

Class Agent Responsibilities: VMI Alumni Review

Regarding the VMI Alumni Review magazine, class agents have two primary responsibilities, which are:

- I. **Class Notes / Photos** – Submit quarterly class notes, including photos.
- II. **Major Event Notification** – Notify Alumni Review associate editor (mrolon@vmiaa.org) of BR deaths, marriages, child births and advanced degrees.

The above two responsibilities are described in detail in the following paragraphs. In several of these paragraphs, you will be asked to contact various persons on the Alumni Review staff. Below is the contact information for these staff members.

Alumni Review Staff / Contact Information

Editor-in-Chief:	Jordan Whitman (email: jwhitman@vmiaa.org)
Associate Editor:	Molly Rolon (email: mrolon@vmiaa.org)
Communications Specialist:	Meghan Kelly (email: mkelly@vmiaa.org)
Telephone:	800-444-1839
Business hours:	Monday through Friday, 8 a.m. to 4:30 p.m. EST
Address:	The VMI Alumni Association, P.O. Box 932 Lexington, VA 24450

Note: For information or assistance on all other class agent responsibilities – including Annual Giving, birthday and Christmas cards, letters and postcards, class address/phone lists, brother rat address changes, etc. – contact **Norma Robison** at nrobinson@vmiaa.org. All can be reached by phone at 800-444-1839.

I. Class Notes and Photos (send to associate editor)

A. Due Dates:

Class notes are due four times a year and should be submitted to **Molly Rolon, associate editor** (mrolon@vmiaa.org). Due dates are as follows:

- **February 15**
- **May 15**
- **August 15**
- **November 15**

The Alumni Review staff sends a reminder email to agents two weeks and one week before each due date.

If you submit notes via email, you will receive a reply to acknowledge receipt. If you do not receive an email acknowledgement within three days, contact the associate editor (mrolon@vmiaa.org). Please forward your original email with class notes to confirm your original submission date.

We also contact agents who did not submit notes, letting them know that notes from their class were not received and will, therefore, not appear in the next issue. At this point, it will be too late for you to submit notes.

If you are unable to meet a class notes due date, contact the associate editor as soon as possible before the due date to request an extension. We will make every effort to accommodate an extension. However, we cannot guarantee that notes submitted after the due date will be placed in the associated magazine issue, based on printing deadlines and schedules.

B. Class Notes Media and Mailing:

Create your class notes via computer using word processing software (Microsoft Word 2003, 2007 or 2010), and attach the Word document to an email. If you do not have Microsoft Word 2003, please send a compatible version, or place the text in the body of the email. Send the email to the associate editor. If you prefer, you may write your notes by hand, send typed notes on paper or send your notes on a disk.

C. Your Identification / Contact Information:

At the top left side of page one, write/type your name, address, phone number(s) and email address (if applicable). We use this to verify that we have your current contact information. If your address, email or phone number changes, **please notify us immediately**. If someone else will be assuming your role as class agent, let us know as soon as possible.

D. Format and Style:

The Alumni Review staff uses The Associated Press Stylebook and our own magazine standards to apply consistent style to the magazine. The editorial staff reserves the right to make changes to class notes or photo captions to fit with the style and tone of the publication. Please do not use any formatting or fonts other than those shown below (since we must remove all other formatting), and follow these general style guidelines:

Please DO:

1. Keep your class notes to **five** typed pages (or approximately **3,100 words**). If you had a reunion during the quarter, we will accept up to **seven** typed pages (approx. **4,300 words**) of class notes.
2. Use Times New Roman font, size 12 (for word-processed notes).
3. Margins must be 1-inch all the way around the page – **no exceptions**.
Notes that do not meet these formatting guidelines will be returned to the agent to reformat.
4. Bold the last names of your BRs. (**Not first names – just last.**) Example: Joe **Smith**. Please only include the class year after the name if the alumnus is not your brother or sister.
5. Insert and bold the class year and last name of those alumni who are not in your class but are mentioned in your notes. (Consult your Register of Former Cadets if you aren't sure about a class.) Example: Joe **Smith '35**.

6. Use italics for: names of Navy ships (e.g., *USS Ship Name*). Italics should **not** be used to stress a point.
7. Use quotation marks for: Movie titles, songs, book titles, TV program titles, opera titles, poem titles, play titles, lectures, speeches, works of art and direct quotes from your BRs (that you have cut and pasted from BRs' emails). Do not use quotation marks for newspaper or magazine titles.
Note: If you use choose to **not** put quote marks around text that you have cut and pasted from a BR's email, then change the "person" in which you are writing. For example, if your BR, Joe Smith, wrote to you saying, "I have a new job," change this in your cut/pasted version to read, Joe has a new job or He has a new job.
8. Check the first and last name spellings of the alumni that you mention in your notes.
9. Send us the photographs that your BRs send you to include in the magazine (if appropriate). See paragraph below, titled "E. Photographs."
10. Each class agent may submit up to **five** photos to be included in the class notes section. If you had a reunion during the quarter, you may submit up to **10** photos. Any In Theater/Alumni Serving photos that you submit will appear in the In Theater section and will not count toward the five-photo limit for class notes. Please separate In Theater/Alumni Serving photos and send these separately.
11. Notify the Alumni Review associate editor, mrolon@vmiaa.org, as soon as you hear of the death of a BR.

Please DO NOT:

1. Do not use paragraph indentations, tabs, headers/footers or any other formatting not listed above.
2. Do not make comments (or quote BRs who make comments) that could be offensive to readers, such as off-color remarks or jokes, political opinions or religious biases. Remember that people other than your BRs will read your class notes, including children of alumni. As one class agent said, "This is a family publication."
3. Do not over-capitalize: For example, "Joe Smith is a vice president," not "Vice President" (title should be lowercase). When in doubt about whether or not to capitalize, it's best to not use capitals.
4. Do not use ALL CAPS when typing first and last names.
5. Do not include poetry, song lyrics or copyrighted photos with your notes submission. This material cannot be published in the Review and will not be printed.

Note: The editor reserves the right to delete (without notice) any portion(s) of the class notes that are deemed inappropriate or potentially offensive.

E. Photographs:

We encourage you to submit to the associate editor (mrolon@vmiaa.org) photos that you receive from your BRs or your own photos for inclusion in the magazine. Please submit these along with your class notes **on the same date that notes are due**. Any photos received after that date will not be published. Photos can be in electronic/digital form or standard photos on high quality photo paper. Submit a caption with each photo, as described in No. 3 below.

Photos without captions or with incomplete captions will not be published.

1. **Electronic/digital photos:** Photos should be provided in .jpg format and should **not** be embedded in any other document (such as a Word document with accompanying text). They must be taken or scanned at a high resolution of 300 dots per inch (dpi) or greater, and should be as large in dimension (width and height) as possible. Photos that are copied from a website are typically 72 dots per inch and are too small in dimension to be of adequate quality. So, please attempt to acquire the original digital photos whenever possible, or print and scan the photo at 300 dpi and full size; then send us the scanned version. If the quality is not acceptable, we may not be able to use the photos submitted. Also, we cannot use photos with anything (text or graphics) added to the photo.
2. **“Paper” photos (standard photos on high quality photo paper):** Mail these to the editor-in-chief. If the photos you are sending are the only copies that exist, we recommend that you send them registered mail. We do not take responsibility for any photos that are lost in the mailing process. We will return photos to the person who sent them to us after the issue in which they appear is published.
3. **Photo captions:** For each photo that you or your BRs submit, provide a caption that includes answers to the following questions: Who is in the photo (list names and class years, left to right); where was the photo taken; when was it taken; why was it taken (i.e., what were the circumstances around the photo, such as Founders Day celebration, wedding, mini reunion, etc.)? You may also add any other information that you feel would be interesting to readers. Photos without captions or with incomplete captions will not be published.

Note: If we are unable to include the photos that you or your BRs submit due to timing (i.e., if it is beyond the date when input to the issue is possible), we will notify you or your BR by email or letter, depending on how the photo was submitted. When you email photos, you will receive a receipt confirmation email notifying you as to whether or not it meets publication standards. Photo captions must be complete at time of submission. If they are not, the related photos will not be published.

II. **Major Event Notification: Major events should be sent to the associate editor (mrolon@vmiaa.org).**

A. **Deaths**

Notify the associate editor of the Alumni Review, mrolon@vmiaa.org, as soon as you hear of a BR’s death. If you are able to locate an obituary, forward or mail that to the associate editor, as well. After notification, the Review office will file an electronic copy of the original obituary in the Alumni Agencies’ database. An email, with the original obituary attached, will be sent to the class agent and data entry personnel to enter the date of death. The email will include the Alumni Review issue in which the death notice will appear. Notification will go to the Alumni Office, which will generate a condolence letter from the executive vice president to the spouse. The death notice will be printed in the Alumni Review Taps section. The input deadlines for obituaries are the 1st of February, May and August and November.

Note: Your BR's widow or widower will be automatically added to and remain on the VMI Alumni Review mailing list unless she or he asks to be removed.

B. Marriages, Births and Degrees

Notify the associate editor (mrolon@vmiaa.org) when you learn that a BR has married, has had a child or has obtained an advanced degree. **In order for these events to appear in the Births, Marriages and Degrees section of the Review, they must be submitted separately from the class notes.**

Below is the information that we need for each of these events:

1. Marriage – List full name and class year of alumnus, spouse's first and last name (if spouse is the bride, provide maiden name; if spouse is an alumnus, provide the full name and class year), and date of marriage.
2. Birth – List full name and class year of alumnus, child's name, gender (son or daughter), date of birth, and spouse's first name (if spouse is an alumnus, provide the full name and class year).
3. Degree – Type of degree (e.g., M.A, MBA) and specialty, if applicable (e.g., MBA, Information Management); name of school; city and state of school; and date degree received.

Input deadlines for marriages, births and degrees are the 15th of February, May and August and the 1st of November (i.e., the same dates as class notes deadlines).

Birth, marriage and degree information must be submitted separately from class notes.

C. Alumni News – Press Releases or Special Feature Articles

We are not able to print articles or announcements (such as promotions) about alumni without written permission from the alumnus about whom the article or announcement is written. If a BR sends an announcement or article to you, please ask the BR to send it to the editor-in-chief, jwhitman@vmiaa.org. This will ensure that we have the permission we need. Also, we do not solicit permission from alumni to print or reprint articles, nor do we solicit reprint permission from newspapers/publications or photographers. It is up to the alumnus to acquire permission from these organizations or persons and to provide us with a written copy of this permission. The input deadlines for alumni news are Feb. 1, May 1, Aug. 1 and Nov. 1.