

# 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).

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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](https://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

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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.