

THE ROLE OF A

Class Correspondent

Class Correspondents are a vital group of alumnae volunteers who keep members of their class connected to each other, to the school, and to the broader Nightingale community.

With information shared by Class Correspondents, alumnae will:

- learn about the school, classmates, and faculty.
- receive invitations to alumnae events and reunions.
- participate in career, social, and volunteer opportunities.

Class Correspondents work in partnership with the advancement office who will provide outreach details, class lists, and sample language.

KEY RESPONSIBILITIES:

Update Class Contact Information.

Through personal outreach, help ensure that contact information is accurate. This includes email, address, and phone information.

Ask for Class Notes.

Promote the entry of Class Notes among peers, ensuring a robust representation in *The Blue Doors* magazine.

Be a Resource.

As a connector for your class, be a first contact for the Director of Alumnae Relations when sourcing alumnae for events, speakers, and other school initiatives.

Spread the Word.

You will be kept informed about school news and events, sharing select details with classmates.

TIME COMMITMENT AND EXPECTATIONS:

Outreach will be five to six times per year, including twice per year for Class Notes.

There may be additional outreach for contact information and event updates, depending on the needs of the class.

The advancement office will provide all text, templates, and contact information, minimizing the work of volunteers. You are encouraged to personalize peer outreach, though you will not be asked to create content.

Class Correspondents take on a leadership role within the Nightingale network, and as such, are expected to participate in the Nightingale Fund each year. A gift of any size counts!

Most importantly, the advancement team is always available to support you in any way!

REUNION YEARS: During milestone Reunion years, Class Correspondents will partner with the advancement office for targeted planning and outreach.