



Class Letters:

A Labor of Love

Thank you for the work you do for Hollins and for your classmates in this important volunteer role as a class reporter. We value you and your contribution to Hollins. This tip sheet offers suggestions to help you in your role as a class reporter and to also help us work more efficiently at Hollins.

When your **contact information** (name, address, phone, e-mail address) changes, please e-mail alumnae@hollins.edu or call 1-800-TINKER1 (1-800-846-5371) to keep Hollins up to date. Class reporters' names and contact information are listed on the Hollins alumnae Web site at: <https://www.hollins.edu/alumnae/alumnae-news/send-class-news/class-reporters/>.

Alumnae/i Names: Please verify the spelling of your classmates' names, if at all possible. The first time an alumna's name is listed in your letter, please type the full name using **bold type** (i.e., **Jane "Janie" Doe Hollins**). The second time a name is mentioned in the letter, just type the first name or nickname and current last name (i.e., **Janie Hollins**). Please **DO NOT** TYPE NAMES IN CAPITAL LETTERS, *italics*, (parentheses), or underline the maiden name.

Deadlines: Deadlines for your classmates to send news to you are listed in each issue of the magazine and are on the alumnae Web site as well. Prior to the deadlines, Hollins will send e-mail reminders to all classmates who have e-mail.

Deadlines for your classmates to submit their news to you:

Summer: **April 15** • Winter: **October 1** • Spring: **January 5**

Your letter (if you have received class news) **is due to Hollins one month later:**

Summer: **May 15** • Winter: **November 1** • Spring: **February 5**

PLEASE NOTE THAT LETTERS RECEIVED 30 DAYS PAST YOUR DEADLINE MAY NOT BE INCLUDED IN THAT ISSUE OF THE MAGAZINE.

Word limits

1920s – 1950s: 825 words = 2 1/2 typed pages, doubled-spaced

1960s – present: 1,650 words = 5 typed pages, doubled-spaced

Please type your class year at the top of your letter. Also, please include your name, address, telephone number, and e-mail address at the bottom of your class letter. This will help ensure that your contact information is printed correctly in your letter.

When you complete your letter, please e-mail it to classnews@hollins.edu. Please copy (cc) the alumnae relations office as well, at alumnae@hollins.edu, to ensure that your news is received. If at all possible, please format your letter in Microsoft Word (.docx), as we cannot open Apple Pages files. If you do not have Microsoft Word, please save the file as a PDF.

If your letter is handwritten, please send a printed copy of your class letter to: Class Letters Editor, Hollins University, Box 9657, Roanoke, VA 24020.

Problems? Questions? Concerns?

Olivia Body, class news editor: 540.362.6453 or classnews@hollins.edu

Alumnae Relations: 540.362.6498 or alumnae@hollins.edu