

# *volunteer* HANDBOOK

Revised | September 2019

**WILSON  
COLLEGE**

Alumnae Association  
 of Wilson College

Dear Volunteers,

Thank you for your willingness to step up and fill a position for your class and/or to participate in activities to support students. Your role is vital in serving as a connection between your classmates, the College and the Alumnae Association.

We appreciate the effort and energy you give as a volunteer. All of us look forward to collaborating to help you complete your duties and enhance alumni interaction with the entire Wilson community. Please know that we welcome your creative ideas, constructive criticism and support. We have much to accomplish and hope to do so in a fun and open manner.

We need you. Wilson needs you. We thank you.

Warm regards,

**Camilla B. Rawleigh**  
*Vice President for  
Institutional Advancement*

**Lynne E. DiStasio '74**  
*President,  
Alumnae Association of Wilson College*

**Marybeth "Mb" Famulare**  
*Director of Alumni Relations  
Honorary '17*

**Denise McDowell**  
*Director of Development*

**Katie Shank '19**  
*Alumni Relations Associate*

**FOR GENERAL INQUIRIES:**

To reach Alumni House directly:

717-262-2010

Alumnae Association of Wilson College:

aawc@wilson.edu

Alumni Relations:

aroffice@wilson.edu

*Wilson Magazine:* mag@wilson.edu

Advancement Office:

advancement@wilson.edu

**SOCIAL MEDIA:**

**Facebook**

Alumnae Association of Wilson College

Wilson College @wilsoncollege

AR Wilson

**Instagram**

AAWC

Wilson College @wilsoncollegepa

**Twitter**

Wilson College @wilsoncollegepa

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# ALUMNI AND STUDENT ACTIVITIES

Wilson College alumni are committed and engaged in opportunities to support all current Wilson students. The degree of involvement and what is gained from the interactions are up to you.

## **Aunt Sarah/Uncle Wilson Program**

Wilson College alumni have the unique opportunity to adopt a new relative by participating in the Aunt/Uncle Program, named in honor of our namesake Sarah Wilson. Alums volunteer as “Aunt Sarah or Uncle Wilson” and students sign up to be “nieces or nephews.” The Aunt/Uncle will be in contact with their niece/nephew through a letter/email or an occasional package to brighten the student’s day and to provide encouragement. Local Aunts/Uncles may choose to get together for coffee or a meal. The program builds bonds between former and current students. Some of the pairings last a semester, some through commencement and others, a lifetime.

## **Food for Finals**

The end of semester can be stressful as students are very busy preparing for final exams. Alums have all “been there, done that”—they understand. Each semester there is a “food for finals” week where late night snacks are provided by various campus groups. The Alumnae Association and Office of Alumni Relations are proud to be a sponsor of this program and provide encouragement for our students. Volunteers are always welcome.

## **Career Networking**

With over 8,000 living Wilson graduates, one or more are certain to be in career fields of interest to you. Many alumni are willing to provide words of advice, job shadowing, internship opportunities and employment assistance. These connections can be a great asset towards building future career paths. It is never too early or too late to develop your network. Reach out to connect and work with us through combined efforts with the Wilson Career Development Center. Opportunities for networking are offered every semester or by request.

## **Internship Gift Program**

The Alumnae Association sponsors an Internship Gift Program to supplement funds needed for a student to complete a desired internship experience. The gift is intended for unusual expenses that might prohibit the completion of the experience, not to be used toward tuition or routine expenses. Individuals make restricted gifts to this fund. Applications are available online or at the Alumni House.

### **Silver Lining Fund**

Individuals provide restricted funds to the Alumnae Association to be available in the case of a student experiencing an immediate crisis situation that directly affects the safety or the ability of the student to continue educational progress at Wilson. The dean of students assists students making connections with resources and support for assistance.

### **Ring-It-Forward**

The Alumnae Association invites alums to donate their Wilson class ring so it may be passed to the new Wilson generation. This is another great opportunity to pair an alumna/us and a current student to keep the spirit of Wilson traditions alive.

### **Donor Recognition Dinner**

Hosted by the Office of Institutional Advancement, student scholars are invited to assist in giving thanks to generous donors who support Wilson College students philanthropically. Many student recipients write letters of thanks coordinated through the office.

### **Senior Bash**

Alumni volunteers interact and provide a treat at this annual celebration of the graduating class.

### **Blue and Silver Line**

Alumni representatives from all decades lead in the seniors at Commencement to honor and celebrate the graduating class joining the ranks of the Alumnae Association of Wilson College. Each year alums tell us that this is a very rewarding and heartwarming experience. Please join us!

### **Student Workers**

The Office of Alumni Relations has work-study positions available through the financial aid office. Students are also hired to assist in the annual Reunion Weekend. Students assist in programming logistics, greeting and directions, golf cart transportation and have a great time getting to know alums of all ages.

### **Emporium**

The Alumnae Association and Office of Alumni Relations coordinate the sale of unique Wilson items, ranging from t-shirts, notecards, posters and much more. Items may be purchased online or at our many events.

### **Contact us:**

Alumni Relations at [aroffice@wilson.edu](mailto:aroffice@wilson.edu) or 717-262-2010

Alumnae Association of Wilson College at [aawc@wilson.edu](mailto:aawc@wilson.edu)

# ALUMNAE ASSOCIATION COMMITTEES

## STANDING COMMITTEES

**Connections** (combined former Alumnae Engagement and Student Connections) promotes interaction and outreach alum to alum, alums with students and alums back to general campus community via faculty, athletics, student clubs and alumni relations office activities. It continuously works to support activities and programs that strengthen the bonds connecting the AAWC, the College, and the students. The committee works closely with Student Development and Career Services to provide networking and mentoring opportunities.

- » Alumnae/alumni and student outreach
- » Feedback for social media, webpages and *Wilson Magazine*
- » Planning for Reunion, Fall Weekend, campus and regional events
- » Career connections/internships
- » WCGA collaboration
- » Aunt Sarah/Uncle Wilson Program
- » Silver Lining Fund
- » Internship Gift Program
- » Support of athletic programs

**Recognition and Stewardship** manages the selection of recipients for association awards given during Reunion Weekend. Committee members assist in reaching out to alums and classes for giving to the Wilson Fund or other fundraising initiatives.

- » AAWC awards
- » Promote fundraising and giving
- » Staff and faculty appreciation

**Finance Committee** assures the continued viability of the Alumnae Association by providing oversight financial management, establishing sound fiscal policies and practices, and developing sources of revenue through limited fundraising efforts. The committee develops an annual budget for approval by the board.

- » Fiscal management
- » QuickBooks assistance/guidance
- » Financial policies, guidelines and reports
- » Merchandise sales

**Heritage Committee** honors its alma mater and instills pride in current alumnae, faculty, staff and students. The committee works closely with the institutional advancement staff and college archivist to preserve, restore and promote the campus grounds, buildings and furnishings. This serves to promote recruitment of students.

- » Traditions
- » Women-centered programs
- » Preservation and restoration projects
- » Ring-it-Forward Program
- » Anniversary Celebrations
- » Honorary membership AAWC

**Nominating Committee** maintains the effective function of the Alumnae Association through the recruitment of officers and directors to the board. It provides orientation and support to new board members. Under its governance function, the committee administers management of board policies and procedures.

**Tours and Travel Committee** promotes international travel experiences and regional cultural events/tours. Creates travel partnerships and encourages options for group travel arrangements.



# ALUMNI AND CAREER DEVELOPMENT

Alumni are a valuable career resource for current Wilson College students. Your participation in the career development of students offers them insights and opportunities to learn about various career fields and job markets. To be a part of the career development network, there are a variety of volunteer opportunities for you to participate in, including:

- Becoming a mentor
- Offering job-shadowing opportunities
- Informing the career development office of internship and/or job opportunities within your company
- Presenting to students on topics related to professional development and/or career exploration
- Volunteering at programs and events

The best way for you to stay connected is to update your contact information and career status with the Office of Alumni Relations. You can also follow the career development office on LinkedIn Wilson College to see the upcoming events and if you would be able to contribute your professional knowledge to the success of these events. If you would like to post jobs and/or internships, join Handshake, our online career platform, or send an email directly to [career@wilson.edu](mailto:career@wilson.edu).

You may also contact the director of career development with any questions you may have, or opportunities you know of, for Wilson College students.

Wilson College  
Career Development Office  
1015 Philadelphia Ave.  
Chambersburg, PA 17201  
717-262-2006, ext. 3314  
[career@wilson.edu](mailto:career@wilson.edu)

# ALUMNI VOLUNTEER INTEREST FORM

### Volunteer Interest Form

I am interested in: *(mark all that apply)*

- **Alumni Student Activities:** Aunt Sarah/Uncle Wilson \_\_\_ Food for Finals \_\_\_ Commencement Activities \_\_\_
- **Career Connections:** \_\_\_\_\_ (includes networking, internships, workplace visits, speaking on campus)
- **Regional Events** (Indicate Area) \_\_\_\_\_
- **Alumnae Association:** Board \_\_\_ Committee Volunteer \_\_\_ Travel Program \_\_\_ Class Volunteer \_\_\_
- **Athletics** \_\_\_
- **Student Recruitment** \_\_\_
- **Fundraising** \_\_\_
- **Specific Academic Program or Student Club Support:** Fulton Farm \_\_\_ Single Parent Scholars (WWC) \_\_\_ Hankey Center/Archives \_\_\_ International Students \_\_\_ Orchesis \_\_\_ Other \_\_\_\_\_

**How could we engage you and your classmates? How could we serve you better?**

Suggestions/Comments: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Class Year \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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# CLASS OFFICER/ VOLUNTEER OVERVIEW

In accordance with the Alumnae Association of Wilson College (AAWC) bylaws (available online), class officers are supposed to be voted on every five years at class meetings during Reunion. We acknowledge that in lieu of official elections, some classes take volunteers or write-in candidates. Historically, volunteers from classes without officers have been readily accepted and welcomed without contacting class members. In an effort to keep the priority focus on class connection and participation, elections should be held at Reunion as intended. In the event volunteers come forward to fill vacant class positions, steps will be taken to contact and work with the current class president/co-presidents or to notify general class members through the monthly e-news, email to class members and the next class notes section of the *Wilson Magazine*.

The alumni relations office will keep an updated master list of class officers and will send, at minimum, quarterly communications to everyone on this master list. In addition, the office sends a monthly electronic newsletter which features news and events (target date is the 15th of each month). The e-news is also available online at [www.wilson.edu/alumni-e-news](http://www.wilson.edu/alumni-e-news).

The following class officer/class representative descriptions are a shared understanding between the Alumnae Association, College and class officers. Feedback from current officers and general alumni has been, and will continue to be, considered in any revisions.

In the event of any expressed concern regarding following through on position expectations, the Alumnae Association president and director of alumni relations will follow steps as necessary: first—have a conversation with the individual officer; second—have a conversation that includes all class officers of said class; third—send communication to class members. There is an expectation that class officers will communicate/correspond, at least quarterly, with the alumni relations office (operating on behalf of the AAWC). We respect differences of opinion and ask that each officer keep in mind that they are representing a diverse group of classmates.

All volunteers are encouraged to advocate for her/his class with an understanding that personal views may differ, and to encourage the overall goal of engagement for all. Please be an active participant of the Wilson College community (stay up to date with news and events, and maintain open communications with college staff/AAWC board members).

**Class positions**—Some classes have all positions filled, most have variations of the following:

- » President or co-presidents
- » Vice president
- » Secretary/treasurer
- » Class correspondent
- » Class ambassador
- » Historian
- » Reunion chair(s)/committee members

# CONFIDENTIALITY OVERVIEW

## ***ALUMNAE ASSOCIATION INTRODUCTION TO INFORMATION CONFIDENTIALITY***

Wilson College's Office of Institutional Advancement maintains a constituent database containing personal information of those who attend(ed), graduated from and/or support the College. Class and AAWC representatives maintain contacts with alumni and thus, need access to some data to perform the nature of their duties. There are a growing number of laws that impose obligations on those who maintain certain confidential information about others to which Wilson College is subject and which apply to the College's alumni database. To satisfy its obligations under those laws and to protect all of us whose information is in the database, the College created its own confidentiality overview and agreement, which mirrors the one used by the Council for the Advancement and Support of Education (CASE). For alumni living in the European Union/United Kingdom, Wilson College adheres to the General Data Protection Regulations. All volunteers are required to sign the Wilson College confidentiality agreement.

## ***COLLEGE CONFIDENTIALITY OVERVIEW***

The Office of Alumni Relations and the entire institutional advancement office have a responsibility to protect the privacy of the alumni and other constituents, while balancing the desire to provide assistance and support for those with legitimate needs for information to carry out programs, communications and events that bring together alumni, donors, faculty/staff, students, parents and friends of the College.

- List requests should be made through the staff working in collaboration with you for a specific project. Please allow a two week turn-around period and ask for a new list prior to any new significant mailing.
- A college confidentiality agreement must be signed before information lists are released. Lists should not be shared with other volunteers or classmates who do not have a signed agreement on file.
- Volunteers working on behalf of Wilson will be provided with only information necessary to perform their duties relative to Wilson College.
- Personal requests will be handled by noting the person(s) of interest, staff contacting the individual(s) to obtain permission to share contact information, and staff follow-through pending degree of permission obtained.

- Information lists or class notes are not published online.
- In all situations, information obtained is considered confidential and is to be used for the sole purpose of connecting people in support of Wilson College. Information provided should not be used for business networking or other purposes.
- A Wilson constituent has the right to request that her/his directory or proprietary information not be shared, or to request no contact, and her/his record shall be coded as such.
- Directory information may be released to other colleges/universities seeking the location of alumni with degrees from both Wilson and the requesting institution. Directory information may also be released to law enforcement and student loan agencies.
- Requests from the media must be referred to the Office of Marketing and Communications.
- The Office of Institutional Advancement and Office of Alumni Relations reserve the right to request a sample copy of materials that are intended to be distributed to the constituents for whom information was requested and provided.
- Requests are considered on a case-by-case basis with any appeal directed to the vice president for institutional advancement. Failure to abide by this policy may result in denial of access to information contained in the advancement database.

Note: Our data is only as accurate as the information received by the advancement services office. Please encourage classmates to contact our office or designated class officer with the most up-to-date contact information. Whenever possible, information received from sources will be confirmed with the individual directly.

You may use the online profile update form on the Wilson website to update your information electronically. This form can be found by going to the Wilson homepage, clicking on “Alumni” and selecting the “Profile Update” link.



## CONFIDENTIALITY AGREEMENT

Wilson College engages in educational and fundraising activities in support of its mission, programs and priorities. File information maintained for administrative and development purposes is considered proprietary and confidential to Wilson College. Access to Wilson College information and documents is restricted to authorized persons engaged in administrative and development work on behalf of the College. Authorization is given to those who have signed this confidentiality agreement on a need-to-know basis according to their specific request. All need-to-know determinations are ultimately made by the vice president of institutional advancement.

Persons with access to Wilson College paper files and database information will endeavor to protect confidentiality to the best of their ability. No information will be disclosed, except as permitted by Wilson College confidentiality and information management policies and procedures. No personal use will be made of confidential information. Authorization for access to confidential information in the files by external agencies or persons can only be granted with the permission of the vice president of institutional advancement, or designee.

By signing this document, I acknowledge that I have read and agree to abide by the terms of the **Wilson College Information Confidentiality Policy**, which includes the requirements of the General Data Protection Regulation. Further, I have read and agree to abide by the tenets put forth in the Council for the Advancement and Support of Education (CASE) Statements of Ethics and the CASE Donor Bill of Rights.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

August 2019

# POSITION DESCRIPTIONS

## ***PRESIDENT/CO-PRESIDENTS***

- Act as the “go to” representative of the class for the Alumnae Association, alumni relations and advancement offices.
- Coordinate and collaborate with other class officers on communications, events and updates among classmates.
- Preside over class meetings/dinners and report change of officers and pertinent class information to the Office of Alumni Relations (address updates, nominations and feedback received from classmates).
- Encourage and recruit classmates for participation in events, class giving and filling of class vacancies.
- In the absence of a class correspondent, the president will assume responsibility for one class column per year in *Wilson Magazine*.
- Provide written notification to alumni relations and advancement offices of class gift designations and authorization to expend class treasury funds.

## ***VICE PRESIDENT***

- Collaborate with class president to ensure that all responsibilities noted above are being met.
- Exercise the powers and assume the office of the president in the event the president is unable to complete duties.

## ***SECRETARY/TREASURER***

- Record pertinent information at class meetings and provide to class president.
- Collaborate with the Office of Alumni Relations to document class income (dues) and expenses to/from class treasury account.
- Communicate with class president in providing written notification to alumni relations and advancement offices of class gift designations and authorization to expend class treasury funds.
- Coordinate with reunion chair/committee to ensure class volunteers are working in collaboration with each other and the required college offices.
- If forms are created by officers for sending to classmates, coordinate with alumni relations office prior to mailing to ensure accurate information and procedures are followed.



## HISTORIAN

- Collect and/or scribe class information and items for collection in the class files located in the C. Elizabeth Boyd '33 Archives.
- Assist alumni relations in identifying key items to be used during your re-union celebration (example: altar cloth from Class of 1947).

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### From The Hankey Center and C. Elizabeth Boyd '33 Archives:

The Hankey Center, named in honor of retired U.S. Navy Capt. Joan Hankey '59 and her family, was dedicated on June 7, 2003. The Hankey Center is a scholarly research center focused on the history of women's education. It serves as the central resource on the history of Wilson College and uses the materials in the Boyd Archives to support the study of women's history. The staff of the Hankey Center provides support for faculty and students in a variety of academic programs, programming for National Women's History Month and new scholarship on the history of women's education.

The C. Elizabeth Boyd '33 Archives is named in honor of Boyd, who served as the college registrar from 1956 to 1971. After her retirement in 1971, she was granted emerita status for her exemplary service. As registrar, she worked closely with college records and understood their value. From 1979 to 1994, Boyd served as archivist, working doggedly to prevent the destruction and loss of college records. In addition, she encouraged many alumnae and other college friends to donate Wilson-related materials.

The Barron Blewett Hunnicutt Classics Gallery, located in the Hankey Center, was named in memory of Barron Blewett Hunnicutt, lecturer in fine arts at Wilson College in the 1980s, in recognition of her dedication and commitment to the classics and her love of the liberal arts and of Wilson College. The gallery displays exhibits featuring the College's collection of antiquities. The artifacts in the collection were acquired by purchase and donation from alumnae, students, faculty and friends of the College.

## CLASS CORRESPONDENT

The primary responsibility of the correspondent is to collect news and updates from their classmates and to share that information for inclusion in the class notes section of *Wilson Magazine*. Correspondents work closely with the class notes coordinator and serve both the Alumnae Association and the College.

The class notes section of the magazine is one of the most read sections of the magazine, our alumni love reading and staying up to date on the accomplishments and milestones of their fellow alumni—across all generations.

Class notes do more than provide updates about alumni. They build community and bridge the generation gap between our alumni, keep our alumni engaged with their alma mater and assist in student recruitment by highlighting the achievements of Wilson alumni.

*Wilson Magazine* is published three times a year. Class correspondents are expected to submit notes at least once per year to maintain the position. Correspondents who do not meet this requirement will be contacted by the class notes coordinator to discuss any challenges or concerns that the correspondent may be experiencing. Refer to the volunteer overview on page 9 regarding the follow through of position expectations.

The secondary role of the correspondent is to share association and college news and updates with their class. This will ensure that alumni are up to date on events and volunteer opportunities.

Correspondents should be organized, positive individuals with a desire to help increase engagement between their class, the association and the College.

### **General Guidelines:**

- Notes should be focused on alumni. Class notes are a great way to showcase the accomplishments, big and small, of our alumni. Encourage your classmates to write about their lives. Items to be shared could include recent promotions, life changes, awards and honors, academic pursuits, accomplishments of children and recent travel. Try to keep stories to immediate family to keep the spotlight on the alumna/us.
- Stay connected to classmates through calls, letters, events and social media.
- As you receive updated contact information for your classmates, please forward to the College to help keep our records accurate.
- Compile shared news from classmate correspondence—use class officers to assist as needed.
- To be considerate of others and space considerations, generally a maximum word count of 80 words per person. Notes do not need to be lengthy. Encourage your classmates to contribute within their comfort zone. If a quick six-word, “We went to Florida in June,” is all someone wishes to contribute, that is fine. Our goal is participation.
- If you hear of the passing of an alumna/us or family member, please contact us with the information so that we can verify and update our records. Once verified, the class correspondent will be notified to share with classmates. In the absence of a class correspondent, the class president will receive the notification. You may include the passing in your submission.
- It is our policy to print birth announcements for alumni after the event has occurred; however, expectant grandparents may include their news.
- Try to avoid duplication of information. Keep a record of your submissions and double-check to ensure that information has not been previously published.
- Please verify facts and information included in your submission—if the information does not make sense, ask questions.
- The class notes are not a forum for editorializing. Focus on sharing class news.

**Helpful Tips from Seasoned Class Correspondents:**

- Create a folder for all updates to keep track of them as they come in. Organization makes the process much easier.
- Read notes upon receipt to determine if follow-up is necessary. Clarifying immediately gives the classmate time to respond and limits stress as the deadline approaches.
- Social media is a great resource for updates that can be included in class notes. Be sure to get approval before sending the material for publication.
- Personal contact is important. Reach out to classmates via email or telephone. Share your news with them and encourage them to do the same. Get together with local classmates as often as possible. Mini-reunions are a great way to keep a class connected. If you need class list assistance contact the class notes coordinator.
- Always thank classmates for their updates as soon as you receive them. This goes a long way toward building relationships and may net more news in the long run.
- Send a blanket request for updates at least twice a year.
- Communicate with classmates who do not have email. Postcards are a great way to stay connected with these individuals. When possible, phone calls also help classmates without email feel connected.
- Communicate your deadlines to your classmates. Do not assume that they know when notes are due. Communication is key.

**Quick Reference Style Guide:**

- Academic degrees—Use an apostrophe in bachelor’s degree, master’s degree, etc., but there is no possessive in Bachelor of Arts degree or Master of Science degree.

Capitalize the full name of degree—Bachelor of Arts—but not the informal bachelor’s degree.

- Academic titles—Use “Dr.” ONLY when referring to a medical doctor. For someone with a doctoral degree such as a Ph.D. or Ed.D., you need not use the degree but if you do, place it after the name. Ex.: John Smith, B.A., B.S., Ph.D. Never use Dr. and Ph.D.—it is redundant.
- Addresses, states, zip codes, etc.—Use the following Associated Press state abbreviations in text:

Ala.	Del.	Iowa	Mich.	N.H.	Okla.
Alaska	Fla.	Kan.	Minn.	N.J.	Ore.
Ariz.	Ga.	Ky.	Miss.	N.M.	Pa.
Ark.	Hawaii	La.	Mo.	N.Y.	R.I.
Calif.	Idaho	Maine	Mont.	N.C.	S.C.
Colo.	Ill.	Md.	Neb.	N.D.	S.D.
Conn.	Ind.	Mass.	Nev.	Ohio	Tenn.

Texas	Vt.	Wash.	Wis.
Utah	Va.	W.Va.	Wyo.

State abbreviations should only be used with a city. Ex.: Chambersburg, Pa.

\*Do not use the two-letter postal service abbreviation in class notes unless it is with the full address including zip code.

- **Alumnae/alumni – alumna/alumnus**—Alumna refers to a single female graduate. Alumnae is the plural of alumna and should be used when referring to graduates of the college who are female.  
Alumnus refers to a single male graduate. Alumni is plural and refers to graduates of both sexes.  
NOTE: Most of the time, use alumni when referring to Wilson graduates. We use this to be inclusive.
- **Dates**—Never use ordinal numbers. (Wrong: May 21st, June 23rd. Correct: May 21, June 23.)
- **Majors, minors, and areas of concentration**—When used in text, use lower case for all, with the exception of proper nouns like French and English.  
Majors: art, biology, French, environmental studies  
Minors: business administration, English  
Emphases: major in communications with an emphasis in writing  
Options or areas of concentration: area of concentration in early childhood education
- **Months**—Never abbreviate March, April, May, June or July. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out all months when used alone or with a year alone.  
Examples: January 1972 was a cold month. Jan. 2 was the coldest day of the month. His birthday is May 8. The target date was Feb. 14, 1987.
- **Spaces between sentences**—Use only one space between sentences—not two.
- **Times, dates and places of events**—Always state the time of day first, followed by the day of the week, the date (without the year unless it is not the same year we are in currently) and then the place.  
Ex.: The concert will be held at 11 a.m. Tuesday, Sept. 5, in Norland Hall.  
Ex.: Graduation will be held at noon Sunday, May 20, on the campus green.
- **Titles**—Capitalize a position or title ONLY when used BEFORE a person's name. Lowercase titles in all other instances.  
Ex. Titles preceding names: President Barbara K. Mistick; Dean Elissa Heil  
Ex. Titles following names: Jean Hoover, registrar of Wilson College; Camilla Rawleigh, vice president of the Office for Institutional Advancement  
Ex. Titles without names: For further information, contact the dean of the faculty. The president of the university spoke at the Multicultural Scholars Day presentation. The planning committee includes an assistant professor of biology and a vice president for academic affairs.

- **Junior/Senior**—Abbreviate Jr. and Sr. with full names of persons. Do not precede by a comma.

Ex. Joseph P. Kennedy Jr.

- **Nicknames**—Set off nicknames in quotation marks on first mention.

Ex. Harold “Buzz” Shank

NOTE: There is no need to call out commonly used nicknames the person goes by normally, such as Kathy for Katherine or Bill for William. (Correct: Kathy Shank attended the dinner. Wrong: Katherine “Kathy” Shank attended the dinner.)

- **Time of day**—Use figures except for noon and midnight. Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m.

DO NOT use 00. Wrong: 11:00 a.m. Correct: 11 a.m.

Never say 12 noon—noon alone will suffice.

Always use a.m. and p.m.—NOT AM and PM.

- **ODDS AND ENDS**

**Acronyms**—Periods are not generally used with acronyms, which are uppercase (e.g., WCGA, TIP, NCAA, NEAC.) (Exception: U.S.)

**Ampersands (&)** should never be used in place of “and” unless it is part of a company’s formal name: F&M Trust, Simon & Schuster.

**College buildings**—Capitalize the names of campus buildings when used in full on first reference. (Ex. Penn Hall Equestrian Center, Lenfest Commons, Warfield Hall.)

**Department/office names**—Lowercase informal department and office names (e.g., psychology department, philosophy department, admissions office, registrar’s office, alumni relations office, career development office) except when it includes proper nouns (e.g., English department).

**Names of departments and offices** should be capitalized when the full name is used. (e.g., the Office of Institutional Advancement, the Department of Fine Arts, the Office of Admissions, the Office of Alumni Relations, the Office of Career Development.)

**email**—Lowercase, with no hyphen      **online**—Lowercase, no hyphen

**internet**—Lowercase

**Religious titles**—The first reference to an ordained clergyperson should include a capitalized title before the person’s name, usually “the Rev.” On second reference, use only the last name. (Ex: The Rev. Tim Johnson on first reference and Johnson on the second.)

**Pronouns when referring to groups**—When referring to a team or a class, do not use pronouns like “they” or “their.” Use “it” when talking about a team, class or group.

**URLs**—Always lowercase, generally no http:// prefix (e.g., www.wilson.edu)

**web**—Lowercase web, website, webpage, webcam, webcast, webmaster (but web browser and web address are two words).

## CLASS AMBASSADOR

This position works with the director of development to:

- Make your Wilson Fund gift/pledge prior to soliciting your classmates to do the same. Lead by example.
- Coordinate request of class list and class giving history.
- Collaborate on the solicitation of classmates (mailing/phone calls/electronic communications).
- Use Wilson College traditions to have a friendly competition among other classes (Odds vs. Evens).
- Communicate specific donor interests or concerns.
- Encourage participation from classmates in college fundraising initiatives.
- Engage in ways to steward your classmates (thank and enhance relationship).

### Wilson Fund Overview:

The Wilson Fund is comprised of annual unrestricted gifts received by the College within the fiscal year of July 1 to June 30.

Gifts to the Wilson Fund support:

- Scholarship aid
- Faculty research initiatives
- Academic programs
- Intercollegiate athletics
- Facility renovations

Gifts of unrestricted dollars to the Wilson Fund are critical to our success. These gifts help close the gap between tuition revenue and the actual cost of educating students.

The Wilson Fund is important in sustaining a tradition of excellence. Alumni participation is a vote of confidence in the College and is a factor that corporations/foundations consider whether to support Wilson.

### Wilson College Gift Acceptance Policy:

Wilson College's Gift Acceptance Policies and Procedures serve as a guide for the acceptance of all gifts to the College. The policy describes the types of assets that the College will accept and sets the minimum guidelines to be observed by its staff in accepting and documenting the gift of those assets. The Office of Institutional Advancement, and more specifically the vice president for institutional advancement, oversees the acceptance and administration of all gifts to the College in partnership with the vice president for finance and administration. Please contact the director of development in the event that you wish to make a donation to the College.

### Giving Club Levels:

Gold Circle \$50,000+

President's Circle \$25,000 — \$49,999

Dean's Circle \$10,000 — \$24,999

Silver Key Circle \$5,000 — \$9,999  
 Sarah Wilson Circle \$2,500 — \$4,999  
 Founders Circle \$1,000 — \$2,499  
 Honor Club \$500 — \$999  
 Charter Club \$200 — \$499  
 Phoenix Club \$1 — \$199

The Pines and Maples Leadership Society recognizes donors with total annual giving to the college of \$1,000 or more to all funds (Wilson Fund or restricted).

Various gatherings are held throughout the year to feature these leadership donors.

### **How to make a donation to Wilson College:**

Types of gifts accepted by Wilson College:

- Cash gifts (credit/debit card, check)
- Matching Gifts
- Securities (stock)
- Recurring Gifts
- Gifts in Kind
- Planned Gifts

All checks should be payable to “Wilson College” and sent to:

Office of Institutional Advancement  
 Wilson College  
 1015 Philadelphia Ave.  
 Chambersburg, PA 17201

Please note gift designations in the memo line or with attached correspondence.

Making a gift via credit card or electronic check:

Online: Donors may use our convenient and secure server at [www.wilson.edu/makeagift](http://www.wilson.edu/makeagift) by clicking the GIVE link at the top of the Wilson College home page or visiting the Giving to Wilson section of the website.

Phone: You or your classmates can make a gift over the phone by calling the advancement office at 717-264-2113 or toll-free at 866-446-8660.

Wilson College honors MasterCard, Visa, American Express and Discover credit cards and MasterCard and Visa debit cards.

### **Matching Gifts:**

Many companies will match current or retired employee (or spouse) contributions to a charitable organization. If you are unsure if you (or your spouse) work for a matching gift company, visit the Giving to Wilson area of the website, then click on “Matching Gifts” or visit [www.matchinggifts.com/wilson](http://www.matchinggifts.com/wilson). There is a link to verify if the company participates in a matching gift program. This is a great way to double or triple the impact of your donation to Wilson. You may also contact your employer to verify the process of having your gift matched.

**Securities:**

If you are interested in making a gift of securities to Wilson, contact the Office of Institutional Advancement to coordinate the transfer of stocks.

**Gifts in Kind:**

Many people choose to make gifts of art, antiques, books, horses or other personal property. Contact the Office of Institutional Advancement for more information on this type of giving and the appropriate tax forms required.

**Planned Gifts:**

Planned gifts include:

- Bequests through wills or trusts
- Beneficiary designation of life insurance
- IRAs or other qualified plans
- Life income gifts including charitable trusts and charitable gift annuities

When you make a planned gift to Wilson College, you will be invited to become a member of the Conococheague Society. This society recognizes those generous individuals who have included Wilson in their estate plan and have notified the College in writing of their intent. The Office of Institutional Advancement will work with you to document your planned gift.

There can be significant financial and tax benefits associated with planned gifts when integrated with a donor's overall estate plan. While we can provide information on planned gifts, you should consult with your financial adviser to determine the best option for you.

If you are interested in learning more about planned giving options, contact the Office of Institutional Advancement.

## ***CLASS REUNION CHAIR/COMMITTEE***

This position works directly with the Office of Alumni Relations for planning and the Office of Institutional Advancement for class giving.

- Attend Fall Weekend.
- Communicate class interests and assist in planning special class reunion activities.
- Identify any current or retired faculty/staff members to be invited as class guests to celebrate with you.
- Collaborate on the solicitation of classmates (mailing/phone calls/electronic communications) for participation in class gift, attendance during reunion weekend and for assistance in planning your celebration. Many options are available based on your class preferences and samples are readily available from Alumni Relations.



- Understand that gifts made to your class gift for Reunion are for restricted use and are not meant to replace Wilson Fund gifts to assist in the operating expenses of the College. These gifts are recognized separately in the donor recognition report and not with your classmates in the unrestricted Wilson Fund section.
- Nominate classmates with interesting backgrounds or experiences for college sessions or for the Alumnae Association of Wilson College Awards.
- Assist class president in executing reunion class dinner festivities.

#### **Key Reunion Weekend Events:**

- College Sessions—Alumni are encouraged to come early on Friday to enjoy presentations from faculty, alumni or staff on a variety of subjects.
- Pines and Maples Society Reception—An invitation-only reception with the college president for those who make contributions totaling \$1,000 or more in a fiscal year (July 1 – June 30).
- Picnic Under the Tent—Welcoming picnic dinner under a tent to celebrate! A great chance to gather, interact with friends, show your class pride and Odds/ Evens color spirit. Some years include singing the Wilson songs of yesteryear and current songs and chants of Wilson today.
- State of the College and Alumnae Association General Meeting—Hear an overview of the work and priorities of the College and AAWC.
- Class Procession/All-Alum Luncheon—All reunion classes will be introduced and will “parade” into the dining hall for the luncheon. Classes are encouraged to show their class spirit with banners, colors, hats, etc. Class giving and attendance awards are given following the meal.
- Class Dinners/Class Lounges—Don’t miss your chance to reconnect with your classmates and reminisce about your time at Wilson. Class reunion chairs coordinate and provide class preferences to staff. Depending on the number of classmates registered for Reunion, lounge and dinner spaces may be consolidated. Due to housing requests, we cannot guarantee that your lounge space will be in the same location as members of your class who are staying on campus are located. The office will try to accommodate requests and communicate with reunion chairs.
- Class Meetings—Elect officers to hold positions until your next reunion, decide on class gift designation and collect information for alumni relations (email/address updates and feedback received from classmates).
- Memorial Chapel Service—A special chapel service held to remember dear friends, faculty and classmates who have passed away over the previous year. Representatives from the class and campus community carry daisies as the names of the departed are read aloud. Reunion attendees are encouraged to join the choir, which typically holds two rehearsals that weekend. Reunion chairs are encouraged to recommend classmates to serve as minister, choir director, organist and readers.

**50th Reunion Celebration:**

The 50th Reunion Class has designated staff member(s) from the Office of Institutional Advancement to assist with planning efforts.

Items unique to the 50th reunion class include:

- First preference of locations for housing, lounge and dinner.
- Yearbook—includes information and pictures from classmates that is distributed during Reunion. The Class Treasury pays for printing.
- Nametags that include your college photo.
- Class gift presentation during All-Alum luncheon on Saturday.
- Class photo location is generally on the front steps of Thomson Hall or in Alumnae Chapel, depending on weather.
- Reception prior to class dinner with Wilson College president and other invited guests.
- Dinner program along with served meal during your class dinner on Saturday evening.

We also ask that a representative from the 50th reunion class participate in leading the Blue/Silver Line as grand marshal during Commencement.

**Frequently Asked Questions about Reunion:*****Who is invited to Reunion Weekend?***

While the focus of each Reunion is on specific class years, all of the Wilson community is invited to attend. The brochure is mailed to all alumni. Information may also be found online and in the e-newsletter. Reunion classes will receive personal letters from class officers. The alumni relations office offers letter samples and mailing assistance.

***What roles do the reunion committee members play?***

Enthusiastic class officers and an organized committee are essential to a great Reunion. The more volunteers you involve, the lighter the work by dividing the responsibilities. A typical committee is four to six people with at least one local contact for the Office of Alumni Relations.

***How do we organize contacting our classmates?***

There are countless ways to do outreach and reconnect with your classmates and sister classes. Committee members can and should be creative in this area. Traditional means include phone calls, letter writing and postcards with pictures or class specific memories. Other suggestions include email, Facebook or other social media. Please encourage your classmates to share their email with the Office of Alumni Relations so she/he may receive up-to-date college, class and reunion information. Don't assume that people will automatically return for Reunion. The reality is that with work, family commitments and the economy, it is often difficult for alumni to return. Sometimes all it takes is a personal invitation!

***I can't come to Reunion. How can I still celebrate with and assist my class?***

Most individuals who cannot attend still enjoy receiving the mailings and are willing to participate in gathering photos and class memorabilia, making calls on behalf of the class and contributing to the class gift. With today's technology, individuals may connect to a class dinner or class meeting utilizing friends' cell phones via Facetime or Skype.

***Who makes the decisions about class dinners and class lounges?***

Reunion chairs/committees coordinate and provide class preferences to alumni relations. The staff will confirm availability of preferred locations and communicate as needed. Campus locations must use campus dining services. If your final class RSVP is less than 10 people, staff will work with reunion chair/committee(s) to suggest options to relocate to a shared space. Wine, beer, tea and coffee will be included in the price provided by the College for class dinners. The class is charged for any special wine, liquor or decoration requests.

A college or association representative will be assigned to each class dinner as a liaison to check your set-up, coordinate a photo and answer questions.

The individual will stay for dinner unless the class declines, and the College will cover the expense of this representative. The alumni relations office may provide ice chests, tables, TV/VCR/DVD or bulletin boards, as available. Beverages and snacks for the lounge are at the class expense. Form for class requests shown on page 27.

***Where should I stay?***

Lodging is available on campus in residence halls. Over recent years, all participants have fit into Mac/Dav which has been renovated to include air conditioning and handicap accessible bathrooms. Please note there may be some limitations with water pressure/temperature and certain amenities such as alarm clocks and lamps. Linens are provided, but we suggest bringing your own towel and an extra blanket.

Many reunion committees prefer to make a group reservation for a discounted rate at a local hotel. Class blocks may be promoted on our reunion website and in your class specific correspondence. A list of Chambersburg lodging is provided online and page 35 of this handbook.

***How do I register?***

There is a registration form in the reunion brochure and available on alumni web-pages. You also have the opportunity to make gifts to the College, your class or an AAWC restricted fund with your registration payment. The Office of Alumni Relations works with the advancement office to ensure you and your class are credited for donations as appropriate.

- Reunion registrations are payable to the Alumnae Association of Wilson College.
- Class dues are payable to the Alumnae Association of Wilson College (please note dues and your class year in the memo line).

- Class gifts are payable to Wilson College (please note class gift and your class year in the memo line).

Online registration with credit card payment:

Due to our small size, the Alumnae Association, in conjunction with the Office of Alumni Relations, uses a third-party event registration software where you can register online. The site does charge processing fees for events that have a cost associated with them. To avoid the processing fees, you may fill out the registration, print and mail with a check. The third-party site automatically sends tickets for events—you will not need to bring these tickets to Reunion. We apologize for any inconvenience.

#### **Reunion Giving and Attendance Awards:**

At the All-Alum luncheon, classes are recognized for both their donations to Wilson and attendance at Reunion Weekend.

The following awards are given:

#### **Silver Cup**

Awarded to the reunion class with the greatest percentage of class members registered for Reunion.

#### **Reunion Bowl**

Awarded to the reunion class with the largest number of class members registered for Reunion.

#### **President's Plaque**

Awarded to the reunion class with the highest participation percentage of giving to the Wilson Fund over the past five years.

#### **Silver Tray**

Awarded to the reunion class with the highest five-year total for unrestricted and restricted dollars given to the College.

#### **Class Crystal**

Awarded to the reunion class whose members have the highest amount of Wilson Fund giving for the current fiscal year.

Each reunion class will present a daisy to the college president for each \$1,000 given to the Wilson Fund for the current fiscal year. Classes are announced in total gift amount order, with the last class (the winner of the Class Crystal) presenting its daisies.

# RESOURCE MATERIALS

## CLASS REUNION ~ SPECIAL REQUEST FORM

Please complete and **return this form to the Alumni Relations Office by early December** to meet the brochure publication timeline. There will be opportunities for you to update and discuss needs with staff throughout the planning process. THANK YOU.

Class President/Reunion Chair: \_\_\_\_\_ Class year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### CLASS LOUNGE AREA:

Location Preference: \_\_\_\_\_

Specific IT or material needs: \_\_\_\_\_

### CLASS REUNION DINNER

Location Preference: \_\_\_\_\_

*If your dinner location is on campus, you must use the Campus Dining Services  
Optional - If dinner is off-campus, indicate location for inclusion on webpage – class specific tab*

Specific IT or material needs: \_\_\_\_\_

*All class dinners (except the 50<sup>th</sup> Reunion Class) are served buffet style. In the spring, the Class Presidents/ Reunion Chairs will be surveyed to assist in narrowing down menu options. There is also the option of the casual dinner under the tent (which is a menu of tapas or “street food” and cheaper than the more formal dinner choice).*

### **Notes:**

- ✓ Final assignments for lounge, dinner and lodging are pending actual registration numbers
- ✓ If the number registered for your class dinner is less than 10, staff will work with the Class President/Reunion Chair to suggest options to relocate to a shared space
- ✓ Lodging is typically in Mac/Dav which is air conditioned, has elevator access and renovated bathrooms. Linens are provided – we recommend you bring your own towel and blanket.
- ✓ Please note that lounge space is increasingly limited on campus and smaller groups may share a large room. Lounge space will either have a refrigerator or coolers available.
- ✓ Class Dinners that are held off campus are the responsibility of the class (planning, execution and payment). The class is encouraged to take group photo(s) and share with the office following event.
- ✓ Lounge and class dinner items (late night food/beverages and decorations) are at the expense of the class (from class treasury or individual donations). Contact the Alumni Relations Office with questions or if you need suggestions.
- ✓ Beer and wine are provided during on campus class dinners through registration.

### **Alumni Relations Office use only:**

Date Received _____			
Confirmed with class contact:	Y / N	Date: _____	Staff Initial: _____



***Award Nomination Form***

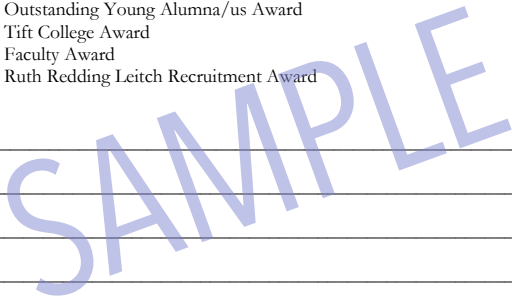
Date Submitted: \_\_\_\_\_

Name of nominee: \_\_\_\_\_ Class: \_\_\_\_\_  
(You may nominate yourself)

Award Nominated For: \_\_\_\_\_  
Awards:

- Distinguished Alumna/us Award
- Distinguished ADP (Adult Degree Program) Alumna/us Award
- Outstanding Young Alumna/us Award
- Tift College Award
- Faculty Award
- Ruth Redding Leitch Recruitment Award

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Nominated by:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Submit form electronically to: [ARoffice@wilson.edu](mailto:ARoffice@wilson.edu) or [AAWC@wilson.edu](mailto:AAWC@wilson.edu)

Mail paper nominations to:

*Wilson College, Alumni Relations Office, 1015 Philadelphia Ave., Chambersburg, PA 17201-1285*

## Awards and Criteria

**Distinguished Alumna/us Award** – Established in 1983 – presented in June at Reunion for an alumna/us who has had a distinguished professional or voluntary career and who has shown continuing service, interest and support in the growth and quality of Wilson College. She/he must have demonstrated service to the College a minimum period of five years.

**Distinguished ADP (Adult Degree Program) Alumna/us Award** – Established in 2012 in celebration of the 30<sup>th</sup> anniversary of the Adult Degree Program – presented in June at Reunion to honor an alumna/us who has had a distinguished professional or voluntary career and who has shown continuing service, interest and support in the growth and quality of Wilson College. She/he must have demonstrated service to the College a minimum period of five years.

**Outstanding Young Alumna/us Award** – Established in 1989 – presented in June at Reunion to honor an alumna/us who has graduated within the last 20 years and who has brought honor to herself/himself and to Wilson College through her/his intellectual and professional growth and contributions to her/his communities through professional and/or volunteer activities.

**Tift College Award** – Established in 1989 – presented in June at Reunion to an alumna/us who has demonstrated exemplary efforts to promote the continuing growth of Wilson College. This award is in appreciation for the example and assistance given by members of the Wilson family to the alumnae of Tift College in their efforts to save their college.

**Faculty Award** – Established in 1998 – presented in June at Reunion to a faculty member who gave a minimum of 10 years of dedicated service to Wilson College.

**Ruth Redding Leitch Recruitment Award** – Established in 1988 – presented in the June at Reunion to recognize an alumna/us for outstanding service in acquainting prospective students with Wilson College.

Version: Updated Spring 2019

Alumni must not be currently serving on the Alumnae Association Board of Directors to be eligible for these awards.



**Board Nomination Form**

The Alumnae Association of Wilson College continues to seek nominations for the Board of Directors. Including:

- > Officers
- > Directors
- > Nominating Committee Members
- > Other Committee volunteers

Nominations will be referred to the Nominating Committee for consideration as vacancies arise.

Name of Nominee \_\_\_\_\_ Class Year \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

I recommend this person for position of \_\_\_\_\_

Reasons \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nominee has been approached concerning nomination? Yes / No  
(Self-nominations are accepted)

Recommended by:

Name \_\_\_\_\_ Class Year \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

[AAWC@wilson.edu](mailto:AAWC@wilson.edu) or [ARoffice@wilson.edu](mailto:ARoffice@wilson.edu)

Office Use:

Date Received \_\_\_\_\_

Forward to Nominating Committee Chair \_\_\_\_\_





**Alumnae Association of Wilson College  
Silver Lining Fund**

In 2015, the Alumnae Association of Wilson College (AAWC) established the Silver Lining Fund. It came about due to instances where students needed emergency funding in the face of an immediate crisis. These crises directly impacted the students' well-being and ability to continue their education at Wilson. The Fund provides the student with a limited amount of immediate assistance to get through the initial crisis and begin to focus on solving the problem(s) which are creating the emergency. Restricted donations will provide the money to have on hand for such gifts.

The Board of the AAWC recognizes several principles in creating/managing such a fund.

These are:

1. Students have the right to have their anonymity protected in such situations.
2. There is a difference between immediate need versus want.
3. The assistance offered is a gift not a loan and is not expected to be reimbursed.
4. For these purposes, a student at Wilson will be defined as someone currently enrolled for at least three credits in a degree program offered by The College.
5. Basic tuition, books or fees are not necessarily an emergency situation as these are expenses applicable to every student. Our funding is limited and must be granted in cases where a small need can be resolved to make a meaningful difference to the student situation.

Guidelines:

1. A student experiencing an immediate crisis situation which directly affects the safety, well-being or the ability to continue educational progress here at Wilson, contacts the Dean of Students.
2. The student makes the case for assistance, describing the crisis and what other steps have been/are being taken to alleviate the problem(s). In each case, the Dean of Students will help the student make connections with resources and support for further assistance.
3. If the student has demonstrated an unmet need, the Dean of Students will connect with the Director of Alumni Relations who has the authority to give up to \$75 worth of assistance to the student. For any amount over \$75, the Director of Alumni Relations will contact the President of the AAWC and the chair of the Connections Committee for review and decision.
4. Students are only eligible for this emergency gift once per semester or term.
5. The Director of Alumni Relations will report to the Alumnae Association Board, at each meeting, any disbursement from the Silver Lining Fund through the Connections Committee (while maintaining confidentiality).

Donations payable to AAWC with Silver Lining Fund in the memo line.

Mail to AAWC, 1015 Philadelphia Avenue, Chambersburg, PA 17201

August 2019

**Aunt/Uncle Program**

At Wilson College, alumni have the unique opportunity to adopt a new relative by participating in the Aunt/Uncle Program, named in honor of our namesake **Sarah Wilson**. Alumni volunteer as “Aunts or Uncles” and students sign up to be “nieces or nephews”. An Aunt/Uncle will be in contact with their niece/nephew through a letter/email or an occasional package to brighten a student’s day and to provide encouragement. The program builds bonds between former and current students. Some of the pairings last a semester, some through commencement and others, a lifetime.



For decades students have enjoyed developing a relationship with their paired alum; hearing and sharing Wilson stories/traditions, as well as, career and other personal life adventures. For alums, it is an opportunity to remain connected to campus life and give back in a personal way. This connection is perfect for those alums local, regional or a far distance.

Traditionally, “Aunt Sarah” was a secret connection with hints and clues to discover identities. However, over the years with new technology, many decide to email, text, Facetime, Skype or even meet face to face for ongoing interaction. A secret connection is still possible with letters or packages going back and forth utilizing staff in the Alumni House. For many, the real tradition is that someone provided this connection to you as a student and now, as an alum, you keep the program alive. We have added “Uncle Wilson” to be inclusive of our Wilson Community.

Should you choose to take part in this popular tradition, fill out the attached form and return to the Alumni House or complete online at <http://www.wilson.edu/alumnae/news-events/index.aspx>

We hope this is the beginning of a special connection to those with shared life journeys at Wilson College! If you need any assistance, please contact us at [ARoffice@wilson.edu](mailto:ARoffice@wilson.edu).

*Marybeth Famulare*

*Honorary '17, Director of Alumni Relations*

*Katie Shank '19*

*Alumni Relations Associate*

*Cynthia Fink Barber '73*

*Volunteer Coordinator*

**Student Information**

Name \_\_\_\_\_ Gender \_\_\_\_\_  
 Wilson \_\_\_\_\_ Wilson \_\_\_\_\_  
 Email \_\_\_\_\_ Grad Year \_\_\_\_\_

Wilson Mailbox # \_\_\_\_\_  
 1015 Philadelphia Avenue, Chambersburg PA 17201

Major/Field of Study \_\_\_\_\_

Interests \_\_\_\_\_

Note any special treats or allergies \_\_\_\_\_

BirthDay Month \_\_\_\_\_ Day \_\_\_\_\_

\_\_\_ Prefer only a female pairing

\_\_\_ No preference on pairing

**Alum Information**

Name \_\_\_\_\_ Gender \_\_\_\_\_

Email \_\_\_\_\_ Grad Year \_\_\_\_\_

Address \_\_\_\_\_

Field of Study/Occupation \_\_\_\_\_

Interests \_\_\_\_\_

BirthDay Month \_\_\_\_\_

\_\_\_ Prefer only a female pairing

\_\_\_ No preference on pairing



## Wilson College Ring it Forward Program

## Donor Form

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ Major/Area of Study: \_\_\_\_\_

Do you have any preferences/restrictions regarding who receives your ring?

(ex. A biology student, a student involved in athletics, a local student, etc.)

---



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Any special notes regarding this particular ring? (ex. engraving, condition, etc.)

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**Ring-It- Forward Program Statement of Understanding:**

\*Donations of rings are not tax-deductible or considered a gift in-kind as neither Wilson College nor the Alumnae Association maintain long term possession of the rings.

\* Recipients will be matched via a small committee.

\* An alumna with a specific recipient in mind may give directly without the involvement of this committee; however, please notify the Alumni Relations Office of this exchange for record keeping purposes.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you like to be present at the ceremony during which your ring will be presented to the student?

(Circle One) **Yes or No**

If you have a narrative or statement regarding your ring or your Wilson experience that you would like to share with the student recipient, please feel free to use the back of this form or attach a separate sheet.

*(Office Use Only):*

Received by Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Matched with: \_\_\_\_\_ Date: \_\_\_\_\_

*Form updated January 2019*

The Ring-It-Forward program matches alumni willing to donate their Wilson class rings with current students and, at times, other active alumni. These legacies “ring it forward” to a new generation of Wilson alumni in a ceremony held at least once a year.

The Alumnae Association of Wilson College is grateful for the generosity of these donor alumni. The rings’ new owners will add their Wilson stories to those of the alumni as they participate in this tradition. Since the program began in 2013, there has been a total of 36 pairings.

### Check out the Alumnae Association of Wilson College on Facebook and Instagram!

Stay connected with the Alumnae Association of Wilson College by following us on Facebook and Instagram. Learn about upcoming events, interact with alumnae/i across generations and around the globe, share your Wilson stories and discover how you can support Wilson students. Alumnae/i from all disciplines and programs are welcome and encouraged to join.

Facebook: Alumnae Association of Wilson College

1. Type “Alumnae Association of Wilson College” in the Facebook search bar
2. If the Group does not appear, click the “Groups” tab on the top of the page
3. Request to “Join” the closed group

Instagram: aawcsocialmedia

1. Search: aawcsocialmedia
2. Request to join and photos will appear once you have been approved!

Welcome and Enjoy!

Do you use  
**amazon.com**?



**You shop. Amazon gives.**

- Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the Alumnae Association of Wilson College.
- AmazonSmile is the same Amazon you know. Same products, same prices, same service.
- Support AAWC by starting your shopping at AmazonSmile, link below.
- Proceeds benefit alumnae/i student activities

**Link to AmazonSmile:** <https://smile.amazon.com/ch/23-1352581>

## CHAMBERSBURG AREA LODGING OPTIONS

**HOTELS:****Best Western**

211 Walker Rd  
717-262-4994

[www.bestwesternpa.com](http://www.bestwesternpa.com)

Wilson Rate: 15% discount

**Candlewood Suites**

231 Walker Rd  
717-263-2800

<https://www.ihg.com/candlewood/hotels/us/en/chambersburg/gtycw/hoteldetail>

Wilson Rate: \$85 +tax

**Comfort Inn**

3648 Old Scotland Rd.  
717-264-6288

[www.comfortinn.com/PA785](http://www.comfortinn.com/PA785)

Wilson Rate: \$79 +tax

**Country Inn & Suites**

399 Bedington Blvd  
717-261-0900

[www.countryinns.com](http://www.countryinns.com)

Wilson Rate: \$84 +tax

**Days Inn**

30 Falling Spring Rd  
717-263-1288

[www.daysinn.com](http://www.daysinn.com)

**Fairfield Inn by Marriott**

1122 Wayne Rd  
717-264-1200

[www.fairfieldinn.com](http://www.fairfieldinn.com)

**Hampton Inn**

955 Leshar Rd  
717-261-9185

[www.hamptoninn3.hilton.com](http://www.hamptoninn3.hilton.com)

**Holiday Inn Express & Suites**

1097 Wayne Ave  
717-709-9009

[www.chambersburgexpress.com](http://www.chambersburgexpress.com)

**La Quinta**

199 Walker Rd  
717-466-0770

[www.laquintachambersburg.com](http://www.laquintachambersburg.com)

**Quality Inn**

1095 Wayne Ave  
717-263-3400

[www.qualityinnchambersburg.com](http://www.qualityinnchambersburg.com)

Wilson Rate: \$59.99 +tax

**Springhill Suites**

451 Gateway Ave

[Marriott.com/HGRSC](http://Marriott.com/HGRSC)

**BED & BREAKFASTS:****Craig Manor (Reopening 11/1/19)**

756 Philadelphia Ave  
570-506-7827

**The Inn at Ragged Edge**

1090 Ragged Edge Rd  
717-496-8372

[www.theinnatraggededge.com](http://www.theinnatraggededge.com)

(Last Updated 8/2019 – Thank you for your understanding that this is meant to be a resource. Hotel rates are subject to change and they may not always notify Wilson College)

# ANNUAL REMINDERS

## FALL

- Student Orientation Activities—Join us in greeting new and returning students.
- Convocation—Open for alumni to join in this tradition.
- Fall Weekend—Volunteer training/reunion planning (all officers).
- Donor Recognition Dinner (invitation only).
- Alumnae Association of Wilson College Board of Directors Meeting.
- Verify with alumni relations that all current class officer positions are up to date (class president).
- Coordinate and collaborate with class officers on communications, events and updates among classmates (class president).
- Request class list and class giving history, and collaborate on the solicitation of classmates (class ambassador, director of development).
- Communicate class interests and assist in planning class reunion activities (class reunion chair/committee, alumni relations).
  - » Class reunion special request form
  - » Outreach to class with dates and general information
- Identify any current or retired faculty/staff members to be invited as guests to celebrate with your class (class reunion chair/committee, alumni relations).
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).
- Aunt Sarah/Uncle Wilson Program promotion and sign-ups.

## WINTER

- Christmas Vespers—Open for alumni to join in this tradition.
- Food for Finals—Open for alumni to provide encouragement to students.
- Alumnae Association of Wilson College Board of Directors meeting.
- Collaborate on the solicitation of classmates for participation in class gift, attendance during Reunion, and for assistance in planning your celebration (class reunion chair/committee, director of development, alumni relations).
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).
- Notify classmates of reunion plans (class reunion chair, director of development, alumni relations).
  - » Include plans for class dinner and activities
  - » Identify ideas for class gift designation

## SPRING

- Aunt Sarah/Uncle Wilson Program promotion and sign-ups.
- Muhibbah International Club Dinner.
- Coordinate class dinner program (50th class only) with alumni relations office by the end of March (reunion chair, class president).
- Identify key items to be used during reunion celebration (historian, if applicable, or reunion chair).
- Spring Fling—Open for alumni to join in this tradition.
- Student Research Day and Academic Awards presentation—Open for alumni to get a firsthand look at student projects.
- Food for Finals—Open for alumni to provide encouragement to students.
- Graduating Senior Activities—Join in welcoming new alumni.
  - » Senior Bash
  - » Blue and Silver Line at Commencement
- Submit class note summary in accordance with the magazine schedule (class correspondent, class correspondent coordinator).

## SUMMER

- Celebrate Reunion Weekend held in June—Open for all alumni to join us in this tradition.
- Preside over class meetings/dinners and report change of officers and pertinent class information to alumni relations (class president).
- Provide written notification to alumni relations and director of development of class gift designations or authorization to move class treasury funds (class president/treasurer).
- Record pertinent information at class meetings (secretary).
- Hold nominations and election of new class officers.
- Complete the reunion class officer's report and submit to alumni relations (secretary).
- Alumnae Association of Wilson College board of directors meeting.

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# WILSON COLLEGE

Alumnae Association  
 of Wilson College

1015 Philadelphia Ave.  
Chambersburg, PA 17201  
[www.wilson.edu](http://www.wilson.edu)