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*Revised Spring 2018*
Section 1: Secretaries

Selection and Responsibilities
The class president appoints or elects a class secretary after consultation with the Class Executive Committee. Some classes change secretaries at their reunions, other retain the same secretary for years.
• The secretary plays a key role in the communications process among new class officers and all class members. The secretary can be a major source for class spirit, cohesion, and the continued strengthening of bonds. The secretary should always be aware of the positive effects that conscientious column efforts have on his or her class. The president and vice president of the Secretaries Association are available to assist new editors with information, advice, sample columns, and other help.
• In some classes, two or more secretaries share responsibilities. Assistant or guest secretaries can bolster column efforts. Any arrangement is encouraged as long as it results in prompt and informative columns and effective class communications.
• Secretaries are encouraged to work closely with the newsletter editors in sharing news and information. Ask the newsletter editors to occasionally put your name and address on the green cards (Take-A-Minute) instead of their own, and in return send the newsletter editors longer letters and/or photos for use in the newsletters. The newsletter editor is an ally in the newsgathering pursuit.
• Secretaries are encouraged to attend the annual meeting of the Class Secretaries Association during Class Officers Weekend each fall in Hanover. Every other year a president and vice president are elected (see Appendix A for details), and every sixth year a representative is elected to the Alumni Council. The Secretaries also nominate one representative (three-year term) and three publishing professionals (three-year terms) to the editorial board of the Dartmouth Alumni Magazine.

General Information
• Secretaries must meet bimonthly deadlines for the Dartmouth Alumni Magazine. While class newsletters may come out only four times a year, the Secretary writes a class column six times a year. The Secretary and the newsletter editor need to work together to achieve a balance of published information on classmates. It is suggested that the Secretary focus on covering:
  Highlights of classmate letters (the longer versions of which may then be passed on to the newsletter editor).
  General class news, including
  • Reunion or mini-reunion plans and arrangements
  • Class Executive Committee meeting reports
  • Class project update
  • Status of class participation in the Alumni Fund
  • Immediate notification to the class of a classmate’s death, to supplement the DAM obituary
  • Reports of Alumni Council and Board of Trustees meetings.
  News from the class president or other class officers.
  Information, opinions, and/or observations on current Dartmouth activities and events.
• DAM will forward to class secretaries any relevant alumni news that comes to the magazine. These items may include notes from alumni and press releases.
Section 2: Publication of the Magazine

Frequency of Publication
排水管杂志每年出版六次：一月/二月，三月/四月，五月/六月，七月/八月，九月/十月和十一月/十二月。

News-gathering Techniques
秘书被鼓励与各种班级官员保持良好沟通，包括但不限于班级主席，主任，校友委员会代表，和小型聚会主席，并邀请定期为班级动态栏提供贡献。
- 通过电子邮件或电话联系同学。当前联系名单—包含联系方式以及出生日期—在秋季分发给秘书。可以使用这些来联系同学了解信息。
- 在班级的最爱退休地点，旅行，爱好，孙辈等上花费整个栏目。
- 招募一位年度客座作家。
- 招聘“地区联络员”。
- 尝试与以前的室友取得联系。
- 为每位同学发送生日贺卡，这通常会获得回复。
- 参与校友电话竞选并邀请同学提供新闻与贡献。甚至可以请其他电话竞选成员向你提供新闻。
- 列出“无法联系的校友”并请求来自任何来源的任何通讯和讣告。
- 报告相关行业或职业的校友。
- 参考“生成内容”文档中获取更多新闻收集技巧。

Obituaries
排水管杂志在dartmouthalumnimagazine.com上发布讣告。为了保证准确性，我们建立了一个讣告过程，涉及三个优先级：确保校友记录办公室了解并正确记录死亡，秘书/病理学家收到确认的死亡细节，以及秘书/病理学家收到与死者有关的任何通讯和讣告—来自排水管办公室。讣告的字数限制为250；现在有机会在网站上发布额外的回忆和纪念信息（点击“发布回忆”按钮）。秘书可能偶尔会要求家人或朋友在讣告中写文章；在这种情况下，秘书需要扮演编辑的角色：确保贡献者知道您希望他们为排水管撰写讣告，并且您需要将其提交给排水管。参考“讣告：程序和指南”文档以获取更多内容。

有三个步骤是基本的：
1. 联系校友记录（603-646-2253或michelle.l.brown@dartmouth.edu）报告死亡。
2. 等待校友记录发来的信封，信封上写着排水管办公室的返回地址。使用信封中的死亡通知和任何其他材料（剪报，讣告，问卷等）在撰写或确认死亡细节时。
3. 将讣告发送给助理编辑以供发表于classnotes@dartmouth.edu。讣告的截止日期是两周后，即专栏截止日期之后；我们有更多的时间来处理，因为讣告不必赶在印刷之前。

College Phone Numbers and Email Addresses
排水管助理编辑：(603) 646-3086; classnotes@dartmouth.edu或theresa.m.d’orsi@dartmouth.edu
排水管总机（订阅等）：(603) 646-2256; alumni.magazine@dartmouth.edu
校友记录（报告死亡，更改地址）：(603) 646-2253; aro@dartmouth.edu
校友关系（603）646-2258, alumni.relations@dartmouth.edu
Section 3: Production Recommendations

Submitting Copy
• Email Word documents to classnotes@dartmouth.edu or theresa.m.d’orsi@dartmouth.edu.
• Delete/clear all embedded formatting. Copy comes in from a variety of sources (a website or friend’s iPhone, for example), and although you and I might not know it’s there because we cannot see it, embedded formatting can print in the end — as garbled text. To prevent costly changes on press, please make sure to clear all formatting. To do this on a Mac, select “Edit” on the bar across the top of the screen, select “Clear” and then “Clear Formatting.” Then go ahead and format those words that need to be boldfaced (classmate names on first reference) and italicized (book titles, TV shows, etc.).
• Refer to the DAM style guide for details on styles and formatting.

Deadlines

<table>
<thead>
<tr>
<th>Due</th>
<th>Issue</th>
<th>In your mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28</td>
<td>July/August</td>
<td>mid-June</td>
</tr>
<tr>
<td>June 28</td>
<td>Sept./Oct.</td>
<td>mid-August</td>
</tr>
<tr>
<td>August 28</td>
<td>Nov./Dec.</td>
<td>mid-October</td>
</tr>
<tr>
<td>October 28</td>
<td>Jan./Feb.</td>
<td>mid-December</td>
</tr>
<tr>
<td>December 28</td>
<td>March/April</td>
<td>mid-February</td>
</tr>
<tr>
<td>February 28</td>
<td>May/June</td>
<td>mid-April</td>
</tr>
</tbody>
</table>

Proofing Galleys
Secretaries should receive their column galley proofs by the 10th of the month after it was due (the Sept./Oct. column, due June 28, should be back to the Secretary for proofing by July 10). This is one of the most important parts of the process, and it is essential for Secretaries to double-check the spelling of classmates’ names at this time. Corrections must be back to DAM no later than the 21st of that month. (Please note that at this point in the process we take only corrections to errors—typos, wrong dates, misspelled names, etc.—and are not tweaking text. Please give DAM corrections by email or phone (leave corrections on the answering machine at (603) 646-3086 if no one picks up).
Section 4: Secretary of the Year

Secretary of the Year Recipients
Each year a Secretary of the Year is recognized at Class Officers Weekend; in the last few years Secretaries of the Year have been chosen in the categories “Out More Than 25 Years” and “Out 25 Years or Less.” The Class Secretaries Association leadership selects the Secretaries of the Year based on his or her ability to write six interesting, informative and inclusive columns six times a year and the completion of service in that role of at least three years (see Appendix B for details).

1932  N.G. Burleigh ’11
1933  N.W. Emerson ’00
1934  W.D. Parkinson ’78
1935  J.C. Davis ’19
1936  C.C. Merrill ’94
1937  F.H. Horan ’22
1938  H.C. Pearson ’93
1939  Henry H. Piper ’76, Myron W. Adams ’81
1940  Albert L. Dickerson ’30
1941 -45 Not awarded during War Years
1946  Osmun Skinner ’28
1947  Andrew Marshall ’22
1948  Warde Wilkins ’13
1949  Harold P. Hinman ’10
1950  Frank E. Rowe ’91
1951  Leon B. Richardson ’00
1952  George W. Rand ’19
1953  Richard M. Pearson ’20
1954  F. William Andres ’29
1955  Scott Olin ’50
1956  Edward B. Redman ’06
1957  Herbert Harwood ’26
1958  Russell Meredith ’10
1959  Philip Murdock ’15
1960  Carleton G. Broer ’27
1961  John Hurd ’21
1962  Wesley H. Beattie ’33
1963  John A. Van Raalte ’48
1964  Stewart Sanders ’56
1965  Roger M. Bury ’27
1966  Everett W. Goodhue ’00
1967  Ernest L. Barcella ’34
1968  Joseph D. Mathewson ’55
1969  George W. Putnam ’05
1970  Leonard E. Morrissey ’22
1971  Stanley B. Weld ’12
1972  Russell C. Dilks ’51
1973  Paul R. Mahoney ’65
1974  Frederick H. Munkelt ’08
1975  Richard K. Montgomery ’35
1976  John D. Burke ’72
1977  Luman B. Howe ’17
1978  John S. Weatherley ’31
1980  Adrian A. Walser ’32
1981  Robert W. Harvey ’41
1979  Stephan Davis Severson ’74
1982  Lindsay Larrabee Greimann ’77
1983  Erwin Breck Paddock ’27
1984  John Gillespie ’54
1985  Harry Richard Zlokower ’63
1986  Fritz Hier ’44
1987  Richard Frederick Gruen ’34
1988  Thomas Dudley Bloomer ’53
1989  A. William “Monk” Larson ’41
1990  Fred Louis III ’58
1991  William Blake Winchell ’75
1992  Proctor Hull Page Jr. ’42
1993  N. Brooks Clark ’78
1994  Dick Jachens ’41
1995  Debbie Michel Rosch ’83
1996  Alex Fanelli ’42
1997  Carl Erdman ’37
1998  No award; no C.O.W. that year
1999  Bob Conway ’73
2000  Jack Kent ’50
2001  Christen O’Connor ’87
2002  Hal and Mary Ripley ’29
2003  Jack Faunce ’40
2004  Carol Willard ’80, Wade Herring ’80
2005  Jim Bildner ’75
2006  Ken Reich ’60
2007  Crawford “Bud” Elder ’45
2008  Kelly Heaps ’00
2009  Leslie Dahl ’85, John MacManus ’85
2010  Lauren “Duff” Cummings ’72
2011  Mike Mahoney ’92
2012  Jean Francis ’38
2013  Larry Geiger ’66 (25 or More Years Out);
Garrett Gil De Rubio ’96 (Less Than 25 Years)
2014  Bill Montgomery ’52 (25 or More Years Out); and Robert Crawford ’90/Walter Palmer
’90 (Less Than 25 Years)
2015  Kenneth “Pete” Henderson ’51 (25 or More
Years Out); Jason Casell ’97 (Less Than 25
Years Out)
2016  David Eichman ’82 and Robin Shaffert ’82
(Out More Than 25 Years); Kelly Shriver
Kolln ’92 (Out 25 Years or Less)
2017  Victor S. Rich ’61 (Out More Than 25
Years); Laura Hardegree Davis ’94 (Out 25
Years or Less)
Appendix A

**Guidelines for Selecting Class Secretaries Association (CSA) Officers**

- The CSA officers shall be a president and a vice president, both of whom shall be class secretaries elected to the positions for two years, and the Dartmouth Alumni Magazine (*DAM*) liaison. These officers also make up the CSA Nominating Committee.

- Typically, the CSA Nominating Committee will nominate the CSA vice president to become CSA president; otherwise, the CSA president and *DAM* liaison must agree to nominate someone else.

- If the CSA president or vice president must be replaced during the term, then a replacement officer may be appointed by the remaining CSA officers until an officer can be formally elected at the next Class Officers Weekend (COW).

- To select candidates for the position of CSA vice president, the CSA Nominating Committee shall seek out highly qualified class secretaries who have served at least two years and who have the ability, time and willingness to best represent the CSA and be active members of the Class Officers Association Executive Board (COAEB). The committee (preferably the vice president) shall send an email or letter to all class secretaries asking if they would like to be considered for the position.

- The CSA Nominating Committee shall then select the candidate it considers most qualified to present for election by the CSA members attending the next COW meeting.

- An affirmative vote for a CSA officer shall be by a majority of those class secretaries attending the CSA meeting at that COW, and the results shall be deemed final.

*August 15, 2017*
Appendix B

Selecting Class Secretary of the Year

Required Criteria

1. Must write six interesting, informative and inclusive Class Notes columns (with strict attention paid to *Dartmouth Alumni Magazine (DAM)* style guidelines and ideally utilizing full word counts) and submit them to the *DAM* liaison by each bimonthly deadline.

2. Must have served as class secretary for at least two consecutive years; for the “Out More Than 25 Years” award, preference is given to those with at least three years of service.

Above and Beyond Attributes (optional but highly noteworthy)

1. Should work with fellow class officers to ensure that a formal process is in place for memorializing deceased classmates, with individual responsibilities (such as writing obituaries for submission to the *DAM* liaison or for the class website) clearly defined.

2. Should be a leading class communicator, working closely with fellow officers to obtain and disseminate class news and classmate information.

3. Should endeavor to be actively involved in additional class leadership roles, with the primary objective of promoting a greater degree of classmate involvement with the class and the College. The overall body of work as class secretary—including quality and years of service—will be taken into consideration.

4. Should make best efforts to consistently attend and participate in class officer conference calls.

5. Should make best efforts to participate in additional activities when they are presented.

6. Should make best efforts to attend annual Class Officer Weekends.

August 15, 2017