recent graduate community. Updates and initiatives from this committee will be reviewed by College Directors on the Harvard Alumni Association's Board of Directors.

Goals for Recent Graduate Engagement

1. Keep young alumni engaged with their class, Harvard, and the alumni community.
2. Sustain connection and community, and create a continuity of experience, between Commencement and the 5th Reunion, and beyond.
3. Train class committee volunteers and identify opportunities to recruit and support new volunteers to allow for a sustained recent graduate engagement strategy.

The HAA defines recent graduates as those up to 10 years out (through the 10th Reunion).

Recent Graduate Engagement Committee Meeting Structure

Members will meet roughly three times a year as a full group for one hour. Optionally, and as desired, members are welcome to meet with each other at any time by role (i.e., First and Second Marshals, Secretaries, or Treasurers).

The Harvard Alumni Association

The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University including more than 420,000 alumni. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide. The purpose of the HAA is to promote the welfare of

Overview of the HAA Recent Graduate Engagement Committee

Harvard University and to establish a mutually beneficial relationship between Harvard University and its alumni.

The Harvard Alumni Association office sits within Alumni Affairs and Development. Alumni Affairs and Development inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement.

The College Alumni Programs office of the HAA serves more than 100,000 Harvard and Radcliffe College alumni. The office oversees and develops programming to preserve and maintain Harvard traditions and to create new opportunities to connect members of the Harvard community with one another and with the University.

The Board of Directors

The Harvard Alumni Association (HAA) Board of Directors is an advisory board that guides the fostering of alumni community building and creating University citizens of alumni and alumni volunteers. The main work of the Board of Directors focuses on developing volunteer leadership, increasing and deepening alumni engagement through an array of programs that support alumni communities worldwide.

From 2011-2020, the Building Community Committee of the HAA Board (made up of students and recent College graduates) oversaw both student-alumni and recent grad engagement efforts. Starting in the 2020-2021 year, this committee spun-off into two new committees separate from the HAA Board: the HAA Student-Alumni Engagement Committee and the HAA Recent Graduate Engagement Committee. While the Recent Graduate Engagement Committee is not part of the HAA Board, members of the Board, College Appointed Directors, will work alongside the committee.

College Appointed Directors of the HAA Board, under the leadership of the Vice President for College Alumni Affairs, serve as the principal liaison between the HAA and the individual classes represented in each of the College cohort committees. They have a three-year term (except for the student Directors who have a one-year term).

Within the Recent Graduate Engagement Committee, College Directors from the youngest cohort of the alumni community will assume the following additional responsibilities:

- The recent graduate Directors will partner with the HAA staff liaisons to lead the work of the Committee, including setting goals and tasks for the year.
- The recent graduate Directors will participate in and lead all the Committee meetings in partnership with the HAA staff liaisons. The student Directors (and the Vice President for College Alumni Affairs) will be invited as optional attendees.
- All (and the Vice President for College Alumni Affairs) will be included on major communications to the Committee, including onboarding messages, communications for upcoming initiatives/events, and debrief messages for initiatives/events.

Recent College Graduate Student Engagement Opportunities

There are many opportunities for recent graduates to engage with, support, and mentor current Harvard College undergraduates. The Harvard Alumni Association Student-Alumni Engagement Committee, made up of student volunteers, facilitates the meaningful engagement of Harvard College undergraduates with the Harvard alumni community. The committee will promote, lead, review, and develop events, resources, and communications that introduce undergraduates to the alumni community (often through networking, mentorship, and events) and serve as thought partners with the HAA as they work to create and execute a successful student-alumni engagement strategy.

More information about student-alumni engagement programming can be found at <https://alumni.harvard.edu/college/undergraduates/student-alumni-engagement-events>

HAA Alumni Directory and Career Network

Find and reconnect with Harvard graduates at community.alumni.harvard.edu/person. Participate in the Career Network to connect with alumni interested in networking and sharing career and professional advice, as well as allow current Harvard students to connect with you.

Firsthand Advisors

The Mignone Center for Career Success' [Firsthand Advisors platform](#) provides scheduling and connection tools to engage in “flash mentoring.” Alumni can offer 30–60 minutes to current Harvard students and young alumni to engage in a mock interview, review a resume or CV, or have a career chat.

Crimson Careers

Have an internship opportunity or a short-term project available? What about an entry level position? Post it on the [Crimson Careers Job and Internship Database](#). Maintained by the Mignone Center for Career Success, anyone is welcome to add job openings to this platform.

Alumni Coffee Chats

The Alumni Coffee Chats program is designed to connect undergraduate students with alumni over conversation. Students are encouraged to reach out to alumni via the HAA Alumni Directory and on the Mignone Center for Career Success' Firsthand Advisors platform during Flash Mentoring Month in January to set up informal meetings with alumni. This is a great opportunity for students to get career advice on different pathways, strengthen their informational interviewing skills, expand their support network as they consider opportunities beyond Harvard, learn about your student and alumni life experience, and more!

HAA Networking 101

HAA Networking 101 events, planned in partnership with the Mignone Center for Career Success, allow for students to learn about HAA resources that can connect them with the alumni community and practice networking tips and tricks with alumni in a casual setting. Following a short presentation on

Recent College Graduate Student Engagement Opportunities

HAA resources and the basics of networking, students will be able to practice their skills in a series of breakouts. Note that these are not career-specific or hiring/recruiting sessions, but an opportunity for them to learn about and practice networking and meet new members of the Harvard student and alumni community!

Class Color Connect

Class Color Connect provides sophomores with the opportunity to reflect together as a class during a year of entering new House and academic communities, as well as hear from recent graduate alumni members of their class color community. The [class colors tradition](#) at Harvard dates back to 1882, when seniors, juniors, and sophomores on the crew team were assigned a color to represent class identity: green (for Dartmouth), blue (for Yale), and orange (for Princeton). This tradition [was revived with the Class of 2012](#). The classes one, four, seven, and ten years out from graduation will be asked to share reflections with the sophomores.

Class Families

Class Families provides juniors with the opportunity to reflect together as a class, as well as hear from alumni members of their Class Family. The end of their junior year is a time to reflect on their Harvard experience so far and think about how to make the most of their upcoming final year at Harvard.

The junior class is part of a Class Family that includes their Recent Grad Sibling Classes (the classes five and ten years removed), their Parent Class (the class twenty-five years removed), and their Grandparent Class (the class fifty years removed). The classes four and nine years out from graduation will be asked to share reflections with the juniors.

Volunteering to Mentor Recent Grads

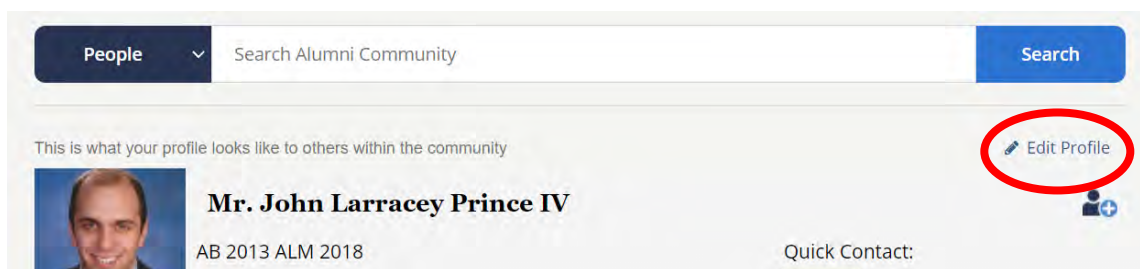
The College Alumni Programs office of the Harvard Alumni Association encourages recent graduates (whether or not they serve in class volunteer roles like Class Committee members or activities chairs) to connect with each other for advice, mentorship, and support. This is a simple and impactful volunteer opportunity for older recent graduates to be able to help younger recent graduates.

There are two steps you can take in your Alumni Directory profile to build community and facilitate connections. These are outlined below.

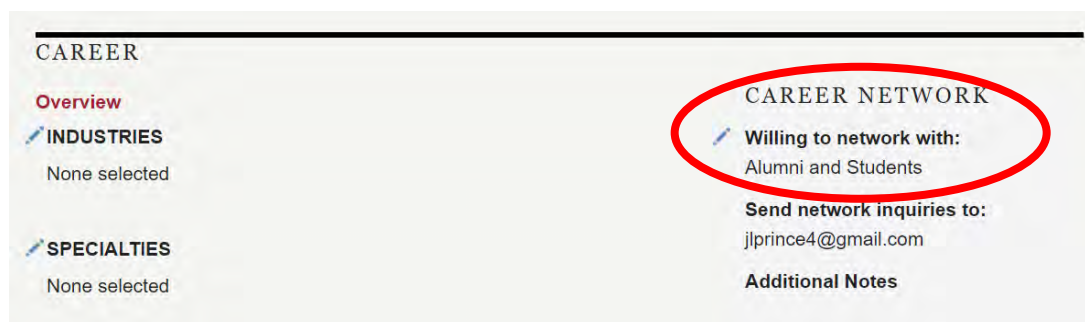
Career Network

First, make sure you have opted into the Career Network to let others know you're open to being contacted through the Alumni Directory. These steps outline how to do this:

1. Go to the HAA Alumni Directory at community.alumni.harvard.edu/person. This will take you to your own profile. While you are there, check your physical address and email address, contact preferences, and employer information. To make these edits, click the Edit Profile text in the top right of your profile.



2. After clicking on Edit Profile you will see pencil icons next to many of the sections. Click on the pencils to make edits. Under the Career section, look for the Career Network area on the right, and click the pencil next to 'Willing to network with:' and then a pop-up window will appear.



3. In the pop-up window, check the box next to "Willing to Network" and then in the menu for "Willing to network with:" select either "Alumni and Students" or "Alumni Only" When you're done, you can click Save in the pop-up window.

Volunteering to Mentor Recent Grads

The checkbox will notify others that you wish to network within the Community. If at any point you wish to remove networking from your profile, simply uncheck the checkbox.

PLEASE NOTE: at least one email must be set to display either publicly or privately on your profile. Please update your email settings if no emails appear in the dropdown.



Willing to Network

Willing to network with: *

Alumni and Students ▾

Send network inquiries to: *

jlprince4@gmail.com ▾

Update About Me Text

Next, you can update the “About Me” text to indicate how you can best support younger recent graduates. These steps outline how to do this:

1. Look for the “About Me” section near the top and click on the pencil next to it.



2. Make sure the box is checked for “Display” and then in the “Description” section add your information starting with the specific string “**Recent Grads, connect with me about...**” An example is below. When you’re done, you can click Save in the pop-up window.

About Me ✕

Tell us about yourself! Use the About Me section to include information about yourself not already contained within your profile. Please note that the character count limit is 1000 and this section supports plain text only.

Display

☒

Description

Recent grads, connect with me about business school, careers in nonprofit management, and buying a house in Massachusetts!

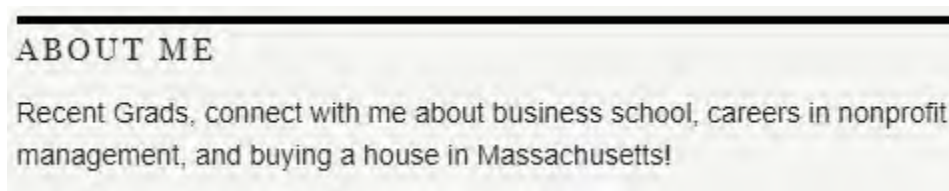
Remaining characters: 878

Volunteering to Mentor Recent Grads

3. Once finished, you can click on Done Editing at the top right of your profile where it previously said Edit Profile.

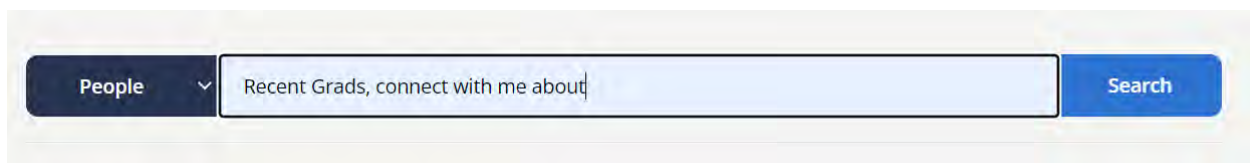


4. Your “About Me” section will now look like this in your profile:



How Recent Grads Can Find You

Recent grads can go to the HAA Alumni Directory at community.alumni.harvard.edu/person. This will take them to their own profile. From there, they can search for “Recent Grads, connect with me about” to bring up the results.



Don't forget—the Alumni Directory is a resource for you as well! As the only verified online network of Harvard alumni, it's your go-to place to find and reconnect with classmates or make new connections when you search by company, location, industry, and more.

Engagement & Support of College Classes in Non-Reunion Years

The College Alumni Programs (CAP) team in the Harvard Alumni Association (HAA) works in close partnership with Harvard and Radcliffe College class leaders to build and sustain class community, host quinquennial Reunions, engage in non-reunion programs, keep classmates informed through communications, and more.

CAP Reunions and Classes team members carry class portfolios based on five alumni lifecycles to better support you as College volunteers. By working with classes within a common cohort, we are better able to support engagement across classes and between reunions, ramp up upcoming Reunion classes, transition out of Reunion years, and build stronger, sustained relationships between volunteers and staff members. We are eager to work with, get to know, and support you and your class. You can meet our team [here](#).

While we hope this document answers many of your initial questions, please know that it is intended to serve as the start of a conversation between you and your partner on the CAP Reunions and Classes team. Each member of the CAP team is here to collaborate with and make things easier for you and your classmates. We understand that each class's needs and interests are different, and we will tailor our approach based on your class's stage in the alumni lifecycle.

If you are reading this document for the first time because you need help with an event that you or your classmates are conceptualizing, reach out to your staff liaison before finalizing or publicizing the event date or time, extending invitations to speakers or panelists, or securing other important event details.

MENU OF SERVICES

Brainstorming and Advising:

- CAP team members are happy to talk with and advise Class Committees and other class leaders regarding potential ideas and options for events and class communications.
- We can share time-tested approaches from other classes and facilitate introductions to other volunteer leaders.

Sustaining and Convening Class Committees:

- Class leaders are encouraged to hold one annual Class Committee meeting (virtual, phone, in person, or a combination thereof) to identify opportunities for connecting and/or convening classmates.
 - o Meeting and communications formats are at the discretion of class leaders.
 - o Class leaders are responsible for meeting planning, notes, and materials.
- CAP team members can help by:
 - o Providing a Zoom link during regular business hours (Monday-Friday, 9:00 a.m.-5:00 p.m., subject to staff availability).
 - o Advising on features and usage of Zoom.

Engagement & Support of College Classes in Non-Reunion Years

Class Communications and Event Marketing:

- Class secretaries and/or webmasters have the capability and freedom to send emails to their classmates directly through their classes.harvard.edu site (if applicable).
 - o For assistance, please refer to the [class sites user guide](#).
 - o This approach affords classes the most flexibility on timing and content development.
- CAP team members can help by:
 - o Sending email messages on your behalf through our Harvard email client (two weeks advance notice and content required). Please review [this document](#) for broadcast email policies and procedures.
 - o Troubleshooting or providing training as needed for the email tool and/or class website.
 - o Advising on print vendors and mailing services.

Class Event Planning On-Campus:

- CAP team members can help by:
 - o Advising on and assisting with reserving on-campus space (if the campus partner requires a staff member to be on the reservation).
 - o Advising on logistics, timing, and materials. Please note, class leaders are responsible for creating any needed on-site materials, day-of venue preparation, and staffing.

Class Event Planning Off-Campus:

- Class leaders plan for off-campus events and catering independently.
- If you have a partnered treasury, please review the *Budget Planning and Invoice Processing* section of this document for additional information.

Class Virtual Event Planning:

- You can visit the [Virtual Engagement Toolkit](#) to review virtual event ideas.
- Class leaders will build the event program content.
- Class leaders will create the event on the virtual platform, manage the logistics of their chosen platform, and staff the event.
- CAP team members can help by:
 - o Advising on event logistics, timing, and materials. Please reach out to your CAP staff liaison as soon as you decide to hold a virtual event.
 - o Helping to determine CAP staffing needs:
 - If your virtual event is complex enough that you would like to request assistance from CAP staff, please begin that conversation as soon as possible.
 - Please do not schedule your event without discussing timing with your CAP liaison.

Engagement & Support of College Classes in Non-Reunion Years

- Please do not extend invitations to speakers or panelists before having a preliminary conversation with your CAP liaison.
- CAP team members may be able to provide additional support depending on the time of year and calendar availability.
- Sending email messages on your behalf through our Harvard email client (two weeks advance notice and content required). Please review [this document](#) for broadcast email policies and procedures.

Virtual Event Platforms:

- The CAP team recommends using Zoom for your virtual programs. We recognize that volunteer-led groups may want to experiment with other platforms, but for the reasons listed below, we highly recommend the use of Zoom to optimize class participation and predictability. Zoom is accessible and inclusive for your classmates in the following ways:
 - Captioning and transcribing: Zoom offers automated captions that are largely accurate.
 - Recordings: Capturing and sharing Zoom recordings is a straightforward process that allows content to be shared quickly and easily with class members who cannot attend in real time.
 - Zoom has been widely adopted: Nearly anyone who has participated or plans to participate in a Harvard virtual event or meeting has some Zoom experience. If a class chooses a different digital event platform, many participants may need to learn how to use it.
 - Regular updates: Zoom's regular updates continue to offer more flexibility.
 - Please visit the [Zoom Resources](#) page of the Officers Lounge for additional assistance.
- Classes may use their treasury funds to purchase a Zoom license as well as other digital event platform licenses.

Event Registration:

- There are multiple ways for class leaders to collect event registrations, including but not limited to email RSVPs and Google Forms.
- CAP team members can help by:
 - Advising on what and how much data to collect, best practices, and which registration method might be best to use.

Budget Planning and Invoice Processing:

- Class leaders independently determine event budget planning for non-reunion events.
- Please make sure you communicate in advance any anticipated expenses with your class treasurer and CAP staff liaison.

Engagement & Support of College Classes in Non-Reunion Years

- The class treasury is responsible for full event payment according to each vendor's terms.
- If the class treasury is enrolled in the Partnered Treasury Program:
 - o The Harvard University finance team must sign all contracts. If your event requires a contract, please send it to your staff liaison as soon as possible.
 - o Class leaders are responsible for collecting all invoices from vendors and sending them to the HAA for processing and payment from their class treasury.
 - o The Harvard Alumni Association can assist with credit card processing for payments via event form registration. We will work with you to determine the optimal registration and payment collection process.
- If the class treasury is not enrolled in the Partnered Treasury Program (i.e. the class treasury funds are held externally, and not within Harvard):
 - o Class leaders are responsible for signing contracts, collecting all invoices from vendors, and processing payment from their class treasury independently.
 - o Class leaders must manage registrations and collect any fees independently.

Guiding Questions:

As you and your classmates consider a potential event, be it virtual or in-person, we suggest you consider the following guiding questions. Having given these topics some reflection will ensure that your initial conversation with your CAP partner will be as productive as possible. We look forward to discussing how we can work with you to bring your idea into reality!

- What is the format of the event (virtual or in-person)?
- Who is the audience for the event? Local classmates, classmates in a particular region, or classmates across the globe? Will you invite alumni from other classes?
 - o Knowing your audience will provide insight into the optimal timing for the event.
- What is the theme, or goal, of the event? Will it be purely social, organized around a shared interest, or geared towards intellectual programming?
- Will your event be standalone, or a part of a series?
- How many speakers or presenters will your event feature?
- What are the technical or technology needs of your program? Will there be multiple speakers, multi-media, etc.?
- What is your target or optimal date and time for the event?
- Will you, or someone from your class, be able to run the event independently?
- What types and levels of assistance do you seek from CAP team members?
- Is there any training that you need from CAP team members to facilitate your event planning?
- Does your event require a budget? (If so, please connect with your Class Treasurer.)

The College Alumni Programs team looks forward to working with you and supporting your outreach and engagement efforts on behalf of your class. Thank you for your time, energy, and dedication!

Entering the 5th Reunion Year

A Guide for College Class Volunteers



The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide.

The College Alumni Programs (CAP) team in the Harvard Alumni Association (HAA) works in close partnership with Harvard and Radcliffe College class leaders to build and sustain class community, host quinquennial Reunions, engage in non-reunion programs, keep classmates informed through communications, and more. The Class Report Office, which edits the Red Books, is also part of the College Alumni Programs team.

The Harvard College Fund (HCF) fosters a philanthropic community in support of Harvard College's students and its mission of truth, excellence, and inclusivity. This broad base of donors and volunteers contributes gifts at all levels to the Harvard College Fund each year. Their flexible, current-use gifts are used immediately to ensure that the College is accessible to all, and that each student has the resources they need to succeed.

The HAA and HCF are two collaborative groups within Alumni Affairs and Development (AA&D). AA&D inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement.

Reunions Overview

Harvard reunions are held every five years (currently 5th-70th). Additionally, the Crimson Society, which is made up of all Harvard and Radcliffe College alumni who have already had their 50th Reunion, hold annual reunion events.

There are three major aspects of a Harvard reunion, which allow for different forms of engagement:

- *Come back*: Attend virtual and in-person programming
- *Give back*: Make your best gift to the Harvard College Fund as part of a class-wide fundraising campaign
- *Share your story*: Submit your Class Report entry

The Class Report, also known as the "Red Book" is an enduring Harvard tradition that began in the mid-1800s. Every five years, aligned with reunions, the Class Report is assembled from classmate submissions. This is an opportunity to share your story in your own voice with your Class and to reflect on your life over the last five years. Class Report submissions are usually in the fall. The books will be mailed to alumni before the in-person capstone programming. Everyone in the class will get a copy of the book for free regardless of if they submitted an entry or not.

Timeline

Your reunion year begins in July preceding your May/June in-person capstone programming. Your staff liaisons will be in touch with the appropriate class leaders (often class committee leadership) when it's time to begin planning for the year and recruiting the committee (made up of program and gift committees, supported by the HAA and HCF, respectively), so you will not need to begin planning until

Entering the 5th Reunion Year

A Guide for College Class Volunteers

these conversations begin. Since this is your first reunion, your staff liaisons will train and educate you about the reunion year process, including forming a committee and planning events, and guide volunteers along the way.

Following the initial conversations with the staff liaisons and class committee leadership (often in July), the staff liaisons will then share more information about the reunion year experience with the rest of the class committee (often in August), followed by past activities chairs.

The staff liaisons will then share information broadly with your class (often in late summer or early fall). This information will 1) share what a Harvard reunion year looks like, given that this is your first reunion, and 2) share how to join the reunion committee, for those who are interested. As part of this, the staff liaisons will put out a call to the class (with additional targeted communications to the class committee and activities chairs) to join the reunion committee.

Reunion Committee, Class Committee, and Activities Chairs

The purpose of reunion committees is engagement with your class and Harvard during your quinquennial reunion year. Reunion committees will begin to form in late summer or early fall, but classmates are welcome to join the reunion committee at any time during the reunion year.

A reunion committee is not the same as your class committee. The class committee, as the permanent governance group for your class, was formed in your senior year and continues into alumni life. Class committee members are strongly encouraged, but not required, to participate in reunion committees. In a reunion year, the reunion committee will be the primary volunteer group that the HAA works with to execute your programming. Following your reunion year, the class committee will once again be the primary volunteer group for the class.

All in the class are encouraged and welcome to join the reunion committee (either the program committee or the gift committee or both) every five years, regardless of any past volunteer experience! Reunion committees (and your reunion year programming) are strongest when new voices from a variety of background participate. There are no limits to the number of committee members, and roles (beyond the roles of Chairs, Class Report Chair, and Reunion Treasurer, highlighted below) can be flexible.

Reunion committees evolve:

- Serving on your 5th Reunion Committee doesn't mean that you're required to volunteer every reunion after this.
- If you aren't able to volunteer this year, you are always welcome to volunteer at a future reunion.
- Reunion committees are specific to each reunion year. So, the 5th Reunion Committee will end after your 5th Reunion, and a new 10th Reunion Committee will form five years later (even if many of the volunteers are the same).

The Class Secretary and Treasurer will be asked to serve as the Class Report Chair and Reunion Treasurer, respectively. If they are unable to serve in those roles, a proxy should be identified.

Entering the 5th Reunion Year

A Guide for College Class Volunteers

Leaders of the reunion program committee, known as program chairs, will be selected among those interested in being on the program committee. As part of the program committee recruitment process, the HAA staff liaison will ask via a form who is interested in being a chair and they will be asked to answer a few questions. The results will then be shared with the leadership of the class committee to make decisions. If there are no more than three candidates, they will likely all be automatically selected. If there are more than three candidates, the class committee leadership will review and choose no more than three to be chairs. The leadership of the class committee will have the right of first refusal for the program chair roles, so further recruitment might not be needed depending on their interest.

In addition to leading the work of the reunion program committee in partnership with and under the guidance of the staff liaison, the chairs will also be part of a larger Reunion Leaders group made up of the program chairs from the 5th-70th Reunions, and these leaders will be invited to regular virtual Reunion Leaders Roundtable meetings to learn about important topics and hear from other volunteers. Beyond these roundtable meetings, we hope this group will be a community of practice allowing for the chairs to learn from volunteers who have planned reunions before. Of course, your staff liaison will continue to be a great resource to determine best practices.

[Activities chairs](#) are College volunteers who support their Class Committee and Class with programming in non-reunion years, whether that be class-specific programming, or working in partnership with activities chairs from other Classes. Activities chairs will not be recruited in a reunion year, as any interested classmates should instead join the reunion committee. Your HAA staff liaison can help send messages to all those who served as activities chairs over the last four years to see if they are interested in joining the reunion committee and note that the activities chair role will not be active in the next year. Following your reunion year, this role will be active and recruited for again.

Outreach to Your Class

All class emails sent in your reunion year, whether they be about the reunion committee, class events, fundraising, or the Class Report, will be sent through Harvard's broadcast email system. The appropriate staff member will work with the appropriate volunteers on this process. If your class had been using a third-party broadcast email client in non-reunion years, or sending email through a classes.harvard.edu website, volunteers won't need to send emails through these platforms during the reunion year.

In the five years since your graduation, many of your classmates may have changed their contact information or address, but didn't update this in their HAA Alumni Directory profile at community.alumni.harvard.edu/person. It's important for your classmates to have both an active email AND mailing address on file so they receive emails about their reunion events and the Class Report, and can also receive a copy of the Class Report. There are some classmates for whom the HAA will have an email but not a physical mailing address. Even though HAA communications will primarily be sent by email, it is important that the HAA also has a physical mailing address to ensure they are able to invite alumni to regional programming and send them a Class Report. A list of classmates without an email address or mailing address (as well as those who had previously unsubscribed from email) will be shared with the reunion committee in hopes that members can reach out to their classmates and ask them to update their information in the HAA Alumni Directory.

Entering the 5th Reunion Year

A Guide for College Class Volunteers

Your class list (those who will receive reunion communications) includes those whose preferred affiliation year is the year of your class year. Some alumni may have taken time off and as a result had their preferred year changed to a later year to match their graduation year. If they want to change their preferred year back to their original year, they can contact the HAA staff liaison who can help them get that changed. Alumni can only have one preferred year, and therefore they will only receive communications, including Red Book and reunion invitations, for one class. They are welcome to also attend reunion programming for a different class but will not receive direct invitations. Similarly, they will have the opportunity to purchase a Red Book from a surrounding class, but they will not receive one for free and are not able to make a submission for it.

General Recent Grad Programming

During your 5th Reunion year (and also the 10th) your class will still be invited to traditional recent graduate programming, including the Welcome to Your City events, the recent grad Harvard-Yale or Fall Fest tailgates, Real World for Recent Grads events, and events open to all alums, including Harvard Moves and Global Networking Night. Reunion committee members can work with their staff liaisons to determine how to best market these events to the class and try to increase engagement in the spirit of this being a reunion year.

Transitioning out of a Reunion Year

While you will see increased class engagement during your reunion year, it doesn't need to stop when the reunion year ends! Heading into your sixth year out from graduation, your class committee will once again be the primary volunteer leadership group for the class, and activities chairs will once again be recruited. Recent graduate programming will continue. Additionally, programming from your reunion year might inspire your class to create new traditions or continue holding certain types of events. Your staff liaison will continue to work with you to support your class engagement efforts and advise you on what might work best.

General Contact Information

General 5th Reunion Questions: 5thReunion_HAA@harvard.edu

5th Class Report General Inbox: CRO_5thReport@harvard.edu

5th and 10th Reunion

Committee Member and Chair Responsibilities

Reunion Program Committee Member and Chair Roles

The purpose of reunion committees is engagement with your class and Harvard during your quinquennial reunion year. Reunion committees will begin to form in late summer or early fall, but classmates are welcome to join the reunion committee at any time during the reunion year. All in the class are encouraged and welcome to join the reunion committee every five years! Reunion committees (and your reunion year programming) are strongest when new voices from a variety of backgrounds participate. There are no limits to the number of committee members.

A reunion committee is not the same as your class committee. The class committee was formed in your senior year and continues into alumni life. Class committee members are strongly encouraged, but not required, to participate in reunion committees.

Reunion committees evolve:

- Serving one year doesn't mean that you're required to volunteer every reunion after this.
- If you can't volunteer this year, you are always welcome to volunteer at a future reunion.
- Reunion committees are specific to each reunion year. So, for example, the 5th Reunion Committee will end after the 5th Reunion, and a new 10th Reunion Committee will form five years later (even if many of the volunteers are the same).

The Class Secretary and Treasurer will be asked to serve as the Class Report Chair and Reunion Treasurer, respectively. Leaders of the reunion program committee, known as program chairs, will be selected among those interested in being on the program committee. One to three people out of those interested will be selected to serve as the program chairs by the Class Committee leadership.

Expectations and Responsibilities for all Reunion Program Committee Members

- Have fun! This is a joyful and exciting time to reconnect with classmates.
- Review all onboarding and resource documents, and be knowledgeable of best practices and other support provided by the HAA.
- Attend committee meetings and/or review notes and next steps.
- Read communications from the chairs and HAA staff liaison and respond where appropriate.
- Serve as a class (and Harvard) ambassador throughout the year.
- Contribute to reunion planning efforts, with a focus on diversity and inclusivity and highlighting a variety of voices and experiences.
- Contribute to reunion outreach efforts, inviting classmates via personal outreach.
- Attend reunion events and serve as an informal greeter or facilitator.
- Maintain a positive and productive relationship with your HAA staff liaison and fellow committee members with respect for planning protocols and guidelines.
- Commit to joint problem solving with your HAA staff liaison and fellow committee members.
- Share feedback and experiences with your HAA staff liaison and fellow committee members to better support your current experience, as well as the experience of future classes and your future reunions.

5th and 10th Reunion

Committee Member and Chair Responsibilities

Expectations and Responsibilities for Reunion Program Committee Chairs

Reunion program chairs are the lead reunion ambassadors to their classmates. They organize, motivate, and manage the reunion program committee. Reunion program chairs work closely in partnership with their HAA staff liaison to develop programming, create an outreach plan, and encourage overall participation in the reunion year.

Key responsibilities include:

- Lead by example with a joyful and collaborative approach to create a fun environment for the other volunteers and partners.
- Work in close partnership with the HAA staff to ensure a positive planning experience for the committee, which includes proactive dialogue and a shared commitment to troubleshooting.
- Spread the come-one, come-all message by generating enthusiasm for the reunion year by word-of-mouth, personal interactions with classmates, and general communication.
- Actively recruit, motivate, support, and oversee committee members.
- Build a committee that represents diverse Harvard experiences, affinity groups, and interests.
- Collaborate with HAA staff to plan and implement major class events and ensure planning is fiscally responsible, on time, and on budget.
- Ensure reunion communications reflect the tone, language, and culture of the class.
- Serve as a liaison (as requested) with the Class Report Chair and reunion gift committee to provide updates on events, the Class Report, and general class outreach.
- Draft a programming report to be included in the front matter of the Class Report.
- Address challenges that might surface during the planning process around outreach, volunteer management, or event planning.
- Attend regular meetings with the HAA staff liaison.
- Plan reunion program committee meetings and invite members in partnership with the HAA staff liaison.
- Run reunion program committee meetings and manage next steps in partnership with the HAA staff liaison.
- Approve all outgoing communications and work with committee members and the HAA staff liaison to ensure content is accurate and sent in a timely manner.

5th and 10th Reunion

Program Committee Initial Tasks

This document outlines typical initial tasks for 5th and 10th Reunion Program Committee Members and Chairs. More information about these roles and responsibilities can be found on the separate Reunion Committee Roles and Responsibilities document for all reunion classes. Chairs and the Reunion Treasurer can also find more information about their roles on the separate Leadership and Motivation Best Practices for Reunion Leaders and Reunion Budgeting Process and Best Practices documents.

Once the committee is formed, members will spend the fall into December determining their on-campus programming plans (so the budget and pricing can be finalized), while exploring additional initiatives like regional events, virtual events, a merchandise store, etc. From January (if not earlier) through May, the committee will focus on launching those initiatives and will spend March and April getting the word out to classmates about the campus programming registration, which typically launches in March.

Suggested First Steps for All Committee Members

- Learn about role and review any onboarding documents.
- Attend introductory meetings.
- Become familiar with leadership, staff contacts, email addresses, and websites.
- Review schedule, FAQs, all-class virtual programs, and housing pages on the HAA website.
- Review relevant volunteer resource documents on the Officers Lounge.
- Sign volunteer confidentiality agreements in order to receive classmate contact information.
- Submit your class report entry and encourage your classmates to do so.
- Review class profile document.
- Review feedback from last reunion (if applicable).
- Review the shell schedule document for volunteers.
- Review subcommittee roles and indicate preference(s).
- Share initial ideas for the work of the committee via a survey or other method.
- Determine budget-related components by the deadline.
- Treasurer: Review separate budget task list.

Suggested First Steps for Program Committee Chairs

Chairs will work in partnership with their HAA Staff Liaison and volunteers on these tasks:

- Look out for information and meeting invitations for the Reunion Leaders Roundtable.
- Review all documents on the Officers Lounge.
- Determine meeting frequency for the Chairs and Staff Liaison.
- Determine meeting frequency for the Program Committee and set the date for the first one.
- Determine how meeting agendas will be drafted and reviewed.
- Determine how and when to send committee updates, meetings agendas, and notes.
- Determine how to store and share key documents.
- Determine way to get feedback/ideas, such as a survey, from the committee and/or class.
- Determine division of labor within committee (i.e., subcommittees, roles, etc.) and how Chairs will work with them
- Plan for the Class Report Foreword Programming Report to be completed by the given deadline.
- Work with the Class and/or Reunion Treasurer to determine treasury balance.

5th and 10th Reunion

Program Committee Initial Tasks

Suggested First Steps for Subcommittees

The actual subcommittee structure will vary and be based on the interests of the Reunion Program Committee. The Chairs and HAA Staff Liaison will partner to determine the best way forward. There might not be a subcommittee or even work related to one of the topics outlined below, and similar topics might be combined into a single group. This is simply meant to be an example to get started.

- **Communications/Website/Social Media**
 - Review the Outreach and Engagement Best Practices document.
 - Start thinking broadly about what a communications strategy might look like (monthly newsletter emails, content to be used on social media, content for committee members to share with smaller groups of classmates, etc.).
 - Identify current class website and social media channels and owners.
 - Determine who will update the website and social media and how they'll get access.
 - Determine what new social media channels or other platforms you want to explore.
 - Determine other digital experiences and activities for the coming year.
- **Merchandise and Favors**
 - Review the Merchandise and Favors document.
 - Reach out to the Harvard COOP and/or HSA/The Harvard Shop for information about a merchandise store and a favor for in-person programming.
 - Look at the committee or class survey results (if applicable) for guidance.
 - If there will be a favor, need to at least commit to a price per item by the budget deadline so that can be included in the budget.
 - Note that it's fine if you use one vendor for the store and one for the favor.
 - The COOP and HSA contact info will be shared by your HAA Staff Liaison.
- **Class Survey**
 - Review the Class Surveys document.
 - Start thinking about what questions you want to ask in the survey.
 - Start thinking about which survey tool you'll use and how it will be created.
 - Start thinking about how you want to present the results to the class (i.e., shared by email, on the website, at a virtual event, or at an in-person event). If thinking at an in-person event on-campus, should notify the Chairs as soon as possible.
- **Memorial Service**
 - Review the Memorial Services document.
 - Determine by the budget deadline if there will be any budget-related components: musical accompaniment, flowers, printed programs (not common).
 - Determine if the group wants to honor other alumni (i.e., those from surrounding classes who had partial affiliations with your class) besides those on the list provided by your HAA Staff Liaison. An email to the class sharing the names of those who will be honored can be a good way to determine if there are others who should be honored, as well as to see if there are classmates who want to share remarks at the program.
 - Determine if you want a memorial Kudoboard in addition to the program.

5th and 10th Reunion

Program Committee Initial Tasks

- **Virtual Programming**
 - Review the Virtual Events document.
 - Start thinking about a schedule of possible programming between November and May, based on the committee or class survey results (if applicable).
 - Start thinking about potential types of events, lead volunteers, format, participants, etc.
- **Regional Programming**
 - Review the Pre-Reunion Events document.
 - Start thinking about a schedule of possible programming between November and May, based on the committee or class survey results (if applicable).
 - Start thinking about potential types of events, lead volunteers, locations, etc.
 - Note that these are typically no-cost/low-cost (i.e., pay as you go by participants).
- **On-Campus Programming**
 - Review the In-Person Events document.
 - Need to have the schedule determined and programming/budget components set by the budget deadline.
 - Your HAA Staff Liaison will share options for catering and bar for applicable meals so you can decide what meals and bar packages you want out of the provided options.
 - Make Saturday dinner food selections
 - Make Saturday dinner bar selection
 - No decisions needed for Friday lunch, Friday dinner, Saturday lunch, or Sunday brunch
 - Determine what you want to do during the open block Saturday morning. Can be one or two concurrent sessions. Note – this event will not have food or beverage.
 - Determine what you want to do during the open block Saturday afternoon. Can be one or two concurrent sessions. Note – this event will not have food or beverage.
 - Determine what you want for entertainment on Saturday night (i.e. DJ or classmate performer/band)? Default is a DJ.
 - Determine what you want for photography on Saturday night. Standard photobooth, 360 photobooth, professional photographer, or a combination?
 - Do you want to organize additional, informal, off-campus meet-ups on Friday and/or Saturday (refer to the committee or class survey results, if applicable)? If so, what will those involve?
 - Other budget-related programming considerations?
 - Note that you do not need to provide pricing for your selections or even reach out to any vendors. You just need to indicate what you want, and the HAA will be able to determine what typical pricing might look like from past experience, and then will later make any arrangements with vendors.

5th and 10th Reunion

Typical Class Emails

Class Emails Overview

This document outlines typical class-wide emails for the 5th and 10th Reunions, not including messages the HAA will manage about on-campus programming and all-reunion class virtual programs. For more information about those emails, as well as the process and best practices for drafting and sending additional class emails, see the separate Outreach and Engagement Best Practices for Reunions document.

The HAA Staff Liaison will work with the appropriate class volunteer leaders over the summer to plan a series of emails to invite classmates to volunteer for the reunion committee. This might be over two or three emails depending on the timing and numbers. Once the committee is on board and the Chairs have been selected, the Chairs will then work with the HAA Staff Liaison and any appropriate committee members on certain email communications throughout the rest of the reunion year.

Typical Class Reunion Emails

Emails will usually be sent with a sender name of “YEAR XXth Reunion Committee” and be signed by the Chairs. These emails will also feature the custom reunion year banner, rather than the class year banner like in non-reunion year emails.

The following are typical emails that might be sent throughout the reunion year. These are offered as suggestions, and the Chairs can ultimately decide what communications to send out.

- **Welcome from the Chairs:** An initial email to the class introducing the Chairs and sharing a message of excitement for the year ahead, with another ask to join the Reunion Committee. This might also include, if known, a link to a class website or any social media accounts, along with the HAA Reunions website.
- **Regional events invite:** A message featuring all of the known regional events planned. A reminder email might also be needed. It’s best to share a message with the class featuring all of the locations, rather than separate emails for each location, in case classmates are traveling or their address information has not yet been updated (the leads of the regional events can get regional classmate lists to do targeted outreach as a follow-up to the class-wide emails).
- **Class survey emails:** If the committee creates a class survey, this can be featured in an email to the class, with a reminder planned as needed. If the results won’t be shared at an event, they can be shared in a further email.
- **Memorial Service emails:** The committee can send an email to the class sharing the names of all the classmates who will be honored at the Memorial Service. This can include an opportunity for classmates to volunteer to speak in remembrance of the classmates at the event or suggest other individuals that they might want to honor. Can send a reminder as needed. This message could also include a way for all classmates to share written reflections, through something like a Kudoboard, if the committee elects to do this.

5th and 10th Reunion

Typical Class Emails

- Merchandise store emails: If the committee creates a merchandise store, this can be marketed to the class as needed.
- Programming and pricing email: Before the first messages from the HAA with the launch of the on-campus programming registration, it can be helpful for the committee to send a message to the class sharing the full schedule, sharing the pricing, noting key deadlines, and getting ahead of any questions related to pricing, housing options, how registration works, financial assistance, and more. This will help the class be ready to go when registration later launches. This message can be sent once the programming and budget are set.
- Virtual events invites: As the class creates any virtual programming, this can be marketed to the class by email, with a reminder for each event as needed.
- Ideas for programming/volunteers for speakers: Many Reunion Committees may choose to solicit any ideas for programming or classmates to feature just through the Committee only in order to be strategic and work with those who are already engaged and can appropriately manage the outreach on a smaller scale. There may be times, however, when it would be helpful to solicit input/ideas/participant volunteers from the class, and an email covering these calls to action can be helpful.

Transition out of the 5th Reunion Year

A Guide for College Class Volunteers

Congratulations on completing your first reunion year! We hope you enjoyed the opportunities to connect with your classmates. While you will see increased class engagement during your reunion year, it doesn't need to stop when the reunion year ends! Programming from your reunion year might inspire your class to create new traditions or continue holding certain types of events.

While your HAA staff liaison will support your class volunteers and your class in different ways from your time in a reunion year, please know that you will still be supported, and your staff liaison will be a resource for any questions. Our separate non-reunion event support document outlines all the ways the HAA can help you with your class engagement.

This document includes helpful information as your class transitions out of a reunion year and into a non-reunion year. This will often be shared directly with the 5th Reunion Program Chairs and Class Committee leadership following the conclusion of the reunion.

Wrapping up 5th Reunion

Your HAA staff liaison will hold a debrief conversation with the 5th Reunion Program Chairs after the reunion year concludes. These notes will be added to a class file that will be referenced when planning for your 10th Reunion. Any learnings or best practices will also be shared with the following year's 5th Reunion, so all feedback is welcome!

If any of your class communications platforms (class website, social media accounts, etc.) were updated for your reunion, be sure to update them to state that the reunion has already happened or archive the content before updating with new non-reunion content.

Reunion Committee, Class Committee, and Activities Chairs

Following the conclusion of your reunion year, the 5th Reunion Committee will be dissolved, and your Class Committee will once again be the primary volunteer leadership group for the class. A Class Committee meeting in the fall might provide an opportunity to think about the goals and priorities of the class coming out of the reunion and heading into the next stage of recent graduate alumni life.

Now that you are in a non-reunion year, activities chairs will once again be recruited centrally by the HAA in partnership with Class Committee leaders. In addition to marketing the activities chair volunteer role to past activities chairs (or the class broadly), it might also be helpful to send specific messaging to the reunion committee members to continue to engage them, especially if your reunion brought first-time volunteers on board.

The First Marshal, Second Marshal, Secretary, and Treasurer (as well as the 5th Reunion Program Committee Chairs now, if different individuals) will still be invited to meetings of the HAA Recent Graduate Engagement Committee. The committee was specifically designed to include members up to nine years out from graduation in order to include the experiences and feedback of those who have held a 5th Reunion. In addition to sharing best practices with the younger classes in order to help them strengthen their engagement leading up to the reunion, members from your class may learn new best practices and ideas for non-reunion engagement that might be helpful as you exit your 5th Reunion year.

Transition out of the 5th Reunion Year

A Guide for College Class Volunteers

General Recent Grad Programming

Your class will continue to be invited to and asked to volunteer to help plan and market traditional recent graduate programming, including the Welcome to Your City events, the recent grad Harvard-Yale or Fall Fest tailgates, Real World for Recent Grads events, and events open to all alums, including Harvard Moves and Global Networking Night. The occurrences of these events right after the conclusion of your 5th Reunion year might provide a great opportunity to continue the momentum from your reunion.

Looking Ahead to the 10th Reunion

Your 10th Reunion year will kick off much like your 5th Reunion year did. Your reunion year begins in July preceding your May/June in-person capstone programming, and your staff liaison will be in touch with the appropriate class leaders (often Class Committee leadership and 5th Reunion Chairs) over the summer when it's time to begin planning for the year and recruiting the committee. This will include a conversation reviewing the experiences of your class during and since your 5th Reunion.

Much as the 10th Reunion Committee will be distinct from the 5th Reunion Committee, the Chairs from the 5th Reunion Committee need not be the Chairs for the 10th Reunion Committee, although they certainly may raise their hands again if they are interested. Some may decide to step aside and serve as a committee member in order to give another classmate the opportunity for the leadership role. Depending on the interest in serving as a Chair, your HAA staff liaison can best advise you on what process might work.

To recruit for the committee broadly, your staff liaison can help you with messaging to your Class Committee, the 5th Reunion Committee, and activities chairs, in addition to class-wide messaging to bring in new volunteers.

Thank you for volunteering for Harvard and for your Class. We on the CAP team are excited to continue our partnership with you and your classmates as you move beyond your 5th Reunion, and we are continually grateful for your energy, enthusiasm, and dedication.

Entering the 10th Reunion Year

A Guide for College Class Volunteers



The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide.

The College Alumni Programs (CAP) team in the Harvard Alumni Association (HAA) works in close partnership with Harvard and Radcliffe College class leaders to build and sustain class community, host quinquennial Reunions, engage in non-reunion programs, keep classmates informed through communications, and more. The Class Report Office, which edits the Red Books, is also part of the College Alumni Programs team.

The Harvard College Fund (HCF) fosters a philanthropic community in support of Harvard College's students and its mission of truth, excellence, and inclusivity. This broad base of donors and volunteers contributes gifts at all levels to the Harvard College Fund each year. Their flexible, current-use gifts are used immediately to ensure that the College is accessible to all, and that each student has the resources they need to succeed.

The HAA and HCF are two collaborative groups within Alumni Affairs and Development (AA&D). AA&D inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement.

Reunions Overview

Harvard reunions are held every five years (currently 5th-70th). Additionally, the Crimson Society, which is made up of all Harvard and Radcliffe College alumni who have already had their 50th Reunion, hold annual reunion events.

There are three major aspects of a Harvard reunion, which allow for different forms of engagement:

- *Come back*: Attend virtual and in-person programming
- *Give back*: Make your best gift to the Harvard College Fund as part of a class-wide fundraising campaign
- *Share your story*: Submit your Class Report entry

The Class Report, also known as the "Red Book" is an enduring Harvard tradition that began in the mid-1800s. Every five years, aligned with reunions, the Class Report is assembled from classmate submissions. This is an opportunity to share your story in your own voice with your Class and to reflect on your life over the last five years. Class Report submissions are usually in the fall. The books will be mailed to alumni before the in-person capstone programming. Everyone in the class will get a copy of the book for free regardless of if they submitted an entry or not.

Timeline

Your reunion year begins in July preceding your June in-person capstone programming. Your HAA staff liaison will be in touch with the appropriate class leaders (often class committee leadership and the 5th Reunion Program Chairs) when it's time to begin planning for the year and recruiting the committee, so you will not need to begin planning until these conversations begin.

Entering the 10th Reunion Year

A Guide for College Class Volunteers

As part of the initial planning, your HAA staff liaison will host an intake conversation to learn more about the experiences of your class over the last 10+ years, including your 5th Reunion. Following the conclusion of your 10th Reunion, your staff liaison will hold a similar conversation with the 10th Reunion Program Chairs in order to capture best practices that might be helpful for your 15th Reunion, as well as to share with the next year's 10th Reunion.

Reunion Committee, Class Committee, and Activities Chairs

The purpose of reunion committees is engagement with your class and Harvard during your quinquennial reunion year. Reunion committees will begin to form in late summer or early fall, but classmates are welcome to join the reunion committee at any time during the reunion year.

A reunion committee is not the same as your class committee. The class committee, as the permanent governance group for your class, was formed in your senior year and continues into alumni life. Class committee members are strongly encouraged, but not required to participate in reunion committees. In a reunion year, the Reunion Committee will be the primary volunteer group that the HAA works with to execute your programming. Following your reunion year, the class Committee will once again be the primary volunteer group for the class.

All in the class are encouraged and welcome to join the reunion committee (either the program committee or the gift committee or both) every five years, regardless of any past volunteer experience! Reunion committees (and your reunion year programming) are strongest when new voices from a variety of background participate. There are no limits to the number of committee members, and roles (beyond the roles of Chairs, Class Report Chair, and Reunion Treasurer, highlighted below) can be flexible.

Reunion Committees evolve:

- Serving on your 10th Reunion Committee doesn't mean that you're required to volunteer every reunion after this.
- If you aren't able to volunteer this year, you are always welcome to volunteer at a future reunion.
- Reunion Committees are specific to each reunion year. So, the 5th Reunion Committee ended after your 5th Reunion, and a new 10th Reunion Committee will form now (even if many of the volunteers are the same).

The Class Secretary and Treasurer will once again be asked to serve as the Class Report Chair and Reunion Treasurer, respectively. If they are unable to serve in those roles, a proxy should be identified.

Leaders of the reunion program committee, known as program chairs, will be selected among those interested in being on the program committee. As part of the program committee recruitment process, the HAA staff liaison will ask via a form who is interested in being a chair and they will be asked to answer a few questions. The results will then be shared with the leadership of the class committee and the 5th Reunion program committee chairs to make decisions. If there are no more than three candidates, they will likely all be automatically selected. If there are more than three candidates, the

Entering the 10th Reunion Year

A Guide for College Class Volunteers

class committee leadership and 5th Reunion program committee chairs will review and choose no more than three to be chairs. The leadership of the class committee and the 5th Reunion program committee chairs will have the right of first refusal for the program chair roles, so further recruitment might not be needed depending on their interest.

Much as the 10th Reunion Committee will be distinct from the 5th Reunion Committee, the Chairs from the 5th Reunion Committee need not be the Chairs for the 10th Reunion Committee, although they certainly may raise their hands again if they are interested. Some may decide to step aside and serve as a committee member in order to give another classmate the opportunity for the leadership role.

To recruit for the committee broadly, your staff liaison can help you with messaging to your Class Committee, the 5th Reunion Committee, and activities chairs, in addition to class-wide messaging to bring in new volunteers.

In addition to leading the work of the reunion program committee in partnership with and under the guidance of the HAA staff liaison, the chairs will also be part of a larger Reunion Leaders group made up of the program chairs from the 5th-70th Reunions, and these leaders will be invited to regular virtual Reunion Leaders Roundtable meetings to learn about important topics and hear from other volunteers. Beyond these roundtable meetings, we hope this group will be a community of practice allowing for the chairs to learn from volunteers who have planned reunions before. Of course, your staff liaison will continue to be a great resource to determine best practices.

[Activities chairs](#) are College volunteers who support their Class Committee and Class with programming in non-reunion years, whether that be class-specific programming, or working in partnership with activities chairs from other Classes. Activities chairs will not be recruited in a reunion year, as any interested classmates should instead join the reunion committee. Your HAA staff liaison can help send messages to all those who served as activities chairs over the last four years to see if they are interested in joining the Reunion Committee.

Outreach to Your Class

All class emails sent in your reunion year, whether they be about the reunion committee, class events, fundraising, or the Class Report, will be sent through Harvard's broadcast email system. The appropriate staff member will work with the appropriate volunteers on this process. If your class had been using a third-party broadcast email client in non-reunion years, or sending email through a classes.harvard.edu website, volunteers won't need to send emails out through these platforms during the reunion year.

In the five years since your 5th Reunion, many of your classmates may have changed their contact information or address, but didn't update this in their HAA Alumni Directory profile at community.alumni.harvard.edu/person. It's important for your classmates to have both an active email AND mailing address on file so they receive emails about their reunion events and the Class Report, and can also receive a copy of the Class Report. There are some classmates for whom the HAA will have an email but not a physical mailing address. Even though HAA communications will primarily be sent by email, it is important that the HAA also has a physical mailing address to ensure they are able to invite

Entering the 10th Reunion Year

A Guide for College Class Volunteers

alumni to regional programming and send them a Class Report. A list of classmates without an email address or mailing address (as well as those who had previously unsubscribed from email) will be shared with the reunion committee in hopes that members can reach out to their classmates and ask them to update their information in the HAA Alumni Directory.

Your class list (those who will receive reunion communications) includes those whose preferred affiliation year is the year of your class year. Some alumni may have taken time off and as a result had their preferred year changed to a later year to match their graduation year. If they want to change their preferred year back to their original year, they can contact your HAA staff liaison who can help them get that changed. Alumni can only have one preferred year, and therefore they will only receive communications, including Red Book and reunion invitations, for one class. They are welcome to also attend reunion programming for a different class but will not receive direct invitations. Similarly, they will have the opportunity to purchase a Red Book from a surrounding class, but they will not receive one for free and are not able to make a submission for it.

General Recent Grad Programming

During your 10th Reunion year your class will still be invited to traditional recent graduate programming, including the Welcome to Your City events, the recent grad Harvard-Yale or Fall Fest tailgates, Real World for Recent Grads events, and events open to all alums, including Harvard Moves and Global Networking Night. Reunion committee members can work with their staff liaisons to determine how to best market these events to the class and try to increase engagement in the spirit of this being a reunion year.

Transitioning out of the Recent Graduate Cohort

While you will see increased class engagement during your reunion year, it doesn't need to stop when the reunion year ends! Programming from your reunion year might inspire your class to create new traditions or continue holding certain types of events.

Following the conclusion of your reunion, in addition to transitioning out of a reunion year into a non-reunion year, your class will also be transitioning out of the recent graduate cohort (the HAA defines recent grads as those up to ten years out from graduation). More information will be shared with class leaders following your 10th Reunion about some of the changes as you move out of this cohort and into the next one.

General Contact Information

General 10th Reunion Questions: 10thReunion_HAA@harvard.edu

10th Class Report General Inbox: CRO_10thReport@harvard.edu

Transition out of Recent Graduate Cohort

A Guide for College Class Volunteers

Congratulations on completing your 10th Reunion year! We hope you enjoyed the opportunities to connect with your classmates. While you will see increased class engagement during your reunion year, it doesn't need to stop when the reunion year ends! Programming from your reunion year might inspire your class to create new traditions or continue holding certain types of events.

As you conclude your 10th Reunion, you will move out of the recent graduate cohort (the HAA defines recent graduates as those up to 10 years out from graduation). While this change means that your class will no longer be invited to programming specifically designed for recent graduates, we hope that you will find new opportunities for class engagement building on your experiences and traditions as a recent graduate. This is also a great opportunity to encourage your class to become more involved with Clubs and Shared Interest Groups (SIGs) in order to build community with alumni from other class years and other Harvard schools. [Additional information about Clubs & SIGs](#) is available on the HAA website. There are many opportunities for engagement with these communities.

Now that your class has celebrated its first two Reunions, you have likely begun to identify a core group of volunteer leaders – knowing that more are always welcome to join! – and establish your own Class traditions. In future Reunion years, your CAP staff liaison will partner with you to further develop and enhance these existing volunteer teams and class traditions, looking to you and other members of your class to provide important guidance and direction.

It's also important to bear in mind that recent HAA engagement survey data indicates that alumni volunteerism and participation tend to take a bit of a dip in the years between the 10th and 25th Reunion which is directly related to the life and career stages of alumni during these years. As you enter your post-10th Reunion planning cycles, please do bear in mind that you may see numbers dip, regardless of the stellar programming you put in place. On a more positive note, engagement spikes during the 25th Reunion, when alumni find they have more time to become involved with Harvard and their class.

While your staff liaison will support you, the other volunteers, and your class in different ways from your time as a recent graduate, please know that you will still be supported, and your staff liaison will be a resource for any questions (the same HAA staff liaison will work with you through the end of your 11th year out from graduation). Our separate non-reunion event support document outlines all the ways the HAA can help you with your class engagement. Below, we outline some key changes from your time as a recent graduate as you prepare to move into the next cohort.

Class Committee Responsibilities

Responsibilities for Class Committee members will largely remain the same, although the committee might decide to make adjustments to past practices as needed (i.e. perhaps one Class Committee meeting per year is fine, rather than two, and perhaps the Secretary will send out fewer emails throughout the year).

Some committee members may feel that they need to step down at some point in order to focus on other responsibilities. Class Committee members can determine what the best course of action might be depending on the situation (whether the member continues serving with altered responsibilities, or if

Transition out of Recent Graduate Cohort

A Guide for College Class Volunteers

they should work with the leadership of the committee on a transition and succession plan). Please keep your HAA staff liaison in the loop, as they can help advise, update records, and onboard new members.

Activities Chairs

[Activities chairs](#) are College volunteers who support their Class Committee and Class with programming in non-reunion years, whether that be class-specific programming, or working in partnership with activities chairs from other Classes. The HAA helps to recruit recent graduate activities chairs through central email marketing and a registration form, and sends out a series of onboarding materials to confirmed volunteers. Class Committees beyond the recent graduate cohort can determine if they want to continue to have activities chairs, and if so, how they will recruit, manage, and onboard them. You may find that after ten years and two reunions that you have a regular set of volunteers to step into this role, but you may also choose to market this broadly to your class and determine the best way to capture interest. Your HAA staff liaison can help advise on what might work best. The HAA runs terms for recent graduate activities chairs from July-June (one-year terms, renewable each year) and you may choose to continue this if you wish.

While not required, if you would like to share the names of your activities chairs on an annual basis with your HAA staff liaison, they can be sure to capture their volunteer service in our records, which might be helpful as you look to recruit volunteers for a future reunion or other projects.

Harvard-Yale Tailgates

You may have participated in a multi-class tailgate for The Game at Harvard or Yale. Beyond the recent grad cohort, classes can determine what, if anything, they want to do for tailgating before The Game. Holding a tailgate is not required, so you may choose to not hold one. If you do hold one, you may decide to hold a small one just for your class, or in partnership with other classes in your cohort. Volunteer leaders should plan to organize the gathering and make any arrangements directly with the appropriate Athletics office, but please keep your HAA staff liaison in the loop (you may also need to work with your staff liaison on any planned expenses if you have a partnered class treasury).

Reunion Committees

The committee for your 15th Reunion (and beyond) will take shape much like those for your 5th and 10th Reunions did. Your reunion year begins in July preceding your May/June in-person capstone programming, and your staff liaison will be in touch with the appropriate class leaders (often Class Committee leadership and 5th and 10th Reunion Chairs) when it's time to begin planning for the year and recruiting the committee. Your reunion programming will be strongest when you bring in new voices and perspectives, and it's common that classmates who have never volunteered for your Class in the past ten years will volunteer for the first time now.

Thank you for volunteering for Harvard and for your Class. We on the CAP team are excited to continue our partnership with you and your classmates as you move past your 10th Reunion, and we are continually grateful for your energy, enthusiasm, and dedication.

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

- This document provides an overview of major responsibilities for the Class Committee leadership following graduation.
- Class Committee members have flexibility beyond the responsibilities outlined below.
- Class Committee leaders are also welcome to consult with HAA staff members at any point about best ways to engage their Class.
- This is a living document, so please share any questions or potential updates with HAA staff.

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
0-1	• Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). • Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) • Market Real World for Recent Grads events.	• Review responsibilities and expectations for class committee members in alumni life. Understand that class committee members may drop and have process for replacements in partnership with HAA staff • Highlight Class' Commencement in media engagement • Update website to archive senior year content • Secretary gets list of Class Committee post-grad email addresses from HAA and shares with Class Committee • Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually)	• First and Second Marshal convene Class Committee meeting. • Secretary requests updated class email list from HAA (repeats annually) • Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) • Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) • Class Committee members might receive questions or social outreach from the next class committee (seniors)	• Holiday message to class (repeat annually) • Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	• First and Second Marshal convene Class Committee meeting. • Mention @college email expiring • Highlight Global Networking Night in media engagement (repeat annually) • Remind class about Board of Overseers and Elected Directors voting (repeat annually) • Highlight Housing Day in media engagement (repeat annually) • Highlight Harvard Alumni Day in media engagement (repeat annually) • Consider 1 year "graduversary" media posts or events

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
1-2	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
2-3	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
3-4	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
4-5	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	- HAA reaches out to First Marshal, Second Marshal, Secretary, and Treasurer to teach them about the reunion year process. - HAA shares reunion year info class-wide. - Help recruit Reunion Co-Chairs and planning Committee - Note: No activities chairs this year - interested volunteers should join the reunion committee instead.	- Review reunion planning materials collated by HAA. 5th Reunion planning led by HAA reunion team and volunteer committee - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	5th Reunion planning led by HAA reunion team and volunteer committee - Holiday message to class (repeat annually)	5th Reunion planning led by HAA reunion team and volunteer committee - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) 5th Reunion and Harvard Alumni Day!

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
5-6	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	- Share highlights from the reunion - Contact class about volunteer opportunities after the 5th reunion - Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually). Market to former reunion committee too.	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
6-7	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually).	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
7-8	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually).	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
8-9	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually).	- First and Second Marshal convene Class Committee meeting. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	- Holiday message to class (repeat annually) - Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually)	- First and Second Marshal convene Class Committee meeting. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) - Highlight Housing Day in media engagement (repeat annually) - Highlight Harvard Alumni Day in media engagement (repeat annually)

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

Year	Ongoing	Summer (June-Aug)	Fall (Sept - Nov)	Winter (Dec - Feb)	Spring (Mar - May)
9-10	- Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). - Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) - Market Real World for Recent Grads events.	- HAA reaches out to First Marshal, Second Marshal, Secretary, Treasurer, and 5th Reunion Chairs to teach them about the reunion year process. - Help recruit Reunion Co-Chairs and planning Committee - Note: No activities chairs this year - interested volunteers should join the reunion committee instead.	- Review reunion planning materials collated by HAA. 10th Reunion planning led by HAA reunion team and volunteer committee. - Secretary requests updated class email list from HAA (repeats annually) - Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) - Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) - Highlight Harvard Moves in media engagement (repeat annually)	10th Reunion planning led by HAA reunion team and volunteer committee. - Holiday message to class (repeat annually)	10th Reunion planning led by HAA reunion team and volunteer committee. - Highlight Global Networking Night in media engagement (repeat annually) - Remind class about Board of Overseers and Elected Directors voting (repeat annually) 10th Reunion and Harvard Alumni Day!

College Class Committees

Overview and Roles for Classes of 1997–2026



A Class Committee is the leadership and governance for a Harvard College class. The priority of a Class Committee is to bring the Class together as a whole, connecting members of the Class to each other and Harvard College by modeling and facilitating communication, participation, volunteerism, and philanthropy among classmates. The Class Committee is formed in the senior year (in the fall semester) and continues in alumni life. The group comes together through a combination of class-wide elections, staff interviews and appointments, and committee member interviews and appointments.

This document outlines the Class Committee structure for recent graduate classes and outlines changes to roles and structure going back to the Class of 1997.

The Class Committee structure for the Classes of 2016–2026 has generally looked like this:

First and Second Marshal (2)
Program Marshals (6) Gift (2016-2023) OR HCF (2024-2026) Marshals (6)
Officers: Secretary (1) Treasurer (1) Media Team (3 or 4)
House Representatives (13)

Historical Changes to Class Committee Roles

First and Second Marshals: The Classes of 1997-1999 (as the final Harvard-Radcliffe classes) have two First Marshals — one for Harvard and one for Radcliffe. There are then three additional Marshals for Harvard and three additional Marshals for Radcliffe. Starting with the Class of 2000 through the Class of 2008, there is just one First Marshal and then seven other Marshals. The Second Marshal role was created with the Class of 2009, meaning that the Marshal roles through the Class of 2015 (prior to the creation of Gift Marshals/Program Marshals with the Class of 2016) included one First Marshal, one Second Marshal, and six other Marshals.

Senior Gift Co-Chairs, Gift Marshals, and HCF Marshals: In relatively recent years, through the Class of 2015, there were seniors who served as Senior Gift Co-Chairs on behalf of the Harvard College Fund (two each year for the Classes of 1997–2007, three each year for the Classes of 2008–2010, and five each year for the Classes of 2011–2015). While they worked with the Class Committee members, they were usually not officially considered long-term members of the Class Committee, and this was just a one-year role (in practice, this might vary by class).

Starting in fall 2015 with the Class of 2016, the Harvard Alumni Association (HAA) College Alumni Programs team and the Harvard College (HCF) partnered to create and support a combined programmatic and gift Class Committee structure, and the five Senior Gift Co-Chair roles turned into six Gift Marshals and were fully integrated into the committee (and will still be considered part of the Class Committee as alumni).

Starting in fall 2023 with the Class of 2024, the Gift Marshal role was rebranded as Harvard College Fund (HCF) Marshal, with a greater focus on education around philanthropy rather than leading a giving campaign. There are still six of them.

College Class Committees

Overview and Roles for Classes of 1997–2026

Marshals and Program Marshals: Previously, the elected Marshals (besides the First and Second Marshal) were just referred to as Marshals. Due to the change mentioned above starting with the Class of 2016, those six other Marshals are now called Program Marshals.

House Representatives: Starting in the 2019–2020 academic year, the representative from the Dudley Community (renamed from Dudley House) is referred to as the Dudley Community Representative. The role is still considered a House Representative despite the specific name change.

Webmasters/Media Team: Many classes have a formal Webmaster/Website Coordinator role on the committee, but this has changed in recent years. The first Class Committee to have a Webmaster/Website Coordinator role from the start (many classes have since added one, either formally or informally) was the Class of 2003. However, there wasn't one again until the Class of 2008, and after that there was one every year through 2013. The Class of 2014 had two. For the Class of 2015, the two volunteers were referred to as Media Team Members instead to more accurately reflect their roles, but this was mostly an informal name change.

In fall 2015 for the Class of 2016, the Media Team was expanded to include three members (to better support a larger committee given the changes that year with the Marshal roles) and was from that point on officially called the Media Team. In 2017–2025, the Media Team was expanded to four members, but in some years might only have three depending on interest. For the Class of 2026, it will return to three members.

Prior classes without a Webmaster/Website Coordinator/Media Team role will often see the Class Secretary managing the class website and/or social media accounts. And even in classes that do have these roles on their committee, the Secretary still often plays a role in managing some of these pieces.

Cabinet/Executive Committee: Starting with the Class of 2016, the core leadership group of the Class Committee has been nicknamed the Cabinet, and consists of the First Marshal, Second Marshal, Secretary, and Treasurer. Some of the classes prior to 2016 may have called this the Executive Committee or Executive Team, and this group may or may not have also included the Webmaster/Website Coordinator back when there was just one person in that role.

Other Notes

Starting in fall 2018 with the Class of 2019, the term “Senior Class Committee” (or “SCC”) was no longer used to denote the Class Committee in the senior year, in order to better communicate to both volunteers and the classmates they support that this governance committee is not a senior-year-only commitment, and that these are their long-term leaders and organizers.

Note that Harvard/the Harvard Alumni Association uses the term “Marshal” in a few different ways. In addition to the various Marshal roles mentioned above on the Class Committee, there is also the Chief Marshal, which is an honorary position for someone from the 25th Reunion class at Harvard Alumni Day, as well as volunteer marshals who help greet and guide students and alumni at events like Convocation, Commencement, and Harvard Alumni Day.

College Class Committees

Overview and Roles for Classes of 1997–2026

Throughout the 2024-2025 academic year, the Class of 2014 piloted a process to refresh their Class Committee the year following their 10th Reunion. Existing members were first asked if they wanted to remain on board or step down. Based on the vacancies, those who had served in other class volunteer roles over the past decade (activities chairs and 5th and 10th Reunion program or gift committees) were asked if they wanted to join. All new members joined with a role of “Member” rather than taking over a specific position to match the structure that was in place since senior year. This process will be explored with the Class of 2015.

The documents below, found on the [Recent Graduate Volunteer Resources page](#) of the College Alumni Programs Officers Lounge, include more information about Class Committee roles and responsibilities. While these documents have been prepared specifically for the Classes of 2016–2025, other classes might find the information applicable to their appropriate equivalent role.

- Discovering Volunteer Opportunities
- College Class Committee Alumni Life Responsibilities
- Guidance to Class Committees: Alumni Year 1-10
- Helpful Links for College Recent Graduate Volunteers
- Best Practices for Recent Graduate First and Second Marshals
- Best Practices for Recent Graduate Class Secretaries and Media Team
- Best Practices for Recent Graduate Class Treasurers
- Best Practices for Recent Graduate Program Marshals and House Representatives

Resources for Celebrating Harvard Alumni Day

Harvard Alumni Day Overview

Harvard Alumni Day (previously called the Annual Meeting of the Harvard Alumni Association) takes place during the Friday of the week of Harvard and Radcliffe College Reunions. The day features:

- **Alumni Parade:** The alumni parade organized by class (with the eldest alumni and classes leading the procession). Classes can decide if they want to do something unique for their class during the parade to display their class identity and pride (i.e. wearing a certain item or color, carrying a prop, chants, etc.).
- **Harvard Alumni Day Speaking Program:** A program in Tercentenary Theatre featuring remarks from the HAA President, remarks from the President of Harvard University, the presentation of the Harvard Medals, recognition of the Chief Marshal from the 25th Reunion class, remarks from a featured alumni speaker, and more. The program is livestreamed and recorded for those who can't attend in person.
- **Alumni Party and Lunch:** A lunch in the Old Yard for all participating alumni.

All College and University-Wide alumni are invited to register for Harvard Alumni Day. The HAA will create and share a registration form in the spring so that alumni can register for these events. College classes celebrating their quinquennial reunion, as well as Crimson Society alumni, will attend (and register for) the Harvard Alumni Day programming as part of their reunion.

Gathering Classmates for Harvard Alumni Day

Class volunteers are encouraged to take advantage of Harvard Alumni Day as an exciting opportunity to gather classmates on campus and celebrate their class and Harvard! The HAA College Alumni Programs team can support College class volunteers with their efforts.

Non-Reunion College classes are welcome to use the day as an opportunity to connect with classmates and invite them to campus to participate in the programming as a group. This can be a light lift for volunteer organizers, as they don't need to make arrangements for any programming logistics. This is also a great opportunity for recent grads to gather and return to campus prior to the 5th Reunion.

Publicizing the Event to Classmates

The HAA will create [a set of marketing materials](#) for you to use to promote Harvard Alumni Day, including logos, banner images, social media assets, and videos. Class volunteers are encouraged to promote the event on their class social media accounts.

The College Alumni Programs team can assist classes who wish to send class-wide emails encouraging participation in Harvard Alumni Day. More information about this process, including the needed content and planning timeline, can be found on the [HAA Broadcast Email Service document](#). Your CAP staff liaison will work with you to get your email sent. For classes with a classes.harvard.edu website (which includes an email tool), you can find resources for sending email on the Broadcast Email document on the [Class Website Toolbox page](#). For classes that use a third-party platform to send out emails to their class, please see the [External Email Client Best Practices document](#) for updated process information. Your staff liaison can be a resource no matter your preferred approach.