



Class Newsletter

FALL 2021

Guidelines for your 2021 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. Timeline to submit your class newsletter is **Monday, November 15, 2021 - Monday, January 31, 2022** 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 1945-1972 will be mailed a hard copy of the letter. Classes 1973-2021 will receive the letter by email.
4. Things to include in your letter:
 - a. Encouraging classmates to attend virtual [Wheaton events](#).
 - b. Any new information you learned over Leadership Month.
 - c. Ways to engage with your class via [Zoom](#), the [Alumni Book Club](#), [Social Justice Movie Club](#) and your class Facebook page and other social media platforms.
 - d. A reminder about supporting the [Wheaton Fund](#).
 - e. A call to action for class notes.
 - f. [Awards](#) and [Nominations](#) are open until January 1, 2022.
 - g. A "Save the Date" for your upcoming reunion.
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](#).