CLASS AGENTS
THE ASSOCIATION OF FORMER STUDENTS
# TABLE OF CONTENTS

## THE ASSOCIATION OF FORMER STUDENTS OF TEXAS A&M UNIVERSITY

- Mission ................................................................................................................................................................................4
- History .................................................................................................................................................................................4
- Clayton W. Williams, Jr. Alumni Center ..............................................................................................................................5
- Contact Information ............................................................................................................................................................5
- Hours of Operation..............................................................................................................................................................5

## THE AGGIE RING ................................................................................................... 6

## CLASS AGENT ROLES & RESPONSIBILITIES ............................................................. 6

## CLASS AGENTS ...................................................................................................... 7

## CLASS GIFTS.......................................................................................................... 7

## ONLINE TOOLS & RESOURCES

- Logging into AggieNetwork.com........................................................................................................................................11
- Class Pages on AggieNetwork.com - AggieNetwork.com/Class ...........................................................................................11
- Posting Your Former Student News ................................................................................................................................11
- Posting & Editing Class Announcements ..........................................................................................................................11
- Silver Taps ..........................................................................................................................................................................12
- How to Access Folders on Your Class Page ........................................................................................................................12
- Mass Emails .......................................................................................................................................................................12
- Free Email Address at AggieNetwork.com ..........................................................................................................................12
- Super User ..........................................................................................................................................................................12

## PRINT & ELECTRONIC COMMUNICATION GUIDELINES

- Texas Aggie Submissions ......................................................................................................................................................13
- AggieNews Submissions ......................................................................................................................................................13

## CLASS NEWSLETTER GUIDELINES

- The Electronic Newsletter Process .....................................................................................................................................14
- The Print Newsletter Process ...........................................................................................................................................14
- Class News - Where Does It Come From? ..........................................................................................................................15
- Class Newsletters Format .................................................................................................................................................... 15
- Organizing Your Letter .......................................................................................................................................................15
- Length................................................................................................................................................................................16
- Word Processing Your Letter ..............................................................................................................................................16
- Style Guide ........................................................................................................................................................................16
# CLASS REUNIONS

Association Duties .......................................................................................................................... 19  
Class Agent Duties ................................................................................................................................. 19  
Formal Reunions ................................................................................................................................. 19  
Class Reunions - Reunion Marketing .............................................................................................. 20  
Class Reunions - Reunion Planning ................................................................................................. 21  
Class Reunions - Reunion Activities ................................................................................................... 22  
Sul Ross Group Reunion ..................................................................................................................... 23  
50th Anniversary Reunion ................................................................................................................... 23  
Young Alumni Weekend ...................................................................................................................... 23

# SUGGESTED REUNION PLANNING TIMELINE ............................................................................ 24

# CLASS PROGRAMS BUSY DATES ................................................................................................... 24

# CLASS AGENT REPORTS

Quarterly Giving Reports .................................................................................................................. 25  
Key for Class Agent Quarterly Report ............................................................................................... 25

# HONORING YOUR CLASSMATES

Silver Taps ............................................................................................................................................ 27

# BRAND STANDARDS

Trademarks .......................................................................................................................................... 28  
Aggie Maroon ...................................................................................................................................... 30

# WRITERS’ USAGE & STYLE GUIDE ................................................................................................ 31

# DIRECTORY

Class Programs’ Contacts .................................................................................................................. 34  
Campus Information ........................................................................................................................... 34  
Association Contacts ......................................................................................................................... 35  
Around Town – Event Planning ........................................................................................................... 35
THE ASSOCIATION OF FORMER STUDENTS OF TEXAS A&M UNIVERSITY

The Association of Former Students traces its origin to the Ex-Cadets Association formed in 1879 and later to the A&M Alumni Association and Alpha Phi Fraternity. In 1919, a coalition was formed and adopted the name “The Association of Former Students.” Much has changed since 1879, but the fundamental objectives of The Association remain the same.

The founding charter of 1925 states that The Association of Former Students was formed for “the support of benevolent, charitable and educational undertakings by extending financial and other aid to students of Texas A&M University; by promoting social, literary and scientific pursuits; by perpetuating and strengthening the ties of affection and esteem formed in university or college days; and by promoting the interests and welfare of Texas A&M University and education generally in the State of Texas.”

MISSION

Our founding charter, dating back to 1925, states that The Association of Former Students is formed for

“the support of benevolent, charitable and educational undertakings by extending financial and other aid to students of Texas A&M University.”

The Long Range Planning Committee of 1967, with input many years later from The Association’s 1992 Strategic Planning Committee, developed the mission by which The Association operates today. The Association of Former Students’ noble mission is to:

• Strengthen The Association of Former Students;
• Promote the interests and welfare of Texas A&M University;
• Perpetuate ties of affection and esteem formed in university or college days; and
• Serve the Student Body.

The ability to successfully carry out our mission has depended upon the leaders selected to guide our organization. Throughout the years, The Association of Former Students’ leadership has seen the organization through trials and triumphs.

HISTORY

The Association exists today as a proud and prominent resource for Texas A&M University because of the vision and loyalty inherent in our former students. This loyalty began in 1879, persevered through economic hardship, wars, political unrest and endured both tragedy and triumph.

On June 26, 1879, with the Agricultural & Mechanical College of Texas still in its infancy, 11 former cadets hosted a reception in Houston initiating the first formal organization of A&M former students. It was decided at this first meeting to endeavor to keep a record of all former cadets who attended the A&M College of Texas, “thus promoting and maintaining fellowship.” The Ex-Cadets Association was reorganized to form the Alumni Association in 1888. Developing throughout the years in tandem with the Alpha Phi Fraternity, which was founded in the 1890s and included former students who had not graduated, a coalition was formed in 1919 that formally adopted the name “The Association of Former Students.”

Lacking a permanent home, in 1910 the Alumni Association led a fundraising campaign to erect a YMCA-Alumni Memorial Building. The YMCA Building was dedicated on February 15, 1915, but the Y never became the alumni facility. Once construction was complete, The Association gave its space in the building to Texas A&M to answer the call for desperately needed space for the college and its students. The YMCA Building to this day still serves the university, housing various administrative offices.
In 1974, after seven moves to temporary locations, The Association moved to its first dedicated space in the Memorial Student Center with the opening of the Forsyth Alumni Center. With the enrollment explosion of Texas A&M in the 1970s and 1980s, The Association quickly outgrew this space. Finally realizing a vision first conceived in 1910, The Association constructed its first free-standing building in 1987, the Clayton W. Williams, Jr. Alumni Center. In 2008, a significant enhancement project was initiated to better utilize our facility in telling the powerful story of Texas A&M and Texas Aggies. Upon completion of the enhancements, the Williams Alumni Center was rededicated in the fall of 2009.

Former students of Texas A&M are proud of our past, yet remain committed to the future. This summary of milestones cannot begin to document the countless gifts of time, talent and treasure from loyal, passionate former students throughout our history. While our methods and programs have evolved tremendously during our first 100 plus years, the noble cause of the Ex-Cadets Association is still carried out by the staff and dedicated volunteers of The Association of Former Students.

CLAYTON W. WILLIAMS, JR. ALUMNI CENTER

The Clayton W. Williams, Jr. Alumni Center is the home of The Association of Former Students. The staff of The Association is here to serve the needs of Texas A&M and its students, both past and present. We are located at the corner of George Bush Drive and Houston Street on the campus of Texas A&M University.

CONTACT INFORMATION

The Association of Former Students
505 George Bush Drive
College Station, TX 77840-2918
979-845-7514
800-633-7514 (toll free)
979-845-9263 (fax)

HOURS OF OPERATION

The Clayton W. Williams, Jr. Alumni Center is open Monday through Friday, 7:30 a.m. to 5:30 p.m. and Saturday, 10 a.m. to 2 p.m., excluding holidays. Hours may be expanded for home football game weekends, commencement, Parents’ Weekend, Muster and other key events. Services are limited on Saturdays.

Summer Hours of Operation
Beginning May 19, the Clayton W. Williams, Jr. Alumni Center will begin our summer schedule of business hours and will be open Monday through Friday, 7:30 a.m. to 5:30 p.m. only. Beginning August 18, we will resume our Saturday hours, with the Alumni Center open to visitors and Ring resizing only from 10 a.m. to 2 p.m.

The Association offices will be closed for the following holidays:
January 15, 2018 | Martin Luther King, Jr. Day
March 14-16, 2018 | Spring Break
March 30, 2018 | Association offices close at Noon
May 28, 2018 | Memorial Day
July 4, 2018 | Independence Day
November 22 & 23, 2018 | Thanksgiving
December 24, 2018 – January 1, 2019 | Christmas
THE AGGIE RING

The first known Aggie Ring was created in 1889.

Symbolism of the Aggie Ring:
- The Ring’s shield symbolizes protection of the good reputation of the alma mater, while the 13 stripes in the shield refer to the 13 original states and signify the intense patriotism of Aggies. The five stars in the shield refer to the phases of development of the student: mind or intellect, body, spiritual attainment, emotional poise and integrity of character. The eagle represents agility and power, and the ability to reach great heights.
- The right shank of the Ring includes the seal of the State of Texas authorized by the Constitution of 1845. The five-pointed star is encircled with a wreath of live oak leaves, symbolizing the strength to fight, and olive and laurel leaves signifying achievement and the desire for peace. The leaves are joined at the bottom by an encircling ribbon to show the necessity of joining these two traits to accomplish one’s ambition to serve.
- The left shank, with its ancient cannon, saber and rifle, symbolize the fight of Texans for their land and their determination to defend to their homeland. The saber itself represents valor and confidence, while the rifle and cannon symbolize preparedness and defense. The crossed flags of the United States and Texas recognize the dual allegiance to the nation and state.

CLASS AGENT ROLES & RESPONSIBILITIES

1. Serve on the Leadership Council, where you will represent your Class.
2. Attend the Leadership Council Weekends held in the Fall and Spring.
3. Attend a Class Agent training workshop held at The Association upon election.
4. Learn about the Annual Fund, the Century Club and other contribution programs at The Association of Former Students.
5. Be an Active Member and encourage Classmates to become Active Members of The Association.*
6. Pass Class news items and Classmate updates on to The Association.
7. Write 2-3 Class newsletters a year.
8. Keep in touch with Classmates.
9. Plan, organize and facilitate formal and mini Class Reunions with the assistance of The Association staff.
10. Manage any existing or new Class Gifts.
11. Maintain ties with Classmates and serve as the liaison between your Class and The Association of Former Students.

*An Active Member of the Annual Fund is someone who contributes at the $50 level or higher.
CLASS AGENTS

The most current Class Agent names and contact information can be found at AggieNetwork.com.

CLASS GIFTS

1943
Portrait of President Walton, Corps of Cadets Leadership Excellence Endowment, Sweaters to Yell Leaders to commemorate role in 1939 National Championship, Class of 1943 Gift Fund & 2 Sul Ross Scholarships

1944
Pillar Donor to Clayton W. Williams, Jr. Alumni Center, 10 Sul Ross Scholarships & Corps Fund

1945
Sul Ross Scholarship, Class of 1945 Gift Fund, 2 General Rudder Scholarships & Cushing Memorial Library Bookcase

1946
2 Sul Ross Scholarships & Corps Center Fund

1947
Intramural Athletic Message Center, Cushing Library Indoor Gateway, Chester Reed Memorial at Reed Arena, Evans Library, Sul Ross Scholarship, Cushing Library Rare Book Endowment, 55th Anniversary Corps Leadership Course Facility, President’s Endowed Scholarship, Sanders Corps Center Engraved Bricks & 55th Anniversary Permanent Gift Endowment

1948
President’s Endowed Scholarship, 2 Sul Ross Scholarships, 2 General Rudder Scholarships & Class of 1948 Gift Fund

1949
Chimes for MSC, 2 Sul Ross Scholarships, Corps Scholarship Funds & Cushing Library Endowment

1950
Silver Service Set for MSC, Class of 1950 Gift Fund, President’s Endowed Scholarship, Sul Ross Scholarship, Endowed Opportunity Award & Fallen Comrades Memorial Sul Ross Scholarship

1951
Intramural Message Center, 4 General Rudder Scholarships, 3 President’s Endowed Scholarships, Class of 1951 Gift Fund, Sul Ross Scholarship & Silver Taps Endowment

1952
President’s Endowed Scholarship, North Portico at Sam Houston Sanders Corps Center, 3 General Rudder Scholarships, Pillar Donor to Clayton W. Williams, Jr. Alumni Center, Opportunity Award Scholarship, Class of 1952 Gift Fund, Pillar at East Gate Entrance & Sul Ross Scholarship

1953
Pillar Donor to Clayton W. Williams, Jr. Alumni Center, South Pillar at East Gate Entrance, 2 Class of ’53 Foundation Excellence Awards, 7 Classmate Endowed Opportunity Awards, 5 Class of ’53 Endowed Opportunity Awards, 20 Classmate Sul Ross Scholarships, Class of ’53 Project Fund, Texas Aggie Band Endowment, 4 Class of ’53 General Rudder Scholarships, 20 Classmate President’s Endowed Scholarships, Class of ’53 President’s Endowed Scholarship, Memorial President’s Endowed Scholarship, 3 Class of ’53 Sul Ross Scholarships, 8 Classmate General Rudder Scholarships & Class of ’53 Scholarship Fund

1954
President’s Endowed Scholarship, Sul Ross Scholarship, Korean War Memorial, Pillar Donor to the Sanders Corps Center, Pillar Donor to Clayton W. Williams, Jr. Alumni Center & Squadron M/15 Sul Ross

1955
Aggie Ring Scholarship, Korean War Memorial, Scholarship Fund, Principal Donor to Clayton W. Williams, Jr. Alumni Center (TAMU Seal in Fountain), Sul Ross Scholarship & 2 Armor Units Corps Scholarships

1956
Voting Machines for MSC, Class of 1956 Gift Fund, President’s Endowed Scholarship, Sul Ross Scholarship & Student Worker Award Program

1957
President’s Endowed Scholarship, Sul Ross Scholarship, John Mark Stallings Endowed Medical Scholarship, Class of 1957 Scholarship & Class of 1957 Project Fund

1958
President’s Endowed Scholarship, Pillar – Texas A&M Foundation, 3 Sul Ross Scholarships, Endowed Professorship for Leadership Laboratory, Opportunity Award Scholarship, Corps Academic Learning Center Fund & John David Crow 12th Man Foundation Fund

1959
Pillar Donor to Clayton W. Williams, Jr. Alumni Center, Corps Endowed Academic Center, Rudder Scholarship, Flag Pole at Clayton W. Williams, Jr. Alumni Center & 2 Sul Ross Scholarships
1960
Cornerstone Donor to Clayton W. Williams, Jr. Alumni Center, Opportunity Award Scholarship, Movie Rights to “We’ve Never Been Licked,” 1939 National Champions Book & Sul Ross Scholarships

1961
Cornerstone Donor to Clayton W. Williams, Jr. Alumni Center, Opportunity Award Scholarship, President’s Endowed Scholarship, Bench at Sanders Corp Center, 2 Sul Ross Scholarships, Class of 1961 Gift Fund & MSC Class Pillar

1962
Cushing Library Project, Sul Ross Scholarship, Corps 21 Scholarship, President’s Endowed Scholarship, Standardize 5 Corps Dorm Rooms, Class of 1962 Gift Fund, Aggie Ring Collection Case in Sanders Corps Center, Class Column in Duncan Dining Hall & MSC Class Pillar

1963
3 Endowed Opportunity Scholarships, President’s Endowed Scholarship, 2 Sul Ross Scholarships, Class of 1963 Project Fund & MSC Class Pillar

1964
President’s Endowed Scholarship, Traditions Donor to Clayton W. Williams, Jr. Alumni Center, Sul Ross Scholarship & MSC Class Pillar

1965
2 Sul Ross Scholarships & Class of 1965 Special Fund

1966
“The Graduate” Sculpture, Endowed Scholarship in Teacher Education, Ranger III & Sul Ross Scholarship

1967
Sul Ross Scholarship & President’s Endowed Scholarship

1968
Bonfire Relief Fund, Freedom from Terrorism Memorial, Memorial Fund, Bonfire Memorial Fund, Class of 1968 Gift Fund, Endowed Opportunity Award Scholarship, President’s Endowed Scholarship & 2 Sul Ross Scholarships

1969
Meditation Garden, Aggie Band Fund, Class of ’69 Memorial Flag Program, 2 Sul Ross Group Scholarships, Class of ’69 Vietnam Memorial & Legacy Fund

1970
Meditation Garden, Aggie Spirit Endowment, Spirit Donor to Clayton W. Williams, Jr. Alumni Center, 4 Sul Ross Scholarships, Opportunity Award Scholarship, Endowed Opportunity Award Scholarship, Class of 1970 Endowed Century Club & Veterinary Medicine Endowed Fund

1971
Meditation Garden, 2 Sul Ross Scholarships, Endowed Scholarship in Veterinary Medicine & Class of 1971 Gift Fund

1972
Meditation Garden, Foundation Excellence Award & Sul Ross Scholarships

1973
Sul Ross Scholarship & General Rudder Scholarship

1974
2 Sul Ross Scholarships, Bonfire Memorial Donation, Opportunity Award Scholarship, Cushing Memorial Library Gift & Bonfire Relief Fund Donation

1975
Murray Newton Memorial Scholarship, President’s Endowed Scholarship, Class of 1975 Project Fund & 2 Sul Ross Scholarships

1976
Centennial Eagle Memorial Statue, Class of 1976 Endowed Century Club, Class of 1976 Gift Fund & MSC Class Pillar

1977
Renovations to Fish Pond, Fish Pond Endowment, Endowed Scholarship Fund, Traditions Donor to Clayton W. Williams, Jr. Alumni Center & Aggie Ring Scholarship

1978
$10,000 Texas A&M University Seal in Academic Building, Aggie Ring Scholarship, Sul Ross Scholarship & Opportunity Award Endowment

1979
Class of 1979 Endowed Fund, President’s Endowed Scholarship, Opportunity Award Scholarship & Pillar Donor to Clayton W. Williams, Jr. Alumni Center

1980
12th Man Statue, President’s Endowed Scholarship, Endowed Scholarship Fund & MSC Class Pillar

1981
Art Endowment, Spirit Donor to Clayton W. Williams, Jr. Alumni Center, Class of 1981 Gift Fund & Bell Carillon in Liberal Arts Building

1982
Spence Park Expansion, Endowed Opportunity Award Scholarship & Class of 1982 Gift Fund

1983
Eternal Flame, Spirit Donor to Clayton W. Williams, Jr. Alumni Center & Sul Ross Scholarship

1984
Bonfire Endowment, MSC Class Pillar “We’ve Never Been Licked” Original Movie Poster & Traditions Donor to Clayton W. Williams, Jr. Alumni Center
1985  
Art Collection Endowment Fund & Traditions Donor to Clayton W. Williams, Jr. Alumni Center

1986  
Muster Endowment & Sterling C. Evans Library Endowment

1987  
Bonfire Sculpture in Spence Park & MSC Class Pillar

1988  
Lettering at Kyle Field, Track Lighting for Memorial Plaque in MSC Hotel Entrance & MSC Class Pillar

1989  
100th Anniversary of Texas A&M Class Ring Replica, Sul Ross Scholarship, Sterling C. Evans Library Endowment & Endowed Opportunity Award Scholarship

1990  
Ceremonial Mace used at Commencement, Sterling C. Evans Library Endowment, Muster Endowment, Sul Ross Scholarship & Gift to Class of 2090

1991  
Silver Taps Monument, Victory Eagle Statue & Sul Ross Scholarship

1992  
George Bush Presidential Library & Museum Endowment & Sterling C. Evans Library Gift

1993  
Lettering on West Side of Kyle Field, Student Life Wood Carving, Announcement Board at North End of Kyle Field & Gift to Muster Committee

1994  
His and Her Class Ring Sculpture & Aggie Ring Scholarship

1995  
Muster Sculpture & Muster Endowment

1996  
The Day the Wall Came Down Equestrian Sculpture & Fish Camp Endowment

1997  
MSC Renovations Endowment & MSC Class Pillar

1998  
Mount Aggie Rebuilding & 100th Anniversary Silver Taps Memorial & 125th Anniversary Time Capsule

1999  
Aggie Ring Scholarship, MSC Pillar & Simpson Drill Field Plaques

2000  
Street Clocks (in progress) & Bonfire Memorial Fund

2001  
Perpetual Gift Endowment, 2 Sul Ross Scholarships & MSC Class Pillar

2002  
Spence Park Pavilion and Renovations (maintenance endowment) & Bonfire Memorial Fund Donation

2003  
Freedom from Terrorism Memorial & two SGA Class Bricks

2004  
MSC Flag Room Renovation & 2004 Time Capsule dedicated at 2004 Ring Dance

2005  
G. Rollie White Plaza Renovation

2006  
Class Gift TBD

2007  
Fish Pond Maintenance Endowment & Carpool Endowment

2008  
H2O Fountain Renovations & Muster Endowment

2009  
Map Kiosks for Campus

2010  
Refurbishment of Grand Piano in MSC Flag Room

2011  
Muster Documentary Support

2012  
Mantel at MSC

2013  
Billy Pickard Pedestrian Tunnel - “Spirit can ne’er be told...”

2014  
Aggie Ring Scholarship

2015  
Kyle Field Cannon - Parsons Mounted Calvary

2016  
Administration Landscaping Enhancements

2017  
Aggie Ring Scholarship

2018  
Aggie Ring Scholarship, Olsen Field Improvements

2019  
Class Gift TBD

2020  
Class Gift TBD

2021  
Class Gift TBD
ONLINE TOOLS & RESOURCES

LOGGING INTO AGGIENETWORK.COM

Start by opening up your internet browser and going to www.AggieNetwork.com. The homepage (and all subsequent pages) have a login section located at the top of the site on the right hand side. If you have never logged into AggieNetwork.com before, you will need to register with the site. To register, click Login and follow the instructions.

A check box to “Remember me on this computer” will keep you logged in to AggieNetwork.com as long as you do not click the “Log Out” button. This will only work for the computer you are logged onto. So, if you login at work and keep yourself logged in, and then go to your house computer, you will not be logged in, and you will have to login there and then keep yourself logged in. If you prefer for the site NOT to remember your login information, simply un-check the “Remember me on this computer” box. You will have to login every time you open a new browser or leave your computer for more than 30 minutes.

CLASS PAGES ON AGGIENETWORK.COM - AGGIENETWORK.COM/CLASS

Class Agents, the Official Class Website, Class Gift(s), Class Announcements, Classmate News, Silver Taps, Newsletters, and Quick Stats can all be found on one page. If your official website is not listed on your Class Page, be sure to contact us so we can add it. The Class Agent contact information, website link, Class Gifts, Silver Taps, newsletter links and Class Stats are all generated automatically from our database. Class News is generated from online submissions by your Classmates or can be input by Class Agents on behalf of the person making the submission. To view your Class Pages, once you are logged in (this page can be accessed if you are not logged in; however, some of the “smart” technology of the page is disabled until you log in). First, go to the Menu at the top of the page entitled “Reconnect” and select “Classes.” If you are logged in, it should bring you directly to your Class Page. If you are not logged in, you will have a listing of all the Class years, which you can then choose yours to view. Under the “Class News” section on the page, there will be news items listed (if there are any). These news items will be the most recently posted messages from your Classmates. To view all of your Classmate News, simply click on “View All” next to the “Class News” header. There you will find all of your Class’ news that has been posted on AggieNetwork.com.

POSTING YOUR CLASS NEWS

Posting Class news can be done by any Classmate and allows every Aggie to share personal news with the entire Aggie Network. You may only post news for yourself or your family. Posting news on other people’s behalf, without their permission, is not appropriate. To post your news click on “My Account” in the navigation bar then “Share Your News.” Click on the box that is most likely associated with the news content you have to post. It will then take you to a page where you can type your announcement. Make sure to type a title and fill out the appropriate information. Click “Publish” on the right hand side of the screen. Editing your Class Announcements for typos, errors or a change in information is just as easy as posting your Class Announcement. On your Class Page click on the announcement you made then “edit” highlighted near the title and posted time. When you are done, click the “Update” button and your changes will immediately take effect. If you need to delete your post, click “Unpublish” to delete the post. You can only edit your own announcement posts and must be logged in to do so.

POSTING & EDITING CLASS ANNOUNCEMENTS

Class Announcements are located on your Class Page and include announcements such as upcoming Reunions, events, or anything else you would like your Class to know about. ONLY Class Agents have the tools necessary to add and edit Class Announcements located on your Class Page. To post an Announcement to your Class page, click on “My Account” in the navigation bar then “Share Your News.” Click on “Class Announcement” and it will take you to a page where you can type your announcement. Make sure to type a title and fill out the appropriate information. Click “Publish” on the right hand side of the screen. Editing your Class Announcements for typos, errors or a change in information is just as easy as posting your Class Announcement. On your Class Page click on the announcement you made then “edit” highlighted near the title and posted time. When you are done, click the “Update” button and your changes will immediately take effect. If you need to delete your post, click “Unpublish” to delete the post. You can only edit your own announcement posts and must be logged in to do so.
SILVER TAPS

The “Silver Taps” section on your Class Page provides real-time Silver Taps postings and is updated by The Association records staff on a daily basis. Each Class Page has the listings of that Class’ Silver Taps. If you would like to view a complete listing of every Class’ Silver Taps, you can click on the “Silver Taps” in the navigation bar of AggieNetwork.com, under “Career Tools” link and to the right of our logo. As a Class Agent, you cannot edit this section of your Class Page. Classmates also have the ability to post pictures and add comments in this section about their memories of the deceased Classmate. If you need to report a passing, email silvertaps@AggieNetwork.com.

HOW TO ACCESS FOLDERS ON YOUR CLASS PAGE

Each Class Page has a “Class Files” section. This section contains three folders with information for you as a Class Agent. In the “Class Agent Folder,” quarterly reports are posted following each quarter, updating you on the current state of The Association in regard to Class specific data. The “Newsletters Folder” is where all of your past (since 2005) and current Class Newsletters are archived, and it can be viewed at any time. The “Reunions Folder” contains all important Reunion documents, such as Reunion Registration Forms.

MASS EMAILS

If you have an important message or Class Announcement, The Association of Former Students can prepare a mass email to send to all of your Classmates who have an email address on file in our database. Most requests take 1-5 days to set up and go out, depending on the current workload. The staff can make special arrangements to rush certain messages with critical, timely information, such as funeral arrangements. If you would like to send a mass email to your Classmates, send your message to Class Programs at Class@AggieNetwork.com.

The Association prefers to send Class emails on a maximum frequency of one per month. If you prefer to send more emails to your Class, you can setup your own mass email service that Classmates elect to sign up for through Mail Chimp. This is a free service if you have fewer than 2,000 subscribers. You can find detailed instructions on how to create your mass email service at tx.ag/MailChimpsetup.

FREE EMAIL ADDRESS AT AGGIENETWORK.COM

AggieNetwork.com provides email addresses to former students who register with the site. You can use your AggieNetwork.com email address forever, even if you move or change internet providers. This is a free service provided by Google, so your AggieNetwork.com email address will function very similar to a Gmail email address. If you would like to set up a central Class Agent account (i.e. Classof2010@AggieNetwork.com), please ask The Association Web Team and one can be set up for you. This will allow all Class Agents to share and check a universal Class Account. If you have any questions or if you would like to register a Class address, contact The Association Web Team at web@AggieNetwork.com.

SUPER USER

Every Class Agent is a Super User on AggieNetwork.com. Each Super User must fill out a security agreement with The Association before gaining access as a Super User. Being a Super User is an enhanced version of the “Find an Aggie” tool. As a Super User, you can view and edit all of your Classmates’ profiles on AggieNetwork.com and view their giving history. Once a Super User updates and saves the contact information, a feed is sent to our Records Department and the new material is updated in the online directory at the same time.
PRINT & ELECTRONIC COMMUNICATION GUIDELINES

TEXAS AGGIE SUBMISSIONS

Deadline for Submissions

Estimated 3 months previous to release month (January, March, May, July, September, November). For specific deadline dates for each edition contact Class Programs Class@AggieNetwork.com.

Issues per Calendar Year

January/February                        May/June
March/April                             July/August
September/October

Things to Remember

Photos – If 5 or fewer people, please provide the first name, last name, and Class year (if applicable). We will include photo credit info if you provide it. Please take and submit photos in the highest resolution your camera can handle. Do not impose captions, credits, borders, speech bubbles, headlines, or other text or graphics onto the image.

Body of text – Save the Date/Story (max 100 words), Photo from past event (max. 20 words).

AGGIENEWS SUBMISSIONS

(Monthly electronic newsletter to all former students, current students, and other members of the Aggie Network)

Deadline for Submissions

First Friday of the month of issue.

Launch Date

Third Tuesday of each month (can vary by a day or two).

Things to Remember

Don’t forget to submit your URL to link to your official website.

All items are one short sentence with a link to more information on your website. Please ensure that your website is up-to-date and explains in more detail the information being highlighted in AggieNews.
CLASS NEWSLETTER GUIDELINES

Class Newsletters are one publication that all former students receive. They are an invaluable way for us to keep in touch with former students. Newsletters provide alumni with Classmate news, important Association news, and Texas A&M University news. They are your opportunity to communicate with your Classmates. Currently we have the ability to produce print Newsletters and electronic Newsletters. Classes of 1970 and younger are completely electronic. Classes of 1969 and older still have the option of two printed Newsletters per year and any in excess of two will be sent electronically.

THE ELECTRONIC NEWSLETTER PROCESS

Everyone in your Class with a correct email address on file receives an e-newsletter. You originate the “body” of the Newsletter, which includes Class News, Aggie Baby Central, Classmate Spotlight, Silver Taps and any other news or information you would like your Classmates to know about. The Association formats the e-newsletter with your submitted material, inserts your Class Silver Taps, and adds fillers (including Association and university news).

It takes plenty of lead-time to edit, proof and name check all of the Newsletters scheduled to go out each month. That means the more organized and consistent your Newsletters are, the quicker they will go out. The e-newsletter “process” averages two weeks from the time the Class Programs Office receives your content to when Classmates have it in their inbox.

Note: this e-newsletter process does not apply to Reunion or other special e-mailings, which would be given priority.

Step One:
Receive all Class Agents’ parts of the Newsletter (via disk or email) in a single document.
Please send photographs as separate attachments.

Step Two:
Newsletter staff will lay out the e-newsletter and add necessary fillers and pictures to white space in the template.

Step Three:
- Class Agents will be sent a copy of the e-newsletter to proof and approve its release.
- Class Programs and Communications Offices proof e-newsletter. (We check for consistency, errors, and correct style.)

Step Four:
- E-newsletter is electronically sent to all Classmates for whom The Association has an email address on file.
- E-newsletter is generated into a PDF and uploaded to your Class Page on the “Class Files” section under the “Newsletter” folder.

THE PRINT NEWSLETTER PROCESS

Everyone in your Class with an updated mailing address on file receives the print Newsletter. You originate the “body” of the Newsletter, which includes Class News, Aggie Baby Central, Classmate Spotlight, Silver Taps and any other news or information you would like your Classmates to know about. The Association lays the Newsletter out with your submitted material, inserts your Class Silver Taps, and adds fillers (including Association and university news).

It takes plenty of lead-time to edit, proof and name check all of the Newsletters scheduled to go out each month. That means the more organized and consistent your Newsletters are, the quicker they will go out. The print Newsletter “process” averages 8-10 weeks from the time the Class Programs Office receives your content to when Classmates have it in their mailbox. The labor involved with print Newsletter layout is more time consuming than e-newsletters and we rely on the postal service to deliver the correspondences to their final destinations. Depending on weather, time of year, and final destination there will be a large time variation in the expected delivery date of the print Newsletters. Note: this Newsletter process does not apply to Reunion or other special mailings, which would be given priority.
Step One:
Receive all Class Agents’ parts of the Newsletter (via disk or email) in a single document. Please send photographs as separate attachments.

Step Two:
Newsletter staff will lay out the Newsletter and add necessary fillers and pictures to white space in the template. This is a time consuming process and the longest step in the process.

Step Three:
- Class Agents will be sent a copy of the Newsletter to proof and approve its release.
- Class Programs and Communications Offices proof e-newsletter. (We check for consistency, errors, and correct style.)

Step Four:
- Newsletter is printed and mailed to all Classmates for whom The Association has a mailing address on file.
- Newsletter is generated into a PDF and uploaded to your Class Page on the “Class Files” section under the “Newsletter” folder.

CLASS NEWS – WHERE DOES IT COME FROM?

Former Student News can be found on your Class Page at AggieNetwork.com. If Class Agents have not directly received any news from Classmates, and there are no new postings on your Class Page, The Association can send out a “Call for Classmate News” email to all of your Classmates for whom we have an email address on file. As Classmates begin to send news, you can compile it and send it to The Association with the rest of your e-newsletter contents. To request a “Call for Classmate News” email for your Class, please send a request to Class@AggieNetwork.com.

CLASS NEWSLETTERS FORMAT

At minimum each Newsletter should include a Howdy note from you, News from your Classmates, update on your Class’ contribution performance, and a Silver Taps section. Remember that The Association will lay out your Newsletter out for you and supply A&M news, articles, and other fillers.

Newsletters are a great way to brag on your Classmates; congratulate those who have been promoted, retired, passed examinations, gotten married or had babies. Send pictures to be included when at all possible. If you would like something specific in your Newsletter, please let us know and we will do our best to accommodate you.

ORGANIZING YOUR LETTER

Your letters will read more smoothly if the news is organized into categories. The following categories can be used, but are not limited to:
1. Howdy section (Class Agents write this section to engage Classmates communication and participation, promote Class activities and news of primary interest, and to reinforce the importance of supporting the Annual Fund)
2. Class News (general news)
3. Aggie Baby Central (any mention of birth within the last year goes in this category. Include month, day, and year.)
4. Wedding Announcements (any mention of a marriage within the last year goes in this category. Include month, day, and year.)
5. Classmate Spotlight (featuring a different Classmate for each Newsletter who has made significant accomplishments in their career field, giving back to Texas A&M, family legacy, etc.)
6. Silver Taps (Our staff will automatically generate this section. Some Classes create short write-ups about each Classmate.)
7. Military Spotlight (for any Classmates who are currently serving in the military)
8. Campus Updates (construction progress, athletic schedules, recent news, etc.)
9. Class Stats (Our staff will automatically generate this section)

*Please remember that The Association asks that ALL Classmates hold onto happy news until the wedding has happened or the baby is born.
LENGTH

The advantage to e-newsletters is that there is not a length limit and you can include as many pictures as you would like. Print Newsletters are a maximum of 12 pages due to printing costs.

WORD PROCESSING YOUR LETTER

Class Newsletters need to be sent as a single document on a disk or by email to the Class Programs Office. The Association of Former Students prefers to use Microsoft Word. Photographs should be included as individual attachments and should not be embedded in the text provided. Please note desired captioning for each photo. Once your Newsletter has been processed, your disk will be returned to you. The key to helping The Association process your Newsletter as quickly as possible is good communication between yourselves. Remember above all when writing your Newsletters, BE CONSISTENT! The fewer editorial changes your letter needs, the more quickly we can process it.

STYLE GUIDE

The Association follows the AP style guide for all correspondences, but we have had to adopt our own style for all our Aggie terms. Using the following styles will help us process your newsletter most effectively and keep correspondences consistent:

Addresses and Emails

1. If you choose to include Classmates’ addresses and emails in your Newsletter, always put them at the end of the Classmates’ News. Also, to remain consistent, use the postal abbreviations for the names of states and streets:

   Roc and Rochelle Aggie have moved to Aggieland. Roc is busy writing jokes for Friday night yell and Rochelle is working on her Ph.D. The Aggies can be reached at 123 Old Army Rd., College Station, TX 77840. Rraggie@tamu.edu

2. Emails go at the end of the Classmates’ news, after the address. Please do not include the word “email” or put a period at the end of the email address.

Classmate Name

1. Capitalize and bold ONLY the Classmate’s name:

   • Robert and Jean (Reynolds) ’86 Smith . . . (he is the Classmate, she is not)
   • Bob Gold and his wife, Celia, . . . (he is the Classmate, she is not an Aggie)
   • Paul and Claire (Robinson) Randall . . . (they are both Classmates)

2. Capitalize company names, not job titles:

   • Joe Smith is a project manager with Mobile Telecommunications.
   • Sheila Holmes is president of General Dynamics.

3. Do not capitalize familial adjectives, such as mom, dad, aunt, brother . . .

   • Kristen and Cliff Rankin welcomed a daughter, Riley Elizabeth, into the world on March 2, 2000. Aggie family includes uncle Mark Rankin ’92, grandfather Bob Rankin ’68, and aunt Paige Knoblock ’79.

Class News

Class News will include everything but birth announcements, and Silver Taps sections. Everything else – moved, new job, marriage, etc. would go in Class News. One exception is if the birth announcement is over a year old, then reword it for your Class News section instead of a birth announcement.
Class Year
1. When writing your Class Newsletter, you do not need to include your Class year behind Classmates’ names. In a Class of ’00 Newsletter the following would be wrong:

   **Tyler Rankin ’00** has moved to Houston to start his job at Exxon-Mobil. (The bolding of the names denotes the individual is a Classmate.)

2. You should include other A&M graduates’ years in your newsletter.

   **Keith** and Vicki (Wade) ’94 **Truett** are living in College Station.

Dates
Again, to bring continuity to the newsletters, all dates need to be entered the same way.

- Jane and John **Anderson** are the proud parents of a baby girl. Sally Kate was born February 14, 2000.
- **Meredith (McAnally)** and Ronald **Nowlin** were married on July 17, 1998.

Marriage Announcements
Marriage announcements can read two ways:

- **Jennifer (Witting) and Chase ’96 Scott** were married on August 11, 2000.
- **Jennifer (Witting) Scott** and her husband, Chase ’96, were married on August 11, 2000.

*Do not* repeat the last name twice:

- **Jennifer (Witting) Scott** married Chase **Scott** on August 8, 2000.

Please note that we do not publish engagements.

Silver Taps
This section will include all of the Silver Taps notices you have received from the Class Programs Office since your last Newsletter. Our staff will list the name and date of passing. However, some Classes create short write-ups. Below is an example:

- **Major Brison Phillips**, USAF was killed in an F-16 crash during an air show in Kingsville on March 19, 2000. He is survived by his wife, Shannon, and son Nolan. Brison was based at Shaw AFB, in Sumpter, SC.

Silver Taps notices are emailed weekly to Class Agents to help Class Agents locate published obituary notices.
NEWSLETTER TIPS

Before turning in your Newsletter - please remember the following tips:

1. We prefer that all Newsletters be submitted in Microsoft Word. It can be sent to The Association on disk or via email to Class@AggieNetwork.com.
2. Don’t forget a “Howdy” section, a personalized message from the Class Agents, which serves as a great introduction to your Newsletter.
3. If you have divided the Newsletter work between you and your Co-Class Agents, you will need to compile all the pieces together and send it as one document.
4. Please include as many pictures as you can; however, if you are including pictures either send us the hard copy and we can scan them for you or you can send them as a high resolution (300dpi) .tiff via email to Class@AggieNetwork.com. Send electronic pictures separately; do not embed in the Word document. All snapshots will be returned to you after production.
5. If you have any requests please send them to us (i.e. reminders, special requests, fillers, etc.)
6. If you have submitted multiple pictures, requests or special instructions, it will be helpful to include a checklist.
7. Remember to always be consistent.
8. We recommend that you categorize your Class News as soon as you receive it!
9. Send in timely news, such as Aggie Baby Central and address changes, on a regular basis.
10. The Association welcomes special requests for fillers and other news items in your Newsletters.
11. Try to avoid the phrases “just” got married or “recently” had a baby. This is rarely the case by the time your letter is printed and mailed out.
12. It is The Association’s policy not to announce engagements and pregnancies until after the marriage or birth. Please do not include these in your Newsletters. Periodically remind Classmates of this policy in your Newsletters.
CLASS REUNIONS

The Class Reunion is the glue that binds the Class together. Friendships are renewed, memories are rekindled and each Reunion re-establishes the Class’ commitment to each other and to Texas A&M - the result being a renewal of loyalties and a rebirth of vigor within the Class.

The Former Student Programs Office handles Reunion mailings, pre-registration and all administrative details and correspondence related to the Reunion.

ASSOCIATION DUTIES

The Association staff will be responsible for:
• Contracting with local hotels and venues.
• Scheduling campus guests (i.e. Texas A&M University president, commandant) or other campus entities.
• Preparing/sending all correspondence to your Classmates:
  1. A save-the-date invitation with hotel and ticket block information.
  2. Reunion email – with complete schedule of events and link to registration form.
  3. Mass emails with reminders and registration links.
  4. Online information and registration forms when appropriate.
  5. Printed Reunion registration information.

CLASS AGENT DUTIES

Class Agents will be responsible for:
• Working with Class Programs team to select dates.
• Planning your Reunion schedule of events with your Class audience in mind.
• Understanding the limited resources and budgets of The Association of Former Students.
• Communicating with the Class Programs Coordinator regarding all events, mailings, program agendas, etc…
• Proofing all correspondence.
• Promoting the Reunion among Classmates:
  1. Encourage other Classmates to find their long lost friends and get them to register.
  2. Start phone trees among groups such as Corps outfits or student organizations.
  3. Send Email updates to your Class through The Association of Former Students (using our database) and using Classmates’ personal email address books so the message can reach as many Classmates as possible through forwards.
• Facilitating the Reunion.
• Greeting Classmates.
• Leading volunteers.

Reunions can be classified into two categories: formal and mini. Formal Reunions are those that occur at five year intervals at specific milestones. Mini Reunions are those that occur in between formal milestone Reunions. The Association will support one per year per class.

FORMAL REUNIONS

Reunion feedback reinforces the importance that former students place on programming and resources designed to help them stay connected with Classmates, with friends and with Texas A&M. In an effort to optimize the value of programming that the Class Programs team delivers, we have made a focused effort to evaluate the environment in which Reunions can be planned, marketed and delivered to help former students get the most out of their the Reunion experience.
During our analysis, we have identified the following factors that have a considerable impact on the value former students perceive in their investment of time and money related to Reunions.

Classmates tell us that they are most pleased with Reunion schedules that optimize face time with other Classmates. In general, they are not as interested in structured events as they are in the time before and after events when they can catch up with each other. Their high demand for face time manifests itself in the high popularity we see in cocktail receptions before events, open bars after events, with hospitality rooms, and with the exploding interest in tailgate activities before and after athletic events. The feedback also tells us that it is important to consider spouses’ needs and engagement opportunities when planning activities. Increasingly, those spouses are former students of a different Class year than the one being recognized.

Tailgating has grown considerably on campus since Spence Park and the grounds surrounding Reed Arena have been opened to tailgating. Tailgate parties now extend from the University Center Garage to our building on game days. Many of our Class Agents opt to rent a large tent placed behind our building to provide Classmates both the Reunion and Aggie Tailgate experience.

Kid Zones are essential for events built for younger Classes. We have seen a significant increase in participation when parents know that their children have monitored activities on site associated with their event. This is an important planning factor considering that more than half of all Former Students have attended since 1995.

Reunion attendees are sometimes unhappy with event and registration prices. Although communicated with each registration form, most registrants do not recognize that room rental, tent rental, table and chair rental, sound, audio/video, venue set-up and labor charges, as well as 20 percent required gratuities must be included in pricing for events held at venues other than the Clayton W. Williams Center. Most former students simply view an event as a meal and compare event prices against pricing that they pay at a familiar restaurant.

Football game times are uncertain in advance due to television schedules. Typically game times are announced 6-10 days prior to gameday. Reunion block tickets cannot be obtained for home conference games and are difficult for non-conference games, therefore we do not recommend home game Reunions.

Once the Class reaches a decision on a final date for their Reunion weekend, it will be printed in the Texas Aggie, posted on your Class Page on AggieNetwork.Com/Class, and can be promoted via your emailed Class newsletter and mass emails to the Class.

The Class Programs team is unable to support a Reunion on Leadership Council Weekends. We need that time with the Class Agents participating in the Council meetings. We are also unable to support Reunions on the weekend of the Distinguished Alumni Gala.

All Reunions will be organized around the following milestone Reunions:
- The Sul Ross Group Annual Reunion (March).
- The 50th Reunion (aligned with Muster).

Older Classes have priority of dates over younger Classes when selecting Reunion dates.

**CLASS REUNIONS - REUNION MARKETING**

**Reunion Invitation or Announcement**
Former Student Programs will send out a Reunion save-the-date email or post card to all Classes celebrating Reunions as soon as the date and hotel information has been confirmed. This email will contain the date of your Reunion. Additionally, it will have information about hotel accommodations, and when to expect further Reunion information, such as the schedule of events, registration form, etc.

Hotel accommodations continue to be a major concern for Reunion attendees. By sending this early email, this will allow your Classmates the time to make other arrangements better suited to their needs. We will include information on blocks of rooms held by Former Student Programs as well as information about other available lodging in the area. The Visitors
and Convention Bureau now offers an accommodations hotline, 979-260-9898, which will be included. This hotline offers information on the availability of all area accommodations. They also maintain a website with a lot of information: www.visitaggieland.com.

At this point in the Reunion planning process, your event details are not likely to be finalized; however, we will include Former Student Programs contact information for your Classmates to contact us, as well as a web address where all of the Reunion information will be posted as it is finalized. Reunion invitations will go out approximately two months prior to the Reunion.

**Reunion Mailing or Registration Packet**

Approximately two months prior to the Reunion, all details should be finalized and sent via email or possibly in the mail. This is a separate email from your scheduled newsletters or can be combined. The email will include a link to your Class Reunion page, where Classmates can find a schedule of events, activity registration form, accommodations listing and football ticket information, as well as Class Agent election information, Reunion headquarters location, and The Association’s refund policy. If you would like to include additional information specific to your Reunion or Class, please coordinate that with the Class Programs Coordinator as soon as possible as the design and layout of the second email will need to be adjusted to accommodate such requests.

The Reunion activity registration form allows Classmates to choose which events they would like to attend. It is critical that Classmates pre-register to help estimate catering and facility needs. Completed forms with payment, in full, should be returned to the Former Student Programs Office for processing. To alleviate last-minute time crunches, we have included a late fee for registration forms received after the posted deadlines, which is usually two full weeks before the start date of your Reunion. This is generally the time frame in which our caterers and venues are looking for final counts. Encourage your Classmates to register early! People will have the option to register online, by phone, mail or fax.

**Reunion Emails & Web Postings**

Always encourage your Classmates to keep a current email address on file with The Association of Former Students as mass emails will be sent periodically to all of your Classmates who have an email address on file in our database. Emails will be sent throughout the promotion stages of the Reunion: to announce the dates, to announce hotel and football information, to remind Classmates of approaching deadlines, to announce the launch of online registration, and to identify schedule venue changes, etc.

Reunion information is posted online at AggieNetwork.com/Reunions where you can find a complete Reunion schedule with interactive links to each Reunion and a list of all Classmates’ names who have already registered. Information is posted and updated on your Reunion page as plans progress. As Classmates submit their registration forms, both by mail and online, their names are added to our online attendee list, “Who’s Attending.”

Online registration is now available on AggieNetwork.com for ALL Reunions as well as Mini Reunions. The link to register online is on each Class’ Reunion page.

**CLASS REUNIONS - REUNION PLANNING**

**Game Tickets**

To enable Classmates to sit together at the game, The Association of Former Students, through the 12th Man Foundation, requests a block of seats for your Class. Please Note: The Association has no control over where the block of seats is located. The decision on seating is made by the 12th Man Foundation and is final. Any questions related to the purchase of tickets should be directed to the 12th Man Ticket
Office. The Athletic Department and television slots determine kickoff times. Some of these conference game dates coincide with key Association events (Distinguished Alumni Gala and Council Weekend). Resources are stretched past capacity on Gala weekend.

*Please note, due to Texas A&M’s move to the SEC and a greater ticket demand, The Association can no longer get ticket blocks for major conference games for Reunions.*

**Class Agent Election**

Class Agent elections will be held on the Reunion weekend or via online elections. Classmates are invited to consider running for the position of Class Agent in the Reunion mailing. Contact information for obtaining more details and a deadline to do so will also be included. Those interested will need to contact the Class Programs Coordinator for a detailed description of the Class Agent roles and responsibilities to learn about the commitment that is involved. They will also be asked to submit an “Intent to Run,” which is a letter stating that they have read and understand the responsibilities and are committed to serve the five-year term and should be signed by all team members intending to run. Because of the demands of the job, candidates will always be advised to run in teams of two to four. Current Class Agents seeking re-election are also required to submit their letter of intent by the deadline date, so the Class Programs Coordinator is aware of all candidates.

**Hotel Accommodations**

The Association will attempt to reserve a block of rooms for your Reunion at ONE designated hotel, and ALL Classmates will now make their hotel reservations directly with the hotel. To obtain one of these rooms, reservations will be made directly by phone to the hotel using the appropriate codes given in the Reunion mailing. The Association will also include other options for accommodations via Visit Aggieland, but only one hotel will be the “Reunion Headquarters” hotel.

Hotel policy typically requires that all rooms be reserved for two nights on football weekends. Payment is required in advance and there is a four-week cancellation policy. Deadlines for these Reunions (when the block of rooms are relinquished back to the hotel) are usually three to four weeks prior to the Reunion, so reservations should be made early. This is not always the case during the spring. Rooms from the block are allocated on a first-come, first-served basis until supplies are exhausted or the deadline has passed. Once the block has expired, The Association of Former Students does not have any other rooms available to your Classmates, so encourage them to make reservations as soon as they receive the room block codes for your Reunion.

**CLASS REUNIONS - REUNION ACTIVITIES**

The question of how elaborate the Reunion should be is always a consideration. Financial constraints and the desire to have as many of your Classmates participate in an activity should always be considered. No one wants to exclude a Classmate because he or she cannot afford to attend.

It is always a good idea for Class Agents to keep the entire Class audience and their spouses/families in mind when planning Reunion activities. They may not be Aggies themselves, but should be made to feel a part of the group.

The agenda for Class business includes the Class Agent elections, reading of Silver Taps, Annual Fund report and the status of any special Class projects. Texas A&M University’s president and The Association of Former Student’s president can be invited to speak to the Class during this activity. Special announcements can also be made at this time. If you would like to include any other special guests, please notify the Class Programs Coordinator as soon as possible to make those arrangements.
**Fun details to include in your Reunion**

Your Reunion activities should include prizes and awards. For example, awards to Classmates who travel the longest distance, have the most children, have the youngest child or have been married the longest. You can also use trivia related to your Class and/or their time on campus.

Class Agents can decide to add a special touch to their Reunion by having souvenirs. The cost is incorporated into the registration fee charged to each participant. If you would like to order these custom Class souvenirs, please contact the Former Student Programs Office with ideas three months before the Reunion.

**SUL ROSS GROUP REUNION**

The Sul Ross Group Reunion is held in the spring and is for all members of all Classes celebrating 55 years or more since graduation. A common misconception in the past is that you had to have served or been a member of certain organizations to be inducted into the Sul Ross Group; however, that is not the case. The Sul Ross Group is open to everyone, and all are encouraged to attend the annual Reunion, even if they missed their Class induction event.

The first Sul Ross Reunion was held in 1947 and was attended by those Aggies who were in school during the presidency of Lawrence Sullivan Ross. About 10 years later, when it became apparent this group was dwindling, eligibility was changed to include each Class as it reached the 50th Anniversary of its graduation. However, more recently, this situation has changed again, and the need to accommodate the ever-increasing numbers of graduates in the later Classes has meant delaying induction into the Sul Ross group until the 55th anniversary.

The Sul Ross Group Reunion is a three day Reunion, usually held in March; however, the Sul Ross Group Board members selects the dates and coordinates the events with the Sul Ross Officers. The events usually include a Class Banquet on the first evening, tours or special presentations and a luncheon honoring the widows of former members on the second day. While the group’s main focus is to be a fun social group, it does conduct some business on day two, where the 55th Class induction takes place and the election of officers. A dinner and dance is held the second evening, which usually is addressed with special guest speakers. A farewell breakfast is the closing event.

**50TH ANNIVERSARY REUNION**

The 50th Reunion is held in conjunction with the annual Campus Muster in April. While the Class holds its traditional meetings and banquets, it has become a tradition for those attending their 50th Reunion to participate in the activities scheduled on campus by the student Muster Committee. The Muster Committee specifically selects one student to serve as the 50th Reunion Class Liaison to help incorporate the traditions of Muster and the 50th Class Reunion. The events include: the Flag Raising Ceremony, a campus tour hosted by the committee members, Muster Barbecue, and the Campus Muster Ceremony, where the group is the honored guest and sits on the main floor of Reed Arena. The Class Agents of the Class participate in these events by playing very special roles outlined by the student Muster Committee, including a welcome at the Muster BBQ and a special role at the conclusion of the campus ceremony.

**YOUNG ALUMNI WEEKEND**

Over the past few years, we have seen an unfortunate but obvious lack in participation at the 5, 10, 15 and 20 Year Reunions, especially when we take Class sizes into consideration. Through a collaboration of The Association of Former Students’ and our Young Alumni Advisory Council, the first annual Young Alumni Weekend was held in 2014. Young Alumni Weekend includes Classes 0-10 years out (i.e. in 2014, Classes of 2004-2014 were invited). Young Alumni Weekend has been successful and will continue to be an annual event. As Young Alumni Weekend evolves, we will provide more information and insight on the impact of the standard Reunion model for the 5 and 10 Year Reunions. Thank you for your enthusiasm and patience with us during this exciting transition!
SUGGESTED REUNION PLANNING TIMELINE

Months Prior to your Reunion  |  Reunion Planning Stage
8-12 ..........................| Select your Reunion dates, start promoting in Newsletters, Class page, Texas Aggie.  
                                           | Send mass email announcing Reunion dates, hotel information.  
                                           | Begin brainstorming for your Reunion & schedule of events.  
                                           | Recruit Class volunteers.  
4-6 ...........................| Finalize your Reunion schedule of events and venue locations.  
                                           | Plan all event programs and assess all costs.  
                                           | Set all event prices.  
                                           | Invite & confirm all guest speakers and book any special entertainment.  
2 .............................| Launch online registration.  
                                           | Reunion registration period begins.  
                                           | Reunion mailing with final schedule of events, registration form, etc.  
1 .............................| Hotel deadline.  
                                           | Order promotional items & Reunion souvenirs.  
2 weeks prior ...................| Reunion registration deadline.  

*Please note that the above timeline is an “ideal” suggestion but may vary depending on athletic schedules, etc.

CLASS PROGRAMS BUSY DATES

To ensure we give our former students our undivided attention during their respective Reunions, please keep in mind the following dates in which the Class Programs staff is very busy due to large events. The week of and prior to these dates, our staff is in and out of the office preparing for and working events. As usual, our staff will respond to you as soon as possible, but please note that these are our busiest times of the year.

• Sul Ross Group Reunion – typically held during the first or second week in March.
• 50th Anniversary Reunion – held in conjunction with Campus Muster.
• Please note that we also host at least one Reunion for nearly every home and away game during the football season.
CLASS AGENT REPORTS

QUARTERLY GIVING REPORTS

The Quarterly Report is a report generated automatically by The Association for each Class and posted online for Class Agent to view and use. It provides information on all of your Classmates who have joined the Century Club or upgraded in the preceding quarter. All Endowed Century Club Members are only listed on the First Quarter Report. We ask that you send emails to thank your Classmates’ for their support once these reports are generated and available.

KEY FOR CLASS AGENT QUARTERLY REPORT

Summary Section
1. Total # - The total number of Classmates, living or deceased, regardless of mailing status.
   a. Total # includes friends and widows with a Class Year as well

2. # Living – The total number of living Classmates
   a. Total # minus # Living will yield the # of Deceased Classmates

3. Total (# Mailable) – The total number of Classmates with a mailing address listed.
   a. Does not include those who have asked not to be contacted by mail

4. In US (# Mailable) – The number of Classmates who have their preferred mailing address (business or home) listed in the United States.
   a. Does not include those who have asked not to be contacted by mail

5. # Emailable – The total number of Classmates who have an email address listed.
   a. Does not include those who have asked not to be contacted by email

6. # OK to Phone – The total number of Classmates who have a phone number listed.
   a. Does not include those who have asked not to be contacted by phone

7. Curr (# with Employ Info) – The total number of Classmates who have employment information listed in our database.
   a. Does not include those who have been marked in our records as Deceased or Retired

8. Ret (# with Employ Info) – The total number of Classmates who have employment information listed in our database, with a status of either Retired or Deceased.

9. Donors* – The total number of Classmates who made a monetary Annual Fund gift to The Association during the time period for which the report was pulled. This number also includes those donors who pledged support.

10. CC Mbrs – The total number of Classmates who are Century Club members (Bronze level and above) as of the date the report was pulled (date in upper left-hand corner).
    a. Note – a Classmate can be either a donor, a member, or both.
       i. A Donor only Classmate is one who gave money but either gave on behalf of another person or did not give a membership amount (less than $100).
       ii. A Member only Classmate is one who did not give any money, but a membership level gift was given by someone else on their behalf. This also includes Endowed members and other permanently paid members who did not make an additional gift during the current year.
       iii. A Donor/Member Classmate paid for a membership level gift on their own behalf.
11. **# Pledged No** – The number of Classmates who have made an Annual Fund pledge during the time period for which the report was pulled but have not made any payments toward the fulfillment of the pledge.
   
a. An “open pledge” is a pledge that was made in the last 18 months and has not been marked Paid or Written Off by The Association

12. **Unr AFS Gifts** – The total amount of gifts made by all the Classmates to the Annual Fund, year-to-date, as of the date the report was pulled.

13. **EDCC Interest** – The amount of the Class’ Endowed Diamond interest from the previous year.
   
a. This number, combined with the previous, will yield a fairly accurate portrayal of the total amount of the Class’ support for the current year.
   
b. Endowed Diamond Interest will increase from year to year, but will never decrease. The Class can count on receiving AT LEAST the interest amount shown as a portion of their total AFS support in any future year.

14. **Sum** – The “Unr AFS Gift” plus the “EDCC Interest” to yield the total support, year to date, as of the date the report was pulled.

**Donor Information Section**

1. **First-time Donors** – Those Classmates who made their first Active or Century Club level gift to The Association for the time period the report was pulled.

2. **Anniversary Century Club Donors** – Those Classmates who have given every year for a number of years. Anniversaries are celebrated for donation years in multiples of 5.
   
a. **Yrs. CC** – the number of years the Classmate has held active Century Club status with The Association, regardless of the level of giving. Active level donations and members are not included in this section.

3. **Reactivated Donors** – Those Classmates who gave at some point, but had not given in the last five years until they “reactivated” during the period the report was pulled.
   
a. **Last Yr & Level** – the last year and level in which the Classmate made a gift to the Annual Fund.

4. **Upgrade Donors** – Those Classmates who increased the level of their support from the last time they made a gift.
   
a. **Last Yr & Level** – the last year and level in which the Classmate made a gift to the Annual Fund.

5. **Do Not Call/Do Not Mail** – If this appears in place of a phone number or address in a Classmate’s information, they have asked that The Association do not mail or call them, or there is not a valid address or phone number in their database record.

* These figures represent the counts for the quarter only, all others are accurate as of the date the report was pulled.

**This is a static number to be used in the projection of year-end interest for the current year.

An Annual Report is printed in the June issue of the Texas Aggie. This summarizes the giving record of all Classes for the preceding year. The following information can be found in the report:

- Number in Class
- Number of contributors
- Number of Century Club members
- Total dollars contributed by the Class

You can find the Class Agent report on your Class Page on our website under the Class files folder label Class Agents.
HONORING YOUR CLASSMATES

SILVER TAPS

• You will receive weekly email notices from the Class Programs office notifying you of your Classmate’s passing to help the Class receive timely notification of the passing of a Classmate.
• The report will have a last known address and spouse name if applicable or known.
• The Association has sympathy cards for you to send to the family. Please notify Class Programs if you need more.
• Although you can access your Class’s Silver Taps list in full on your Class Page at AggieNetwork.com/Class, you can request a report of all the Silver Taps on file at The Association. Please remember, The Association of Former Students does not list a Classmate as deceased without official notice by the family or an obituary.
• Encourage your Classmates to notify The Association of Former Students by sending in copies of obituaries when they learn of a Classmate’s or other Aggie’s passing.

Sympathy Card Sample
(outside)

Dear Family of Joe Aggii,

Please accept our heartfelt condolences on the loss of your loved one. Our thoughts and prayers are with you and your family at this time.

Texas A& M Class of ’xx Class Agent 1
Class Agent 2

Silver Taps
To honor our fellow Aggii unknown buglers play from the dome of the Academic Building a special rendition of "Taps." They play once to the north, once to the south, once to the east and once to the west, never a note is played towards the east signifying that the sun will never rise on that fallen Aggii again.

Sympathy Card Sample
(inside)
BRAND STANDARDS

Classes must remain in compliance with The Association of Former Students and Texas A&M University Brand Standards at all times. For any questions concerning the brand standards, contact The Association of Former Students.

TRADEMARKS

Texas A&M University Marks
Consistency establishes trust. It is vital that Texas A&M logos be used in a consistent manner by every facet of the university and its affiliates. Our logos must not be altered in any way and should only appear in Aggie Maroon™, black or white.

All incentive or promotional items using university marks must be produced by a licensed vendor. Contact the Office of Business Development for a current list of licensed vendors (trademarks.tamu.edu).

Marks available for use:

DO NOT USE:

Aggie Ring
The design of the Aggie Ring is protected from third party use by three Federal registered trademarks—one trademark for each side, and one for the crest. In 1993, the Texas A&M University Board of Regents transferred ownership of these trademarks to The Association of Former Students by written agreement. The agreement obligates The Association to protect and defend the integrity of these trademarks from unauthorized third party use. As part of the agreement, Texas A&M retains the right to license the design of the Ring Crest to licensees for approved collegiate licensed products.

A stylized version of the Aggie Ring is an integral part of The Association's logo lockup. The Ring is synonymous with The Association of Former Students and emblematic of our brand. As such, we do not allow third parties to use imagery of the design of the Aggie Ring for their own purposes.
The Association of Former Students

The Association of Former Students logo is the most visible component of the overall brand identity and is a registered trademark with the United States Patent and Trademark Office. It must never be altered or redrawn in any way. This includes changes in typestyle, proportions, letter spacing, or placement of the individual elements other than acceptable treatments outlined in this guide. Changing the key graphic elements will dilute its impact and detract from the brand consistency.

The primary identification elements for The Association of Former Students logo are made up of the words “The Association of Former Students” and the stylized symbol of the Aggie Ring. There are four main variations of the logo to be used in specific instances.

**Standard Stacked Logo** - This is the default logo for The Association of Former Students to be used on light backgrounds. This version of the logo is to be used a majority of the time. It should only be used as maroon or black.*

![Standard Stacked Logo](image1)

**Reversed Stacked Logo** - This is the default logo for The Association of Former Students to be used on dark backgrounds. It should only be used as white.*

![Reversed Stacked Logo](image2)

**Standard Long Logo** - This variation of the logo has the Ring graphic to the left hand side should and should only be used when the default “stacked” logo cannot be used because of space restrictions. It should only be used on light backgrounds as maroon or black.*

![Standard Long Logo](image3)

**Reversed Long Logo** - This variation of the logo has the ring graphic to the left hand side should and should only be used when the default “stacked” logo cannot be used because of space restrictions. It should only be used on dark backgrounds as white.*

![Reversed Long Logo](image4)

*General rule of thumb for which variation of the logo is proper to use will allow the Ring to appear as the darker color. Any special circumstances in which the logo is used differently than described above requires approval from the Graphics Department at The Association of Former Students. Questions and approval can be requested by emailing Graphics@AggieNetwork.com.
The graphic mark of the Aggie Ring used in The Association of Former Students’ logo can be used singularly as a graphic element within the design, but should not be altered from its original state. It is acceptable for interior pages/sections of Association produced and distributed materials, when The Association has been clearly identified prior to the appearance of this element, or when The Association name or logo appears elsewhere on the object. Otherwise, it is not acceptable to use this element by itself in any application. Additionally, the same rules for the “standard” and “reversed” variations should be used with the Ring graphic.

**PROHIBITED LOGO USAGE**
- Do not alter the proportions of the logo.
- Do not apply graphic effects to the logo (such as drop shadows, or grunge effect).
- Do not apply other graphic elements.
- Do not apply an outline to the logo or use an outline only version of the logo.
- Do not place the logo on heavily patterned background.
- Do not change the letter spacing of the logo.
- Do not substitute other typefaces for the logotype.
- Do not let the logo bleed off of the page.

On a photographic background, the logo can be used in one color, and black and white versions. Because every image is different, be sure to choose a color with a strong contrast to the background. Place the logo in an area of the image that is not busy or does not compete visually.

**Minimum Size**
When the logo is reduced, there is a point in which it becomes no longer readable and ineffective. The size should be large enough that the Ring element maintains its graphic identity. The Association of Former Students logo should not be reproduced smaller than 0.75 inches across.

**External Usage of the Logo**
The graphic mark of the Aggie Ring cannot be used singularly as a graphic element within an external party’s design. The mark is a part of The Association of Former Students’ logo lockup. It is not acceptable to use this element by itself in any application, even if the artwork is altered.

For any questions or further information, contact the Graphics Department at The Association of Former Students at (979) 845-7514 or Graphics@AggieNetwork.com.

**AGGIE MAROON**

Texas A&M and The Association of Former Students use a specific shade of maroon, Aggie Maroon™. To achieve Aggie Maroon™ for print use the values of 15/100/39/69 (CMYK). To achieve Aggie Maroon for use online or in Microsoft Office, use the values 80/0/0 (RGB). For the true PANTONE© Aggie Maroon™ matched mix, contact The Association of Former Students.
WRITERS’ USAGE & STYLE GUIDE

These guidelines are for publications published by The Association of Former Students, including *Texas Aggie* magazine and the e-newsletter. The most up-to-date list can be found at [tx.ag/style](http://tx.ag/style).


**advisor:** we deviate from AP style on this, in deference to academic style.

**the Aggie Network:** Do not capitalize “the” in the Aggie Network except at the beginning of a sentence, or in the specific, trademarked usage, We are The Aggie Network.

**A&M Club:** Much of the work of The Association is done through local A&M Clubs. They form the foundation for many Association programs. Capitalize Club in all references to an A&M Club.

**AggieNews:** The Association’s monthly e-newsletter

**AggieNetwork.com:** AggieNetwork.com should always be written with no space between Aggie and Network, and with a capital A and N. We omit the www, but only in reference to URLs at AggieNetwork.com. Use it with other URLs as appropriate.

**Aggie Ring:** Capitalize Aggie Ring and Ring when referring to the Aggie Ring.

**Aggie Ring replica:** replica is not a formal name and is not capitalized.

**Annual Fund:** The funds raised by The Association on behalf of former students and friends of Texas A&M. The Association’s annual support for Texas A&M University is provided through the Annual Fund. The Annual Fund is raised through annual donations to The Association through such programs as the Century Club and the Aggie Parent Network.

**archaeology:** we use that spelling, with the “aeo” in the middle. The spelling archeology is becoming more common in other publications, but we’ll stick with archaeology as long as that is the spelling used in the names of departments and institutes at A&M.

**Association Chairs:** Those who serve as Chair of The Association’s Board of Directors should have the year of their terms specified in their titles: 2009 Association Chair Shelley Potter ’78. After they leave that office, we refer to them as Association past chair, rather than former Association chair.

**Board of Directors:** While most stylebooks dictate using the term board of directors in lowercase letters in most instances, The Association’s Board of Directors is referred to in internal messaging by using capital letters on first reference. On subsequent references, it is permissible to use the board.

**Board of Regents:** Capitalize in all references to the A&M System’s Board of Regents. See Board of Directors, above. On subsequent references, it is permissible to use the board.

**Bonfire:** Capitalize in reference to the sanctioned event that occurred on campus prior to the collapse.

**Bryan-College Station, BCS:** Note the hyphen rather than a slash in Bryan-College Station. We avoid the abbreviation BCS, but when used, no slash.

**Century Club:** Capitalize Century Club in all references.

**Class:** Capitalize in all references to a graduating Class of Texas A&M University.
Class years: Use Class years following the name of current and former students on first reference and in photo captions, call outs and pull quotes. Apostrophe should open away from the class year (like a single close quote mark).


Composition titles: Italicize the names of books, songs, magazines, etc.

Corps of Cadets: Capitalize in all uses, and capitalize Corps when it stands alone if it refers specifically to A&M’s Corps of Cadets.

current students: Do not capitalize. Usually, students will suffice.

decal: The Association window decoration is a decal, not a sticker.

department: the full, proper name of departments at A&M are capitalized: Department of Journalism.

Distinguished Alumnus Award program: Reference as Distinguished Alumnus Award program; multiple recipients are Distinguished Alumni, or Distinguished Alumnus Award recipients or past recipients of the Distinguished Alumnus Award. Do not reference Distinguished Alumni as past, ex or former Distinguished Alumni.

Endowed Century Club: Capitalize in all references. We no longer refer to it as the Endowed Diamond Century Club. On subsequent references, ECC is acceptable.

Executive Director: The former title of Porter S. Garner III ’79, prior to 2009. He is now President and CEO.

Flag Room: the room in the MSC with all the flags. Some campus maps and publications call it the Flagroom, but we use Flag Room.

Find An Aggie: What used to be called the Online Directory: Find An Aggie is the online directory of former Texas A&M students.

former students: Do not capitalize except when part of our formal name: The Association of Former Students.

Game Day

gig ‘em: Note the space between words, and the apostrophe or single close quote before the “em.” Don’t capitalize the e. Don’t capitalize the g unless it’s the first word of a sentence, salutation, quote or interjection.

Internet terms: We generally follow AP style (including email, website). And we don’t use the www. in front of AggieNetwork. com URLs. But use it where appropriate in non-Association website addresses.

member: Every person who has completed three credit hours at Texas A&M (College Station, Galveston, Health Science Center, Qatar or School of Law) is a member of The Association of Former Students. Membership is not dues-based. There are, however, active members who donate financially to the Annual Fund.

The Next Tradition: note the capped The. Subsequent references: TNT.

Online Directory: We call it Find An Aggie now: Find An Aggie is the online directory of former Texas A&M students.

Midnight Yell Practice, Midnight Yell: However, yell practice is not capitalized by itself.

Parents’ Weekend
personal annotations: At The Association, the abbreviated forms of Jr. and Sr. used with people's full names are preceded by commas: Clayton W. Williams, Jr. '54. However, notations such as II, III and IV should not be separated by commas: Porter S. Garner III '79.

postgraduate

Reunions: When using the word reunion to refer to any officially sanctioned gathering of an A&M Class, capitalize Reunion. In addition, the name describing the anniversary of any such Reunion (30 Year Reunion, for example) should be written with capital letters and without a hyphen.

Texas Aggie magazine: Texas Aggie is the formal name of the official magazine of the Aggie Network. It should be capitalized and italicized when possible. When referred to as Texas Aggie magazine, the word "magazine" is neither capitalized nor italicized, as it is not a part of the formal name. If you cannot italicize, then put “Texas Aggie” in quotes.

ship & boat names: don't italicize or put in quotes. Don't precede the name with the. If there's a prefix, use capital letters and no periods: MS Amadeus, RMS Queen Mary.

Spirit: capitalize when used in reference to the Aggie Spirit.

sticker: see decal.

Texas A&M Athletic Hall of Fame; Texas A&M Athletic Hall of Honor

t.u.: We don't use this disparaging term for the University of Texas except in direct quotes from constituents. When used, it's lowercase with periods. We don't use t-sip, sip, sippers, or any variations.

university: Not Capitalized when the word university stands alone.

undergraduate

website: one word, not capped.

year ranges: I worked at the Daily Light from 1997 to 1998. OR: I worked 1997-98 at the Daily Light. (Basically, if you have a from, then you need a to.)

yell leader: not capitalized.

yell practice: not capitalized. But: Midnight Yell Practice is, as is Midnight Yell.
DIRECTORY

CLASS AGENT CONTACTS

Freddy Rodriguez ’12 – Coordinator of Former Student Programs, Class Programs
FRodriguez12@AggieNetwork.com

Clay Jackson ’09 – Coordinator of Former Student Programs, Young Alumni
CJackson09@AggieNetwork.com

Laura Miller ’16 – Former Student Programs Assistant
LMiller16@AggieNetwork.com

Josh Reinbolt ’99 – Director of Former Student Programs
JReinbolt99@AggieNetwork.com

Marty Holmes ’87 – Vice President for Marketing & Programs
MHolmes87@AggieNetwork.com

CAMPUS INFORMATION

The Association of Former Students ...........................................AggieNetwork.com ......................................................979-845-7514
Admissions Office .............................................................. tamu.edu/admissions .....................................................979-458-0427
Aggie Ring Office ...............................................................AggieNetwork.com/Ring ..................................................979-845-1050
Aggieland Visitor Center ..........................................................tamu.edu/visit ..........................................................979-845-5851
Athletic Ticket Office .............................................................aggieathletics.com .....................................................888-99-AGGIE
Campus Directory ..............................................................tamu.edu/directory .......................................................979-845-4741
Career Services ..............................................................AggieNetwork.com/careers ...................................................979-845-5139
Corps of Cadets .............................................................aggiecorps.org ...........................................................800-TAMU-AGS
MSC Bookstore ..............................................................tamu.bkstore.com .......................................................979-845-8681
MSC OPAS ..............................................................opas.tamu.edu .............................................................979-845-1234
Student Affairs ..........................................................studentaffairs.tamu.edu ..................................................979-845-4728
Student Financial Aid ..................................................financialaid.tamu.edu .......................................................979-845-3236
12th Man Foundation ..................................................12thManFoundation.com .................................................979-846-8892
Texas A&M Foundation ..................................................giving.tamu.edu ..........................................................979-845-8161
Transcripts ..........................................................transcripts.tamu.edu ..............................................................979-845-1066
CAMPUS INFORMATION

The Association of Former Students          AggieNetwork.com .............................................................. 979-845-7514
Admissions Office ..................................... tamu.edu/admissions ......................................................... 979-845-1060
Former Student Career Services ................. careercenter.tamu.edu .................................................. 979-845-5139
Aggie Ring Office  ........................................... AggieNetwork.com/Ring ............................................. 979-845-1050
Aggieland Visitor Center ............................... visit.tamu.edu ........................................................... 979-845-5851
Athletic Ticket Office ................................... 12thManFoundation.com ........................................... 888-99-AGGIE
Campus Directory ........................................... tamu.edu ................................................................. 979-845-4741
Career Center .............................................. careercenter.tamu.edu .................................................. 979-845-5139
Corps of Cadets ............................................. corps.tamu.edu .......................................................... 800-TAMU-AGS
MSC Bookstore ............................................. tamu.bncollege.com .................................................... 979-845-8681
MSC OPAS .................................................. opas.tamu.edu ............................................................. 979-845-1661
Student Affairs .......................................... studentaffairs.tamu.edu .............................................. 979-845-4728
Student Financial Aid ................................. financialaid.tamu.edu ................................................... 979-845-3236
12th Man Foundation ................................. 12thManFoundation.com ........................................... 888-TAM-12TH
Texas A&M Foundation .............................. txamfoundation.com ..................................................... 979-845-8161
Transcripts .................................................. registrar.tamu.edu .......................................................... 979-845-1066

ASSOCIATION CONTACTS

Updates can be found at AggieNetwork.com/TheAssociation/Staff

President and CEO ..................................... Porter S. Garner III ’79 ................................................. PGarner79@AggieNetwork.com
Vice President, Administration ...................... Cecilee Herd ’95 ......................................................... CHerd95@AggieNetwork.com
Vice President, Communications & Human Resources .... Kathryn Greenwade ’88 ......................... KGreenwade88@AggieNetwork.com
Vice President, Development ........................ Nic Taunton ’07 ......................................................... NTaunton07@AggieNetwork.com
Vice President, Marketing & Programs .......... Marty Holmes ’87 ....................................................... MHolmes87@AggieNetwork.com
Vice President and Chief Financial Officer, Finance Ron Spies ’73 ....................................................... RSpies73@AggieNetwork.com
Assistant Vice President for Communications Scot Walker ’90 ......................................................... SWalker90@AggieNetwork.com
Director of Campus Programs ....................... Kelli Hutka ’97 .......................................................... KHutka97@AggieNetwork.com
Director of Events ...................................... Hannah Johnston ’11 .................................................... HJohnston11@AggieNetwork.com
Director of Facilities ................................... Brian Ashorn ............................................................... BAshorn@AggieNetwork.com
Director of Former Student Programs ............ Josh Reibolt ’99 ............................................................ JReibolt99@AggieNetwork.com
Director of Fundraising ............................... Michael J. Hardy ’13 .................................................... MHardy13@AggieNetwork.com
Director of Human Resources ..................... Janice Quast ’97 ............................................................. JQuast97@AggieNetwork.com
Director of Marketing ............................... Randy Reyes ’01 ............................................................. RReyes01@AggieNetwork.com
Director of Strategic Engagement ................ David Fujimoto ’17, Lt. Col., USAF (Ret.) ... DFujimoto17@AggieNetwork.com
Director of Travel – Operations and Customer Service .... Marisa Liles ............................................. MLiles@AggieNetwork.com
Director of Travel – Outreach and Engagement ...... Jennifer Bohac ’87, Ph.D. ................................. JBohac87@AggieNetwork.com
Aggie Ring Program Manager ........................... Julie Scamardo ....................................................... JScamardo@AggieNetwork.com
Campus Programs Manager ........................ Kellie Malone ’08 ........................................................... KMalone08@AggieNetwork.com
Coordinator of Former Student Programs (Young Alumni) Clay Jackson ’09 ........................................ CJackson09@AggieNetwork.com
Coordinator of Former Student Programs (Class) Freddy Rodriguez ’12 ........................................... FRodriguez12@AggieNetwork.com
Coordinator of Former Student Programs (Clubs) Ryan Bugai ’17 ..................................................... RBugai17@AggieNetwork.com
Coordinator of Former Student Programs (Clubs) Amy Hale ’10 ....................................................... AHale10@AggieNetwork.com

AROUND TOWN – EVENT PLANNING

ExperienceBCS.com