

*[SAMPLE NOMINATION FORM – To be formatted for class letterhead  
Information appropriate to your class (i.e. your name, class year, and your AYA staff liaison's  
name) will be inserted for you if you use this template.]*

TO: Class of XXXX  
FR: YOUR NAME HERE  
Class Secretary  
DA: December 2006  
RE: **Class of XXXX Call for Nominations**

Every five years, at the time of reunions, Yale College Classes elect new Class officers. Our class is conducting nominations and elections by mail and email in advance of the reunion so that all classmates may participate in the election process whether or not they are able to attend the reunion.

**With this mailing, the Class is soliciting nominations for the positions of Class Secretary and Class Treasurer.** The duties of the officers include:

*Secretary & Treasurer together:*

- primary responsibility for all class activities and communications;
- serving as liaisons between the class and the University;
- organization of a Class Council and/or executive committee;
- planning class events between reunions;
- attending Fall AYA assembly in New Haven on the weekend of the last home football game in November (v. Harvard or Princeton);

*Secretary primary responsibility:*

- appointing reunion chairs and assisting chairs in planning reunion;
- writing Class notes six times a year for the *Yale Alumni Magazine* or appointing a corresponding secretary;

*Treasurer primary responsibility:*

- management of the class treasury;
- soliciting annual dues from classmates (usually 2 solicitation letters per year) and thanking classmates for dues contributions by way of monthly postcards;
- approving class financial transactions, including volunteer reimbursements (both class officers for larger amounts).

Self-nominations are welcome, as are nominations of classmates you would like to see fill these positions. If you are nominating a classmate, please make an effort to confirm with them that they are willing to run before returning the nomination form. Any nominations for co-officers should be made jointly. If you have any questions about the role of a class officer, please feel

free to be in contact with me (EMAIL, PHONE) or INSERT AYA NAME HERE at the AYA (EMAIL, PHONE).

Candidates will be asked to submit a maximum 150-word statement of candidacy for the ballot. The election ballot with confirmed candidates will be sent to all classmates via email or mail in the spring, prior to reunion. The results will be announced at our Class Dinner on Saturday evening of reunion weekend in New Haven.

In order to complete the election process in a timely fashion, we ask that you submit nominations no later than January 19. You may return this form in the enclosed envelope or contact INSERT NAME HERE at AYA by fax (203-432-0587) or email INSERT EMAIL HERE.

P.S. We hope to see you at our reunion this spring. Weekend information and a list of those planning to attend can be found at: [www.aya.yale.edu/reunions](http://www.aya.yale.edu/reunions).

**Class of XXXX Officers Nomination**

*Nominee for Class Secretary*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I have confirmed that this person is willing to run: \_\_\_ yes \_\_\_ no

*Nominee for Class Treasurer*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I have confirmed that this person is willing to run: \_\_\_ yes \_\_\_ no

You may nominate additional people on the back of this form or by attaching an additional page.

Your Name (*please print*): \_\_\_\_\_

Your Signature \_\_\_\_\_

Your Daytime Phone \_\_\_\_\_

Your Email: \_\_\_\_\_

**Please return this form by phone, fax or email before January 19, 2007.**

**Fax: 203/432-0587 Email: INSERT EMAIL HERE**