

## INSTRUCTIONS FOR COMPLETING THE CLASS ACTIVITY REPORT (CAR)

1. Each class must submit a Class Activity Report. If the class president is unable to file the report, assign another class officer to do so. All class officers should fill out their appropriate section (e.g., secretary, treasurer, newsletter editor, etc.) so the record will be as accurate as possible. The deadline for submission is **July 31, 2016**. Reports may be filed after this date, but will not be considered for Class of the Year honors.

2. To complete the Class Activity Report for your class, go to the **Tools for Class Leaders Web** page <http://www.alumni.dartmouth.edu/communities/classes/toolsforvolunteers> and click on the "Annual Class Activity Report" link under "Forms and Reports." Click "CAR Web Form". The account name is your "class," as is your password.

### Example for the Class of 2032

Account: class2032

Password: class\_2032

When you have entered the site, you will need to type in your name at the top of the page, where it says "Enter Your Name." You may then work on your own report, or view reports from other classes. ANY OFFICER OF THE CLASS may enter the site using the account name and password in order to complete his or her section.

3. The CAR includes statistics gathered from various sources on class demographics, dues participation and fund raising. This data is uploaded by Alumni Relations. Some of the data will not be available until after the close of the fiscal year (June 30, 2016). Fill the form out online even if the data is not yet loaded. **NOTE: All sections in GRAY will be completed by the Alumni Relations Office. You do NOT need to fill in these sections.** Class officers have the ability to fill out sections of the report before the president submits the final version. Any information you post will be saved. Once all CARs have been submitted, you will be able to view your report as well as those of other classes.

4. The Class Officers' Executive Committee will review more than 70+ CARs, so please keep your submissions brief and to the point. **Reports are not judged on volume, but on substance.**

5. Alumni Relations Resources

Classes of 1942-1975: Angela Stafford '91, assistant director, class activities

[Angela.B.Stafford@dartmouth.edu](mailto:Angela.B.Stafford@dartmouth.edu) 603-646-3312

Classes of 1976-1999: Elizabeth Kelley '96, director, class activities

[Elizabeth.A.Kelley@dartmouth.edu](mailto:Elizabeth.A.Kelley@dartmouth.edu) 603-646-0313

Class of 2000 - 2016: Nicole Losavio, assistant director, class activities

[Nicole.B.Losavio@dartmouth.edu](mailto:Nicole.B.Losavio@dartmouth.edu) 603-646-3578

Technical Support/Help Desk: 603-646-3202

**CLASS ACTIVITY REPORTS ARE DUE IN HANOVER BY JULY 31, 2016.**