

# Dartmouth Class Activity Report: Instructions

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1. Each class must submit a Class Activity Report (CAR). 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, 2011**. Reports may be filed after this date, but will not be considered for Class of the Year honors.

2. To complete the CAR for your class, go to the Tools for Class Leaders Web page [www.alumni.dartmouth.edu/classes/toolsforleaders](http://www.alumni.dartmouth.edu/classes/toolsforleaders) and click on the "CAR Web Form" link. Both the account name and the password are your class.

Example for the Class of 2032:

Account: class32

Password: class\_32

When you've entered the CAR site, you'll need to type in your name at the top of the page, where it says "Enter Your Name." You can 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, 2011). 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'll be able to view your report as well as those of other classes.

4. The Class Officers Executive Committee will review more than 50 CARs, so please keep your submissions brief and to the point. **Reports are judged not on volume, but on substance.**

5. Alumni Relations Resources

**Classes of 1935-1995:** Jennifer Evans Casey, acting director, class activities, 603-646-2292

**Classes of 1996-2010:** James Barkley, assistant director, class activities, 603-646-2597

**Technical Support/Help Desk:** 603-646-3202

***Class Activity Reports are due in Hanover by July 31, 2011***