

# 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](https://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.”

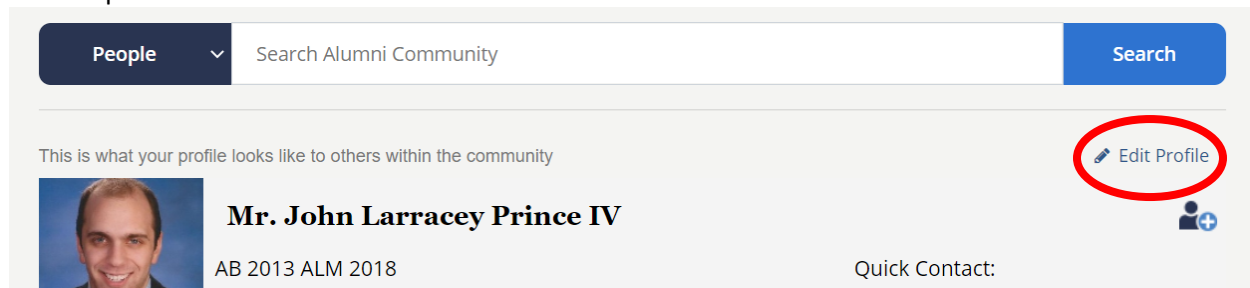
Activities chairs should note that they serve in that role, and the year of their service. For example, this might look like “Activities chair for 2024-2025.” If activities chairs end their volunteer service at some point, they should be sure to update their profile again to remove this after the conclusion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

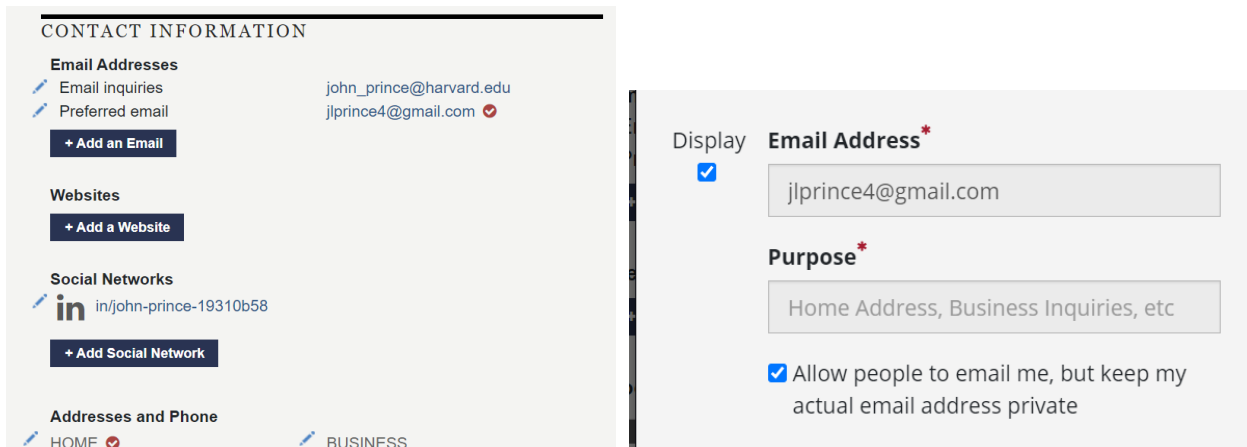


The screenshot shows the HAA Alumni Directory interface. At the top, there is a search bar with a dropdown menu set to 'People' and the text 'Search Alumni Community'. A blue 'Search' button is to the right. Below the search bar, a message reads 'This is what your profile looks like to others within the community'. The profile card for 'Mr. John Larracey Prince IV' is displayed, including a profile picture, the name, and the text 'AB 2013 ALM 2018'. In the top right corner of the profile card, there is a blue 'Edit Profile' link with a pencil icon, which is circled in red. Below the profile card, there is a 'Quick Contact:' section.

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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\***

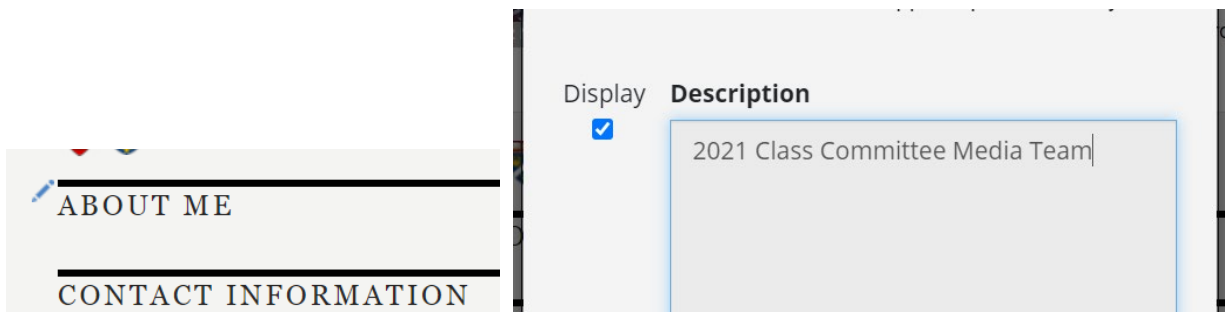
jlprince4@gmail.com

**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


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### 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](https://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 a search interface. On the left, a dropdown menu is set to "People". The search bar contains the text "Activities chair". A blue "Search" button is on the right. Below the search bar, a preview of a profile is shown. It includes a small profile picture, the name "Mr. John Larracey Prince IV", and an "Edit Profile" link with a pencil icon. A plus sign icon is also visible.

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 Modify Search Criteria button.
3. From here, you will see 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.
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.



The screenshot shows a detailed profile for "Mr. John Larracey Prince IV". On the left is a profile picture with a "CAREER NETWORK" tag. To the right of the photo, the name "Mr. John Larracey Prince IV" is displayed in bold. Below the name are the degrees "AB 2013" and "ALM 2018". The current title is "Associate Director, College Alumni Programs at Harvard Alumni Association" with the location "Wakefield, MA". On the right side of the profile, there are three icons: the Harvard crest, a shield with a cross, and a person icon with a plus sign. Below these icons is a blue "Email" button. At the bottom right, it says "Last Login: Today". At the bottom of the profile, there is a section titled "About Me:" followed by the text "Activities chair 2020-2021", which is circled in red in the original image.