

SKIDMORE

Class Correspondent

Class Correspondent's play a vital role in engaging alumni with the College and each other. Specifically, soliciting Class Notes from classmates to be featured in the College's Scope Magazine.

Volunteer expectations:

- **Submit Class Note columns twice a year.** Class Notes columns are submitted twice a year for Scope Magazine issues. They should include a compiled list of all notes received from classmates and should meet publication guidelines and include any photo submissions and their captions. Photos can also be submitted through the [online form](#).
- **In partnership with the Scope Class Notes editor**, solicit news from classmates via email, letters, and/or telephone.
- **Read class correspondent emails** to stay apprised of upcoming communications and deadlines.
- **Submit work electronically** to classnotes@skidmore.edu by required deadlines or direct classmates to submit via [the online form](#).
- **Share significant items** with key class officers, i.e., fund chair, president.
- **Social media posts** are a great way to get classmates' attention, gather notes, and update them on current plans – especially in Reunion years.
- The [Volunteer Information Portal \(VIP\)](#) is available as an optional resource to assist with your outreach to classmates.
- Final Class Notes will be accessible online via the [virtual Scope Magazine publication](#) and organized by class year.

Helpful tips and class note guidelines:

Priority in Scope magazine will be given to news and photos reflecting professional and personal milestones or activities of general public interest and may be edited by the College for length and clarity. News and photos submitted to Class Notes may also appear on Skidmore digital content, including Skidmore College website and social media accounts. We recommend individual entries to be approximately 75 words (500 characters). Below are other helpful tips to help you solicit and produce notes of interest and relevance.

- **The Voice**
 - Class Notes are essentially news items, written in a third-person reportorial style, with brief quotes from classmates to personalize them. Please avoid lengthy quotes from classmates unless paraphrasing would otherwise change the message you are relaying. The class correspondent uses their own voice (first-person) when sharing about their own life, usually in the first or last paragraph of the column.
- **Publishable Items**
 - Employment news, such as a promotion, a professional achievement, or the launch of a new business or other endeavor
 - An award or other recognition
 - A book or other publication
 - A media appearance
 - A performance, exhibition, or other artistic display

- A birth
 - A marriage or engagement
 - A noteworthy trip or experience
 - A special gathering, occasion, or encounter involving multiple Skidmore community members
 - A display of Skidmore pride (e.g., wearing College swag or attending a Skidmore Athletics event), representing Skidmore, or volunteering for Skidmore
 - A new home
 - Sad news
 - Other news
- **Non-publishable Items**
 - Scope does not publish news of pregnancies; only births, and careful consideration should be given to publishing sensitive medical or personal information. Also, College policy precludes Scope from publishing direct appeals by alumni for personal fundraising campaigns such as GoFundMe, etc.
 - **Associated Press (AP) Style**
 - Like all magazines and newspapers, Scope uses a specific style guide for class note reporting, which is the single largest section of the magazine. The guide is based on the Associated Press Style Guide and can be found [online here](#).
 - **Skidmore Specific Style**
 - References to students, alumni, and parents should be followed by an apostrophe and the two-digit year of graduation (Samantha Smith '99). References to parents include P (Jon Smith P'99).
 - Include classmates' complete names (first, maiden, and married) if you know them. (Louise Smith Allen). If the alum is a member of another class, include the class numeral after the name (John Smith '76). Use boldface for all alumni names. Please do not put names in all caps.
 - Citation of married couples: when only one is an alum: (Henry '92 and Louise Smith Allen). If both are alumni, include the class year where appropriate (Henry '92 and Louise '93 Smith Allen).

Term of Office:

The term of office will be determined in consultation with the individual, taking their personal and professional commitments into account. A standard cycle is two (2) years.

College Contact:



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