

Class Coordinator Guidelines:

- Must be a member of the M/THS Association.
- Make a commitment to serve through the next major reunion. If you are unable to do so, please let us know so that with your assistance we can find a replacement for your class.
- Act as a point of contact for your classmates and facilitate communication between your classmates and the Executive Committee as needed. To that end, we will list whatever contact email you would like us to use on our official website, www.mhsths.org.
- Reach out to classmates at least once a year either by email/postcard/letter for three reasons.
 - To collect classmate news for Knightlines Class Notes (this is our most popular feature in our newsletter).
 - To update contact information for your classmates and to pass it along to mhsths@gmail.com.
 - To be considered an actively involved class coordinator. If we don't hear from you at least once a year, we will presume that you are no longer interested in volunteering as Class Coordinator.

Class Coordinator Reimbursement:

If needed, we will provide financial reimbursement for those choosing to mail out postcards or letters as well as to phone classmates that may require long distance charges. Stamps and copying for class mailings will be reimbursed up to \$50 per year and long distance phone bills will be reimbursed up to \$20 per year. If you require reimbursement, please email your request and receipts to mhsths@gmail.com.

M/THS Association Class Coordinator Liaison Responsibilities:

- Provide you with a class database listing (in Excel format) that contains three tabs. The first tab will be labeled "Main" and will contain those classmates that are believed to have up-to-date contact information. The second tab will be labeled "Lost Sheep/Questionable Info." and contain those classmates whose contact information is believed to be inaccurate or incomplete. Finally, the third tab will be labeled "Honor Roll" and will contain any classmates that have passed away.
- If the Association receives updated information prior to running the yearly database listing, the information will be passed onto you.
- Help in any way to locate lost classmates.
- Communicate Class Coordinator issues to the Executive Committee as well as relay important and pertinent communication to the Class Coordinators.