The Reunion Committee plays a critical role in planning and fundraising for your class’s Reunion Weekend. In addition to helping their class meet their dollar and participation goals, Reunion Committee members are instrumental in inviting their classmates back to campus for Reunion and planning class events. It is through the efforts of the Committee that the Reunion Program at Middlebury is so successful, both socially and financially.

FALL RESPONSIBILITIES:
- **Alumni Leadership Conference (optional, but recommended!):** Join your fellow volunteers on campus during Homecoming (October 19-21) for workshops and planning for your Reunion.
- **Select assignments (September-November):** Select 10-20 classmates through our online volunteer module, or by communicating directly with your Annual Giving Reunion Coordinator. These contacts can be any classmate (not necessarily your closest friends) who you want to contact regarding a gift and to invite back for Reunion.
- **Contact assignments (November-December):** Contact assigned classmates with a reminder to put Reunion weekend on their calendars and ask them to make a gift.
- **Make your own gift by December 31:** Reunion Class Agents are encouraged to make a gift by the end of the tax year. It’s easier to ask others to give when you’ve already done so. Thanks for leading by example!

SPRING RESPONSIBILITIES:
- **Plan events for Reunion (Ongoing, October through February):** Help the College organize class-specific events for Reunion weekend (i.e. panel discussion, group hike, memorial service).
- **Spring Campaign/Challenge (March):** The Annual Giving Office will often have a spring campaign or challenge in March; rally your committee to contact their assignments to make this effort successful.
- **Register and encourage your friends to register for Reunion (March-May):** Reunion registration will open online in late March or early April. Encourage assignments to make a gift to Middlebury if they haven’t yet done so in honor of Reunion.
- **End of fiscal year (late May-June):** Assist with end of the year push toward your class dollar and participation goal leading up to and following Reunion.

ONGOING RESPONSIBILITIES:
- **Share news:** Select news and Reunion info from monthly volunteer updates, which you will receive from your staff coordinator, to share with contacts via Facebook, Twitter, and email.
- **Thank donors:** As you receive automated email alerts through our volunteer portal when one of your assignments makes a gift, please send a thank you note.
- **Conference calls:** Participate in co-chair and committee conference calls.

RESOURCES:
- Annual Giving and Alumni Office Staff Coordinators supportmiddlebury@middlebury.edu or 802-443-2002
- Reunion website: http://go.middlebury.edu/reunion