VASSAR COLLEGE
Office of Alumnae/i Engagement and Development

Class Officer Handbook
2016-2017
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“A community is like a ship; everyone ought to be prepared to take the helm.”

-Henrik Ibsen, poet and playwright

Welcome!

On behalf of the AAVC Board of Directors and the staff in the Office of Alumnae/i Affairs and Development, thank you for volunteering for your class and for Vassar.

Class Volunteers are a vital part of Vassar College. The college will look to you, as the selected leaders for your classmates, to help foster a sense of connection between your classmates and to encourage them to stay engaged with Vassar. You will also be asked to educate your classmates about Vassar today and to maintain class spirit between reunion years.

This Class Officer Handbook is designed to answer questions you may have regarding class officer responsibilities. There are separate materials available for class correspondents and for class officers entering a reunion year. Please read this handbook carefully and contact the Office of Alumnae/i Affairs and Development with any questions or feedback.

We are ready to assist you in any way we can – please contact us. A staff directory may be found on page 16.

Thank you for again for all you do!

Your Vassar. Their Vassar. Our Vassar.
Resources

Internet

The Alumnae/i Hub:  alums.vassar.edu
In order to facilitate communications between class members and class officers, the Office of Alumnae/i Engagement & Development has included a list of each class's officers on the class webpage at the Alum HUB website. Select “Connect,” “Classes,” and then choose your class year. You can find contact information for your officers in the Alumnae/i Directory.

Class Pages
Within the Hub each class has a basic webpage containing information specific to your class. You will find the list of current class officers and volunteers; a link to pay class dues (if appropriate); “In Memoriam”, and the names of any “Lost Alumnae/i” classmates for whom the College does not have current contact information. Visit the Hub at alums.vassar.edu/connect/class/

Facebook
Most classes have a Facebook page with classmates as administrators, and if so can access it from a link on your class page at alums.vassar.edu/connect/class/

Campus News
For the latest campus news and activities visit info.vassar.edu and vassar.edu

VassarConnect online community at connect.vassar.edu
As alumna/us you are a valuable member of the Vassar network. Our web community is intended to give alumnae/i, as well as students and parents an at-a-glance preview into the various ways you can connect with other members of the extended Vassar family:

• Is your alumnae/i or student profile out of date? Update it
• Looking for an old friend/roommate or trying to find new contacts for your professional network? Search the Alumnae/i Directory.
• Have or need career advice? Visit the Career Center.
• Interested in attending events and interacting with Vassar people where you live? Check out our Vassar Clubs.
• Interested in reunions and other class-specific activities and conversations? Check out what various Classes are up to.
• Interested in mentoring students and connecting with other alumnae/i who share a specific personal or professional affinity? Check out our Affiliate Groups.
• There is also a calendar of upcoming events available searchable by month, or by type including classes, club areas, mini-reunions, networking, regional and travel programs.
Directories

Printed
The Office of Alumnae/i Engagement & Development (OAAD) will, upon request, provide a directory of classmates sorted alphabetically and/or geographically by state to class volunteers who have completed a Confidentiality Statement. The directories, printed on 8.5 x 11” white paper and made available electronically as a PDF, cannot be incorporated into databases held outside of the college. To protect the confidentiality of alumnae/i records, the College has a long-standing policy that prohibits the use of name, address, email, or telephone information for any reason other than Vassar-related business. You may request these lists by calling Chris Viola, Administrative Assistant at 845-437.5398 or email chviola@vassar.edu

Online
Available at alums.vassar.edu, log into the online community from the home page by selecting either “Login” or “Alum Directory” on the right side, or go to “Connect” and select “Alumnae/i Directory”. This information is accessible only to other Vassar alumnae/i registered with Alumnae/i Engagement & Development's Online Community; login is required to access this information.

Mailings

College/Class Related Mailings
The Office of Alumnae/i Engagement & Development will process and mail all copy-ready class and/or College-related material or material typed by our staff—letters, post cards, flyers, etc. Simply provide your materials with any special instructions and allow up to two weeks processing time. The cost of class mailings may be covered either by the College or the class treasury (if available). Contact Chris Viola, Office of Alumnae/i Engagement and Development at 845-437.5398 or email chviola@vassar.edu

Broadcast Email, Event, and Online Registration Services
Broadcast email can be used alone, in conjunction with, or to complement a print mailing and can significantly reduce the cost of communicating with your class. Additionally, broadcast emails can contain links allowing recipients to immediately pay dues online, register for class, club or regional events, respond to an online survey, download documents, make gifts, etc.

For more information review the Reference Guide for broadcast email, event calendaring and registration requests at alums.vassar.edu under “Volunteer”, “Broadcast Services”. For these services please allow up to five business days for proofing and processing.

Contacting College Faculty & Administration
Printed lists and contact information for college faculty and administrators are available upon request, but you can also search the college directory online at vassar.edu. If you wish to ask a faculty member to speak at a class program, however, we ask that you do so through our Administrative Assistant, Chris Viola at 845-437.5398 or chviola@vassar.edu. Please note: the faculty have many competing priorities and are often being asked by multiple groups and offices for their time. Please respect their time by contacting our office with your requests. Thank you.
Class Officer Job Descriptions

President

The class President provides leadership to and communicates regularly with officers to ensure that they are meeting their responsibilities; ensures that the class maintains a Web site and/or presence on social media in addition to the class page on the HUB, may appoint assistants for any and all projects.

TERM 5 years

RESPONSIBILITIES
• Maintain regular and ongoing contact with the fellow class officers.
• Send your class at least one letter each January (electronically, but may be print).
• May request an annual conference call meeting with class officers (the executive committee) and College staff.
• Support the efforts of the class fund/reunion gift chair and lead by example by participating annually in the Vassar Fund with a gift that is appropriate to you.
• Working with staff and fellow class officers, make every effort to reach out to all members of the class and find ways to effectively keep them engaged with the class and the college.
• Work with the Office of Alumnae Engagement and Development to send broadcast emails to the class as appropriate, driving classmates to the class Web site and/or social media outlets, and encouraging them to utilize Vassar’s online sources for current information.
• Attend reunion and any class meeting held during reunion weekend ending class officer term.
• Participate in training offered by the Office of Alumnae/i Engagement and Development as appropriate.
• In case of a resignation or vacancy of class officer positions, consult with College staff and fellow class to appoint an individual to fill an unexpired term. If a class officer cannot or does not fulfill her responsibilities, it is the responsibility of the president, in cooperation with the Office of Alumnae/i Engagement and Development to determine an appropriate course of action.
• Maintain contact with the Reunion chair during the planning of Reunion weekend.
• While not required, many classes have found it customary to task the Secretary, or for classes without this volunteer, the Class Correspondent or President with writing a condolence note to surviving family members. Lists are provided monthly by the College and shared with Class Presidents, Secretaries, Class Correspondents, and Vassar Fund Chairs in order that you may use the information in the line of your volunteer duties as needed.

APPOINTMENTS
Working with College staff, appoint a Nominating Committee Chair no less than one year prior to reunion.

STAFF CONTACTS
Alumnae/i Engagement Director of Reunions and Class Programs
The Vassar Fund Class Manager
Vice President

The class VICE PRESIDENT is the point person for the College with regard to mini-reunions, which can be as simple as a get-together in someone’s home or as elaborate as a weekend getaway. There is a mini-reunion planning guide for review on page 15 of this guide, and on the alumnae/i Hub.

TERM 5 years

RESPONSIBILITIES

- Assist with planning at least one mini reunion a year (can be hosted by another classmate).
- Working with staff and fellow class officers, make every effort to reach out to all members of the class and find ways to effectively keep them engaged with the class and the college.
- Support class officer team as needed (filling in for any one who needs help).
- Participate in conference calls as scheduled.
- Attend volunteer or reunion-planning or volunteer conferences on campus as scheduled.
- Lead by example by participating annually in the Vassar Fund with a gift appropriate to you.

STAFF CONTACT Director of Reunions and Class Programs

Nominating Chair

Working with college staff, the NOMINATING CHAIR(S), working with College staff, will help set the class up for success by identifying and recruiting the best individual for each class officer and volunteer position based upon their skill set(s) and strengths. These individuals will lead the class building enthusiasm and cohesiveness among classmates and the College, resulting in an even stronger class for your next reunion. It is acceptable to consider co-chairs for any of these positions. Enthusiasm, diligence, and ingenuity are assets for all officers. To be inclusive and represent the entire class strongly consider diversity in these selections.

TERM 5 years (though the schedule begins 10 months prior to reunion)

RESPONSIBILITIES

- In the summer before Reunion, may recruit volunteers to serve on the nominating committee, and working with College staff may request lists of classmates and previous class officers to assist in selecting potential committee members and in identifying potential class officer candidates. (Committee members considering an officer position should not serve on the nominating committee.)
- In early fall before Reunion will work with College staff to review current officers and their volunteer job descriptions.
- By the January before Reunion will send the Office of the Alumnae/i Engagement a nominating report as well as names of suggested candidates for the class officers.
- By March prior to Reunion will present to the College a complete slate of officers for the five-year term beginning July 1 after reunion to June 30 of the class's next reunion year.
- May present the complete slate to the class during reunion weekend.
- Lead by example by participating annually in the Vassar Fund with a gift appropriate to you.

STAFF CONTACT Director of Reunions and Class Programs
Class Fund/Gift Chair/Reunion Gift Chair(s)

The CLASS FUND/GIFT CHAIR works in partnership with Vassar Fund gift officers (staff) throughout the year to promote budget-relieving support for the College. Primary responsibilities include helping the College recruit and personally manage a team of Class Agents, who work together to solicit as many classmates as possible, and (if possible) join the agents in making asks.

TERM 5 Years

VASSAR FUND OBJECTIVES
• To personally solicit every member of the class
• To reach dollar and donor goals set in collaboration with Vassar Fund gift officers for your class

QUALIFICATIONS
• Enthusiasm for Vassar
• A desire to increase the number of donors in your class
• A desire to increase the dollars raised from your classmates
• Good management skills (both personnel and projects)
• Acknowledge and agree to the time-commitment

RESPONSIBILITIES
• Lead by example by contributing annually to the Vassar Fund with a gift appropriate to you before you ask others to do so.
• Collaborate with staff to set dollar and participation goals for your class.
• Help identify, recruit, manage and track progress of Class Agent volunteers.
• Meet monthly or bi-monthly by phone with your Vassar Fund gift officer (staff) to discuss strategy and results.
• In Reunion/Landmark Reunion cycles, additional gift committees and volunteers will be necessary to achieve your reunion gift goals (for example, Leadership, Major and Special Gift Committee Chairs and members). As the Class Fund/Reunion Gift Chair, you will be the main point of contact with the College and may wish to delegate management/tracking of Class Agents to another volunteer so that you can focus on managing the higher-level committees and their volunteers. There is some variation among classes in how to accomplish these objectives, something to be discussed and determined in partnership with your Vassar Fund gift officer.

TIME COMMITMENT
• Minimum of 1-3 hours per month (one, 1-hour conference call plus time to review your team’s progress and make your own asks, if applicable)
• In a Reunion year or Landmark Reunion cycle, time commitment may increase.

STAFF CONTACT Class Manager
Reunion Chair

The REUNION CHAIR appoints classmates to committees and coordinates the work of all involved, working closely with Office of Alumnae/i Engagement staff.

Note: The Office of Alumnae/i Engagement & Development suggests that classes may have two Reunion co-chairs.

Reunion is an important and large-scale event for each class, and detailed information about the job responsibilities is contained in the Reunion Planning Guide. This document is available online as a PDF on the HUB, updated annually and distributed to class volunteers approximately 10 months prior to Reunion.

TERM 5 years (With the exception of the 50th Landmark Reunion Class planning is usually a 10-12 month commitment that begins the year leading up to reunion.)

RESPONSIBILITIES

• Identify and recruit classmates for the Reunion Committee
• Adhere and manage the planning schedule and timeline provided in the Reunion Planning Guide
• Oversee Reunion schedule/programming for the class
• Oversee the Reunion budget (in cooperation with the class treasurer)
• With staff, coordinate and be responsible for Reunion communications to the class
• Act as the principal source of Reunion information and provide Reunion updates as appropriate to the Class President, Social Media Chair, and Class Correspondents for inclusion in communications to the class
• Participate in training offered to Landmark Classes by the Office of Alumni Relations as appropriate throughout the term in office and specifically eighteen months prior to Reunion
• Lead by example by participating annually in the Vassar Fund with a gift appropriate to you
• Attend Reunion Weekend
• Attend the Reunion Chair luncheon held on Friday of Reunion Weekend
• Complete a post reunion survey/report to be shared with the succeeding Reunion Chair(s), the Reunion Chair(s) for the class following years, and the Office of Alumnae/i Engagement
• Review the final reunion budget report provided by the College
• Ensure that all Reunion wrap-up activities are completed

APPOINTMENTS
Saturday Dinner
Favors
Program/Entertainment

OTHER POSSIBLE COMMITTEES
Hospitality/Welcome
Book/Bulletin/Survey

STAFF CONTACT
Director of Reunions and Class Programs or
Associate Director Alumnae/i Engagement (5th & 10th Reunions)
Correspondent

The class CORRESPONDENT is responsible for submitting a column three times a year for the Class Notes section of Vassar, the Alumnae/i Quarterly. A reference guide is available through the Class Notes Coordinator. May also share duties of Social Media Chaor.

TERM 5 years

RESPONSIBILITIES
• Write a class column for publication in Vassar, the Alumnae/i Quarterly submit it by the required deadlines, preferably by email.
• Report any changes in a classmate’s contact information to the College’s records department.
• Communicate with the Class Notes Coordinator by phone and email as needed.
• While not required, many classes have found it customary to task the Secretary, or for classes without this volunteer, the Class Correspondent or President with writing a condolence note to surviving family members. A necrology is provided monthly by the College and shared with Class Presidents, Secretaries, Class Correspondents, and Vassar Fund Chairs in order that you may use the information in the line of your volunteer duties as needed.
• Lead by example by participating annually in the Vassar Fund with a gift appropriate to you.

OFFICE OF ALUMNAE/I RELATIONS CONTACT
Class Notes Coordinator, Vassar Magazine

Social Media Chair

The class SOCIAL MEDIA CHAIR, in consultation with other class officers and the College, is responsible for maintaining the class’s presence on social media sites (class page on Facebook, Twitter, etc.) and class web site (if applicable). Duties may also be shared with the correspondent.

TERM 5 years

QUALIFICATIONS
Individual should have a familiarity with electronic media (digital photography/processing) to promote and document class events via the class Web site and on social media (Facebook).

RESPONSIBILITIES
Maintain the class Web site, ensuring pages are up to date
• Take steps to ensure the security of classmate’s personal information that may be accessible on the site; always obtain permission before identifying a classmate in a photo or document.
• Coordinate with College staff to be sure the class Website and Facebook page are linked through the Vassar Alum Hub website at alums.vassar.edu/connect/classes
• As appropriate share news of the class and College using social media including news with regard to class fundraising received from the Class Vassar Fund Chair and/or class manager.
• Lead by example by participating annually in the Vassar Fund with a gift appropriate to you.

STAFF CONTACT Alumnae/i Engagement Administrator
**Treasurer (optional volunteer position)**

For classes who choose to fill this position, the TREASURER is responsible for the fiscal management of the class treasury, including (should the class officers choose to do so) the collection of class dues. (For the Class of 2000 and following no dues are collected.)

As most classes know, the College has brought class treasuries in-house with classes still having control of their funds. Expenses will be authorized by the class treasurer and/or class president and processed internally by Vassar. Therefore standard and accepted accounting procedures and policies of the College must be followed.

TERM 5 Years

RESPONSIBILITIES

- Ensure payment of all authorized class bills and volunteer reimbursements.
- Confirm the class treasury finances for use for class expense for use at reunion, mini-reunions, class activities, etc. (For many classes reunion, mini-reunions, programs, meetings and gatherings are designed as pay-as-you-go events.)
- If the class chooses to collect dues, solicit annually from class members.
- Assist the Reunion chair in reviewing the event budget (see sample and instructions in the Reunion Planning Guide).
- Review the quarterly financial summary from the College (that are also shared with the class president) for inclusion in any class communications as necessary.
- Transfer financial information to any incoming treasurer as appropriate.

**STAFF CONTACT**  Senior Accounting Specialist, OAAD

**Secretary (optional volunteer position)**

For classes who choose to fill this position, the SECRETARY is responsible for class meeting scheduling and minutes, and correspondence.

TERM 5 years

RESPONSIBILITIES

- Handle the administrative tasks of class conference call/meeting scheduling and minutes if required.
- Notify Alumnae/i Engagement of name and address changes that come to your attention.
- While not required, many classes have found it customary to task the Secretary, Correspondent or President with writing a condolence note to surviving family members. Lists are provided monthly by the College and shared with class officers in order that they may use the information in the line of volunteer duties as needed.

**STAFF CONTACT**  Administrative Assistant, Alumnae/i Engagement
Class Officer Structure

- **Staff Partners:** Alumnae/i Engagement
  - Nominating Chair
  - Vice President
  - Reunion Chair
    - Reunion Committee
  - Secretary*
  - Treasurer*
  - Social Media/Webmaster

- **Staff Partners:** The Vassar Fund
  - Class Fund/Reunion Gift Chair
    - Class Agents
  - Class Correspondent

*Class-Optional Officer Positions

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MINI-REUNION PLANNING GUIDE

Mini-reunions are a great way for classmates to stay connected between Vassar’s scheduled five-year reunions, and help classmates and fellow alums maintain connections with each other and the college, and are also an opportunity to help re-introduce class members who may have lost contact.

Possibilities are endless! Gatherings may be held anywhere in the world, and can be any length of time – from a couple hours over lunch, dinner or drinks, to a few hours during the day. Some have been planned over a weekend or even up to a week! Mini-reunions can be just for fun, or may be focused around a learning experience such as a scheduled regional program, or a volunteer on a service project. Explore new places, see different areas of the country, have a classmate host a tour or gathering in their area of expertise. All are worthwhile, and worth considering.

Getting Started

Office of Alumnae/i Affairs and Development (OAAD) staff are happy to assist class volunteers in planning these events. There is generally no one person appointed as class “mini-reunion chair” so we suggest you contact your class vice-president prior to starting your plans. Generally they (or your class president) are the liaison between the College and your class for planning mini-reunions. To begin planning a mini-reunion:

- Look geographically for the areas where you may find a concentration of classmates.
- Recruit others or volunteer yourself to help host an event or program in your area, and seek others to join in the planning.
- Enlist a group of class representatives and class officers to agree to attend.
- Work with the event host and OAAD staff to plan details and create a budget.
- Communicate your ideas and plans with OAAD staff who can help get the word out.
- Find a volunteer or attendee who will take photos of the group/event to share on class pages and social media.
- Share the results, attendance lists, photos and any other items with the college and your classmates.

OAAD Resources

With sufficient advance notice OAAD staff can provide valuable resources and support for your mini-reunion planning including:

- A list of the top five geographic areas where your classmates are located
- For committee use, class lists sorted by name, region, and/or city (signed confidentiality statement required)
- Conference call services that can be used by committees (by appointment)
- Mailing services for invitations and registrations (paid from your class treasury)
- Broadcast email services for announcing mini-reunions
- Online registration for mini-reunion events
- Attendee lists and name badges
- For any on-campus mini-reunions we can offer limited on-site assistance
Funding Mini-Reunions
Mini-Reunions are generally revenue-neutral, meaning they are planned to cover all expenses, usually paid by the attendees (pay-as-you-go). In some cases the event(s) may also be subsidized by the class treasury (if any), by individual classmates, or any combination of all methods. Costs vary depending on the scope of the event, the location, the number of people attending, and many other factors including rentals, admissions, caterers, etc.

It is important that you work with your class officers and class treasurer (if applicable) to determine how much (if any) of the class treasury may be used for mini-reunions. Establishing a budget is always an important first step, and our staff are here to help.

Miscellaneous
Past successful mini-reunions have been anything from a simple cocktail party held at the private home of a classmate, to casual drinks and/or dinner at a restaurant or bar, all the way up to an elaborate three-day group meeting with programs and high level speakers. They may be held in creative venues in such cities as San Francisco, New York, Washington DC, even London, and all planned by class volunteers.

When held on campus, our OAAD staff can assist with programming, but a local classmate is usually your best resource for planning in a specific city or region.

Next Steps
Contact the Office of Alumnae/i Engagement with your ideas so we can help you:
▪ Notify the class president and/or vice-president
▪ Form a committee (it can be a committee of one)
▪ Select a date and venue; work with venfor & negotiate/review contracts (if necessary)
▪ Send a “Save the Date” notice to all classmates prior to the event (approximately 4-5 months is suggested)
▪ Prepare the event program and logistics
▪ Send invitation/registration notice to all classmates six to eight weeks prior to the event, with RSVP one week prior to the scheduled event
▪ The College can help track RSVPs and provide attendee lists and name badges
▪ Enjoy your mini-reunion!

For more information or questions about how to begin, please contact:

Office of Alumnae/i Engagement Staff
David Ringwood ▪ Christina Viola
Director of Reunions and Class Programs ▪ Administrative Assistant
daringwood@vassar.edu ▪ chviola@vassar.edu
845.437.5442 ▪ 845.437.539
Staff Contacts

Individual staff contact information for the entire Office of Alumnae/i Affairs and Development may be found on the HUB website at [alums.vassar.edu/contact/](alums.vassar.edu/contact/)

**Alumnae/i Engagement**

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AVP for Alumnae/i Engagement  
Executive Director of AAVC  
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Senior Director of Alumnae/i Engagement  
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David Ringwood  
Director of Reunions and Class Programs  
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Naomi Pucarelli  
Administrative Assistant  
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Chris Viola  
Administrative Assistant  
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**The Vassar Fund**

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Operations Manager of The Vassar Fund  
845.437.7017

Darcie Harms Giansante  
Senior Associate Director of The Vassar Fund  
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Stephen Gnojewski  
Associate Director of The Vassar Fund  
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Elizabeth Cornwall Hoffman  
Associate Director of The Vassar Fund  
845.437.5421

Tiara Crespino  
Assistant Director of The Vassar Fund  
845.437.5410

Sallie Moore  
Administrative Assistant  
845.437.5418

Angela Smith  
Administrative Assistant  
845.437.5415
Confidentiality Agreement

Confidentiality Agreement
Vassar College, Office of Alumnae/i Affairs and Development

All Vassar College volunteers are required to read, sign and return this document to the office prior to assuming volunteer duties either:

By mail: Please sign and return this form to:
Vassar College
Office of Alumnae/i Affairs and Development
Box 14, 124 Raymond Avenue
Poughkeepsie, NY 12604

OR online: connect.vassar.edu/confidentiality

It is our desire to respect and protect the privacy of individuals. To support this mission, the Office of Alumnae/i Affairs and Development has developed a Statement of Ethics in alliance with The Association of Professional Researchers for Advancement (APRA). In your role as a volunteer for Vassar College, keep any information provided to you in your role confidential and follow the guidelines below:

• Non-public information is the property of the institution for which it was collected and shall not be given to persons other than those who are involved with the cultivation or solicitation of gifts for Vassar College or those who need that information in the performance of their duties to the institution.
• Confidential information pertaining to constituents shall be protected to uphold the relationship of trust between the constituent and the College.
• Constituent information, both hardcopy and electronic, are highly confidential. It is not to be discussed with anyone not conducting Vassar business. Personal information or documents may not be released to a third party without proper authorization to do so.
• Constituent information shall be marked “confidential” and stored securely to prevent access by unauthorized persons. When it is no longer needed, it is to be shredded, not recycled.

I understand the above and agree to abide by it in the performance of any activities related to my work for Vassar College.

__________________________________________________________
Signature
__________________________________________________________
Date

__________________________________________________________
Print Name
__________________________________________________________
Class Year