



CONCORD ACADEMY

Class Secretaries Toolkit

Updated for 2026–27 as of September 24, 2026



Dear class secretaries,

As the largest group of alum volunteers at CA, your dedication to nurturing relationships among classmates and fostering engagement with CA continues to bolster and strengthen our alum community.

This toolkit provides a comprehensive guide to your responsibilities and expectations in this role. Inside, you'll find essential information on deadlines, step-by-step instructions for reaching out to your classmates, and procedures for submitting notes and photos. I, along with the CA Advancement and Engagement team, am here to support you in any way we can, so if you have any questions or concerns about your role or the class notes process, please don't hesitate to reach out.

I am excited to partner with you in this work and deeply appreciate your commitment to upholding this special CA tradition.

Warm regards,

Neely Hall '06

Chair, Class Secretary Program

cornelia.hall@gmail.com

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Your Role

Engage your fellow CA classmates through social media, letters, phone calls, or emails.

Encourage participation and attendance at upcoming [CA events](#).

Listen as they update you on life events such as marriage, babies, hobbies, education, work, travels, retirement, family, and more. *Remind them that no update is too small!*

Share photos and news from classmates to class_secretary@concordacademy.org. We want to see you and members of your class having fun together, having adventures with friends and family, and the newest milestones since we last heard from you!

Spread the good word about your classmates' recent endeavors. Perhaps they're having a book signing event, or they were mentioned in a recent article—share the news with your class on social media or through other modes of communication.

Stay in touch with your co-secretaries (if applicable) to decide how you will divide up the work and your class list.

Reach out and solicit your classmates for notes and pictures.*

Edit what your classmates send you into one class narrative (ideally up to 500 words). *Feel free to provide updates on your life as well!*

Send your compiled class notes to CA! You can choose to email them to us, or mail them via USPS. If you choose to email them, please send notes, photos, and photo captions to class_secretary@concordacademy.org.

**This role has access to private and contact information, and acts on behalf of Concord Academy in its usage. Personal solicitations, promotions, or requests are not the intended function of the role and are not aligned with the purpose of maintaining relationships and connections with the CA community. Please be sure to fill out the [confidentiality agreement](#).*

Class Notes 2026–27 Timeline

EARLY NOVEMBER	Class secretaries receive a class list from CA and this toolkit. <i>(Secretaries who prefer to solicit notes via snail mail will also receive postcards and envelopes upon request).</i>
NOVEMBER– JANUARY	Class secretaries should email, call, or send notes to classmates, asking them to write in with their updates and send their photos (<i>and please remind them to provide captions for their photos, identifying individuals in order of appearance</i>). Everyone has their own style, so use whatever works best for you and your classmates. Make sure to alert them of the February 10 deadline to submit their updates to you.
JANUAUAY	Class secretaries should remind classmates in the new year to send in their <u>notes</u> , <u>photos</u> , and <u>photo captions</u> by February 10 .
JANUARY 29	Two weeks until the deadline: The CA Advancement and Engagement Office will send a communication to all alums, reminding them that notes are due February 10 .
FEBRUARY 10	Due date for classmates: Classmates should send all updates and photos to their secretaries; secretaries should begin compiling and editing notes.
FEBRUARY 24	Due date for class secretaries: Secretaries should submit all edited and compiled notes and photos to CA.
AUGUST 2027	Look for the magazine in your mailbox!

Contacting Your Classmates

- Please use the list that is sent to you from CA to contact your classmates. Note that this list is for your use only as class secretary. Your classmates' contact information is confidential, so please do not distribute this list as a directory to classmates or for personal use.
- Write personalized emails or notes to your classmates encouraging them to send in news to you by February 10. Remind them that the ideal submission is one to two sentences, ensuring their update is as concise as possible.
- If a classmate does not have an email address, try reaching out by phone, letter, or social media.
- Please don't use or submit information from Facebook profiles, social networking status updates, or other online sources without asking permission from your classmate.
- Some alums hesitate to participate because they don't know what to say. Asking simple questions might encourage their participation: *Where are you living? What are your hobbies/interests? Where have you traveled recently? What did you do to celebrate your birthday/anniversary/other milestone? Have you kept in touch with other CA alums?*
- **Use the following instructions in your email to classmates:**
 - "Please send your news for class notes to [insert name and email address of class secretary here] by **February 10**. Class notes will be published in the summer 2027 issue of *CA Magazine*."
 - "Please send us the highest quality version of the photo you have. The best photos are large, clear, and come directly from a phone or camera. Avoid images saved from social media or sent through texting apps, as these are often too small for printing." For more information and step-by-step instructions, see the "Submitting Digital Photos" section later in this document.
 - "If you have updated contact information (address, phone, email, business), please complete this [form](#)."
- **The earlier you can contact your classmates, the better.** Aim for an initial contact in the fall, and then follow up if needed. After reaching out to each of your classmates, send a reminder email a week or so later with a deadline for a reply.

Class List Information

Each year, you will receive a refreshed class list with the most up-to-date contact information that CA has for your classmates. If you have any additional updates after reviewing the list, please send them to class_secretary@concordacademy.org so we can update CA's database accordingly.

Alongside your classmates' contact information, you may also see additional information about how your classmates have asked to be contacted (or not contacted) by CA. Below, please find some additional clarification on terms that may appear on your list.

- **Do Not Blast Email:** This classmate has unsubscribed from all CA emails, so they do not receive any general emails from the school. With that said, you are more than welcome to reach out personally via email when collecting notes. Sometimes folks unsubscribe from CA emails accidentally, so if you believe this to be the case and confirm with your classmate that they would like to receive emails from CA going forward, please contact [Ceci Fralick](#).
- **Do Not Solicit:** This classmate does not wish to be solicited for gifts to the CA Annual Fund. This is just an FYI and does not directly relate to your class notes outreach.
- **No Emailed Solicitations:** This classmate does not wish to receive Annual Fund solicitations via email. Again, this is just an FYI and does not directly relate to class notes outreach.
- **Lost Address:** We do not have a valid mailing address for this classmate and have made multiple attempts to reach them for an update. If a class secretary has contact information and is comfortable reaching out, we encourage you to do so. We would love to include the classmate in CA communications and update their contact information (with their permission). They can update their info directly at concordacademy.org/update.
- **Do Not Contact:** This classmate has asked CA not to contact them in any capacity. Sometimes an alum does not want to be in touch with the school but is still in touch with classmates. If you know this to be the case, please feel free to continue reaching out to them for notes.

Editing Your Class Notes

- Space is limited in the class notes section of the magazine; please aim to make your total write-up about **500 words**. Adhering to this limit ensures that there will be space for notes from every class, as well as photographs.
- Try to keep each entry concise, a sentence or two per person, if possible. Attempts to maintain the voices of classmates are appreciated, but please summarize lengthy notes, perhaps with brief quotations. Do your best to eliminate redundancies and to use active verbs, and please omit messages to specific individuals. You know your classmates best, so your editing is appreciated and trusted.
- Write in one continuous paragraph, placing classmates in alphabetical order by last name.
- Include first names, former names, and last names for alums (i.e., Sally Smith Chameleon). Use your class list to check the spelling of names, especially nicknames and former last names. No parentheses are needed for former last names, and nicknames may be placed within quotation marks.
- **Boldface** the names of all alums, even if they are mentioned more than once within the set of notes.
- Include the class year of any alum friends you mention who are **not** in your class, in the following format: “**First Maiden Last ’94**”.
 - If you are unsure of a CA graduate’s class year, please use “**TK**”. Don’t worry—we will double-check that before printing!
- Use the past tense if an event will have passed by our publication date in mid-summer.
- If possible, write with CA style in mind. We use numerals for ages (e.g., “Her granddaughter, 5, and grandson, 2, attended”), serial commas, and one space after periods.
- If you are working with co-secretaries to collect notes, please coordinate to combine your write-ups into one document before submitting it to CA.
- All notes will be edited for style, grammar, and, if needed, length.
- *Please do not include information about a classmate unless they have submitted it themselves or have approved it being written.* This includes information found on social media or from other social networking sources.

Submitting Digital Photos

If you are having trouble submitting your photos, please don't hesitate to contact class_secretary@concordacademy.org.

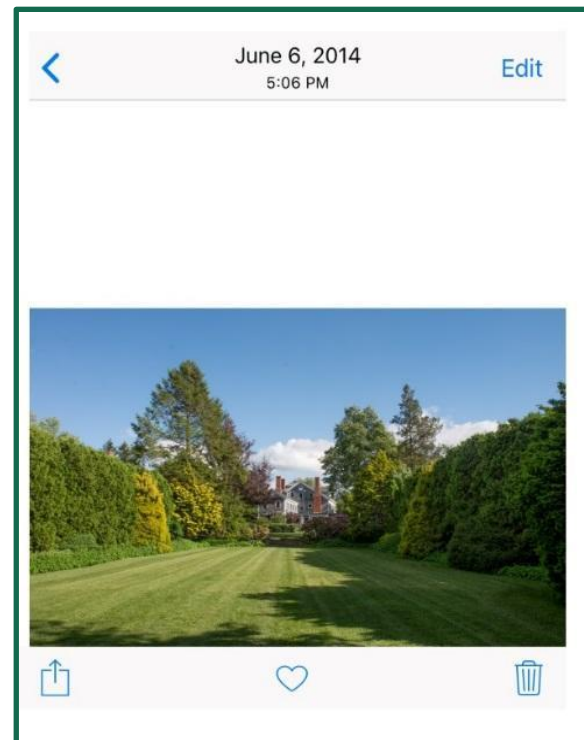
Each year we receive more photos than we are able to print in the magazine. In coordination with our designer, we prioritize photos that include more than one alum, photos from alums in a reunion year, major life transitions such as weddings and births, and images of higher resolution. Photos we are unable to publish in the printed magazine will be included in an online album that will be sent with the digital version of the magazine.

Important: Please identify all people (especially CA alums, and their class year) who appear in photos with full names and by their position in the photo, *e.g., left to right*. Include the date, location, and a brief description of the occasion. *We will not be able to include a photo that features multiple people without identifying the CA alum(s) featured.*

Each photo that we print in *CA Magazine* must be of sufficient size and quality to be reproduced in a print publication. A general rule of thumb is **around 1 MB** in size or a resolution of 300 dpi, or greater, at 4x6 inches). How can you make sure that the photos your classmates send are big enough? Here are some steps they can take to make sure they are sending the largest possible version of the image.

If they are sending from their iPhone:

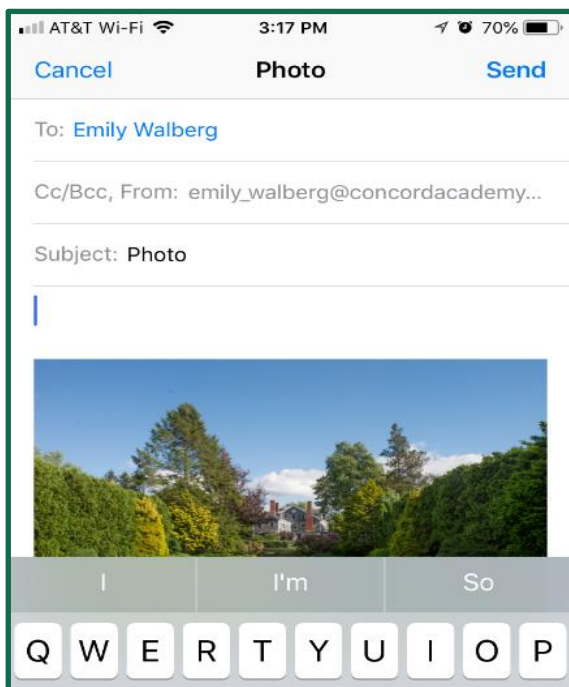
Step 1: Choose your photo in your library, and select the rectangular button with an arrow, on the bottom left.



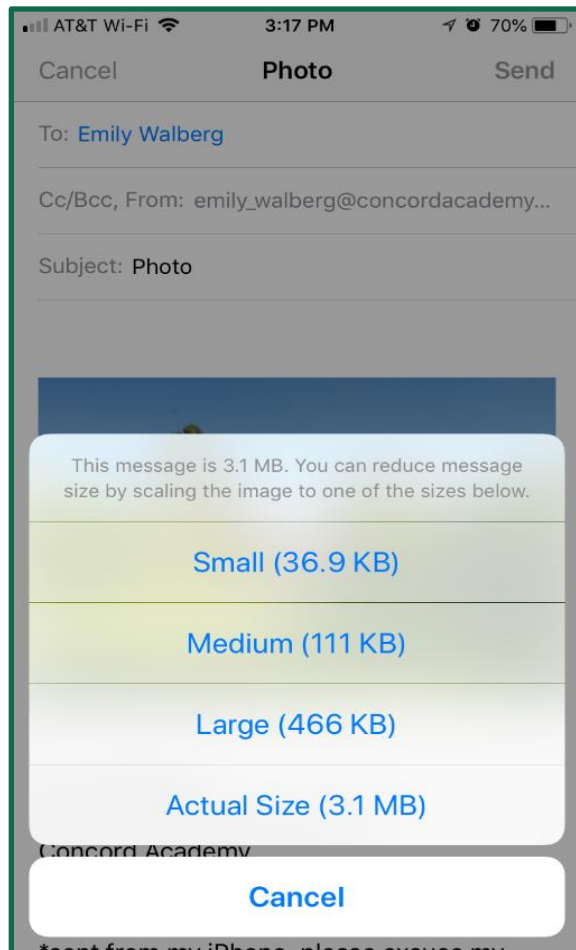
Step 2: Once the photo or photos are selected, choose Mail.



Step 3: Choose who you want to email it to, the subject, and enter any text you want in the body of the email.

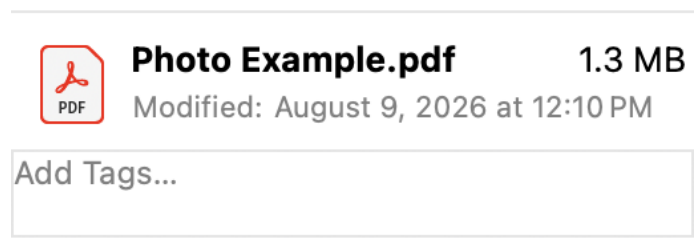


Step 4: If your photo is large enough, when you hit “Send” your phone will ask you the question shown below. For CA to print your photo, choose “Actual Size” so that it will send the largest possible file.



If classmates are sending from a computer:

If your classmates are choosing an image from their computer, they should first check the file size. If it's less than 100 KB, it will almost certainly be too small to print. Please send the largest file available.



CA Staff and Alum Partners

*Please contact us at any time with questions or concerns.
You can also email class_secretary@concordacademy.org for general questions.*



Neely Hall '06
Chair, Class Secretary Program
cornelia.hall@gmail.com



Heidi Koelz
Senior Associate Director of Communications
Editor, *CA Magazine*
heidi_koelz@concordacademy.org
(978) 402-2249



Cecilia Fralick
Advancement and Engagement Communications Project
Coordinator
cecilia_fralick@concordacademy.org
(978) 402-2501

Stay Connected with CA



- Like the Concord Academy page
- Share, comment, and like our posts
- Tag us in your school-related posts



- Follow Concord Academy
- Add CA to the “Education” section of your profile
- Join the Concord Academy Community group
- Connect with your classmates



- Follow @concord_academy
- Like, comment, and repost our photos



- Follow @Concord_Academy
- Retweet us and like our posts

Concord Academy Website
concordacademy.org

Class Notes & Class Secretary Resources Page
concordacademy.org/alums/stay-connected/class-notes/

2026–27 Class Secretaries

as of 09/24/26

1940s

Laura Richardson Payson '47
Diane Sargent '48

1950s

Joan Sandiford Young '51
Elizabeth Ritchie Topper '52
Joanna Hamann Shaw '53
Mary Goodale Crowther '54
Edith McMillan Tucker '55
Carol Swanson Louchheim '57
Eileen Behr Sunderland '57
Caroline Murfitt-Eller '58

1960s

Eleanor Noble Linton '60
Betsy Fenellosa Boege '61
Elizabeth Scannell Young '61
Ellen Smith Harde '62
Anne Buxton Sobol '62
Faith Andrews Bedford '63
Caroline Herrick '64
Wendy White '64
Cornelia Kennedy Atkins '65
Tracy Barker Greenwood '65
Loring Bradlee '66
Beverly Nelson Elder '67
Olga Reigeluth Morrill '67
Lindsay Davidson Shea '67
Gail Weinmann '67
Suzanne Griffith '68
Laura Palmer Aronstein '69
Nancy Schoeffler '69

1970s

Elizabeth Brown '70
Nancy Reece Jones '71
Evalyn Bemis '72
Cathrine Wolf '73
Marjorie Aelion '74
Victoria Huber '75
Sydney Miller '75
Jacqueline van der Horst Sergent '75
Margaret Sweatt Kunhardt '76
Jean Dunbar Knapp '77
Jean McCormick '77
Martha Livingston '78
Andrew Herwitz '79
Amelia Withington '79

1980s

Lisa Siegel '80
Lindsay Millard Clinton '81
Sung Kim '82
Katrina Pugh '83
Lisa Moricoli Latham '83
Nancy Shohet West '84
Martha Leggat '85
Madeleine Blanz-Mayo '86
Julia Baumgarten Foster '86
Kerith Gardner '87
Jay Golden '88
Andrew Heimert '89
Michael Romano '89

1990s

Sarah Amory Welch '90
Allie Powell '91
Jacqueline Au '92
Sam Wilde '93
Karena Detweiler '95
Brian Carvalho '96
Johanna Rosen '97
Sara Walker '97
Michael Edwards '98
Elizabeth Prives '99

2000s

Keith Katz '00
Benjamin Carmichael '01
Natalie Krajcir '02
Heather Reid '03
Christie Wilcox '03
Megan Harlow '04
Eli Vivas '04
Kimmy Kung '05
Cornelia Hall '06
Alex Miller '08
Jennifer Lamy '09

2010s

Matthieu Labaudiniere '11
Maxmillian Bender '12
Emma Starr '12
Melissa Pappas '13
Natalie Ferris '14
Katherine McNally '14
Sam Culbert '15
Arden Fitzpatrick '16
Lola Garcia '16
Julia Kostro '16
Julia Shea '16
Anna Ginsburg '17
Nicholas Longo '17
Theo Nunez '18
Kaity Goodwin '18
Sophia Cannizzaro '19

2020s

Emily Byers '20
Sarah Gleba '20
Katherine Stirling-Ellis '20
Lilia Kasdon '22
Aidan Quealy '24
Daniel Xu '25
Laura Montoro '26
Maximus Shoffner '26
Chris Walsh '26