Guidelines for your 2020 class newsletter:

1. This template is being offered to you for your class newsletter. 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 deadline to submit your class newsletter is **Wednesday, November 18, 2020** by email to alum@wheatoncollege.edu.

3. When we receive your letter, we will transfer it onto our letterhead and send it back to the individual that submitted the letter for final approval. Classes 1945-1976 will be mailed a hard copy of the letter. Classes 1977-2020 will receive the letter by email.

4. Things to include in your letter:
   - Encouraging classmates to attend virtual [Wheaton events](#).
   - Any new information you learned over Leadership Month.
   - Ways to engage with your class via Zoom, the [Alumni Book Club](#), and your class Facebook page and other social media platforms.
   - A reminder about supporting the [Wheaton Fund](#).
   - A call to action for class notes.
   - [Awards](#) and [Nominations](#) are open until January 1, 2021.
   - An update on your upcoming reunion. The College is planning to host Reunions when it is safe to do so. No decisions will be made until early next year.

5. Your class officer team will be at the end of your email as your signature.

If you have any questions about the newsletter, please email alum@wheatoncollege.edu or contact your [class contact](#).