Stevens Institute of Technology
Class Leadership

The Class Leadership Program is designed to facilitate alumni engagement and encourage alumni involvement in the university community. To be successful class leaders you are encouraged to know and succeed at The Three P’s of Alumni Achievement – Pride, Participation, and Philanthropy.

PRIDE - Show your Stevens spirit!
- Encourage the next generation of outstanding students to apply to Stevens.
- Share information about internships and job opportunities at your company with the Office of Career Development and the Alumni Office.
- Promote alumni events and activities taking place both on campus and around the nation through e-mail, social media, and phone calls with classmates.
- And, don’t forget to wear Stevens gear around the country and the world and share your pictures online.

PARTICIPATION - Get involved!
- Attend events hosted by Stevens both on campus and off.
- Help to identify a strong contingent of enthusiastic alumni volunteers.
- Nominate fellow graduates for Stevens’ awards (e.g., the awards presented during the Annual Awards Gala in April and at Alumni Weekend in June).
- Assist the Office of Development and the Alumni Office to drive participation in and planning for your class reunion.
- Collaborate with the Office of Development and the Alumni Office to send between four (4) and six (6) communications (print and/or electronic) per year to your classmates about events, campus news, and fundraising.
- Gather submissions and send in a class log for The Stevens Indicator.
  - Post information relevant to your class to your class’ Facebook page. (If your class does not have a Facebook page and would like to start one, e-mail alumni@stevens.edu.)

PHILANTHROPY - Give back every year!
- Each and every year, take a moment to thank your alma mater by making a gift to Stevens. Whether it’s $10, $100, $1,000, or more, every gift made by an alumnus/a counts towards alumni participation.
- Encourage your classmates to contribute annually by participating in a class phone-a-thon and/or e-mail campaign to thank fellow donors and encourage others to contribute.
- Understand and share with other alumni the importance of alumni participation. Every gift that an alumnus/a makes in a given fiscal year, at any level, helps Stevens rise in national collegiate rankings, including those in U.S. News & World Report. Alumni participation also is a key indicator of satisfaction, viewed as an endorsement of the institution that many corporations and foundations refer to when awarding grants. Being ranked among the top institutions, as well as strengthening the support from external organizations, helps Stevens attract and retain the best and brightest students and faculty to our alma mater.
- Review quarterly gift detail reports to ensure that gifts have been recorded consistent with donor intent and collaborate with the Office of Development on tactics to increase participation.

General Information
- Class leadership typically includes four (4) positions for each class: President, Vice-President, Secretary, and Class Fund Captain (depending on the make-up of the class these positions may vary).
- Class leaders are elected by fellow classmates for a five (5) year term, when class leaders may step down or elect to continue in their position.
- Class leaders are expected to hold at least one (1) meeting per year (either in person or via conference call) with the Office of Development and the Alumni Office to discuss strategies for the upcoming year.
- Class leaders are asked to assist the Office of Development and the Alumni Office to keep class contact data up to date. Stevens will provide class leaders with tools to help obtain information and will communicate updated demographic information on classmates obtained by the Office of Development and/or the Alumni Office.
- Class leaders are encouraged to work with the Office of Development and the Alumni Office to send between four (4) and six (6) communications to their classmates. Initial drafts of these letters that may be tweaked by the class leaders will be provided by Stevens.
- Class leaders are encouraged to submit class logs four (4) times per year for inclusion in The Stevens Indicator.