Guidelines for your 2019 class newsletter:

1. The class newsletter will be printed on this letterhead. You can write as much or as little as you would like, as long it does not exceed the front and back of this page.

2. The newsletter will be accompanied by the attached sheet.

3. The deadline to submit your class newsletter is **Friday, November 8, 2019** by email to alum@wheatoncollege.edu or mailed to: Wheaton College, Attn. Alumni Relations, 26 East Main Street, Norton, MA 02766.

4. When we receive your letter, we will merge it onto the letterhead and send back to the individual that submitted the letter for final approval.

5. If you would like us to put the class officer team and contact information into your letter, please notify us and leave space for us to insert this.

6. Things to include in your cover letter:
   a. A call to action for class notes.
   b. An update on a recent reunion celebration or news of an upcoming reunion or mini-reunion.
   c. Encouraging classmates to attend regional events.
   d. Any new information you learned over Leadership Weekend.
   e. Open class officer positions or looking for a Reunion planning committee.
   f. A reminder about supporting the Wheaton Fund.

If you have any questions about the newsletter, please email alum@wheatoncollege.edu.