

A scenic view of the Middlebury College campus in autumn. The foreground is filled with trees displaying vibrant orange, yellow, and red foliage. In the middle ground, several large, white, multi-story buildings with dark roofs are visible. A prominent white church with a tall, dark steeple stands out among the buildings. In the background, rolling mountains are visible under a cloudy sky. A white text box with a dark blue border is overlaid on the image, containing the text "Middlebury Annual Giving: MVP Extras for Lead Agents".

Middlebury Annual Giving: MVP Extras for Lead Agents

Lead Agents and MVP

Lead agents are important members of the Annual Giving leadership team.

We are counting on your partnership, as the leaders of your class fundraisers, to be sure that our messages are reaching the agents in your class, that agents are clear on any dates and deadlines, and that you help us understand when our messages are not landing effectively.

Some tasks we may ask you to do during the fiscal year (July 1 - June 30) include:

- **Reaching out to agents via email or social media to share our news and posts.** For example, sharing a post from the Midd Alum FB page or forwarding our alumni newsletter to keep fellow volunteers up to date.
- **Following up with class agents after a challenge or "campaign"** to check in with volunteers who were not active or responsive.
- **Helping ensure that 100% of the class agents make a gift.**

Click [here](#) for an overview of the Lead Agent role or [here](#) for an overview of a Lead Reunion Agent role. Please email your [class contact](#) if you have any questions.

Lead Agents: Reporting Access

At the top of the left-hand navigation pane, lead agents have access to our "Reporting" tab.

This additional information available can help you see an overview of class-specific volunteer activity.

The screenshot displays the user interface for a lead agent. On the left, a dark navigation pane contains several menu items: 'Alumni Lead Class Agent Assignments (29 / 100)', 'Reporting' (circled in orange with an arrow pointing to it), 'Search Constituents', 'Notifications' (with a yellow badge containing the number 4), 'Messages', 'Tasks', 'Notes', 'Email', and 'Volunteering as: Alumni Lead Class Agent'. The main content area features a header with a user profile and 'Assignments Snapshot', and a timer showing 'Days left this fiscal year 3 0 0' for the period 'July 1, 2020 - June 30, 2021'. Below this is a section titled 'YOUR ALUMNI LEAD CLASS AGENT ASSIGNMENTS' with five summary cards: 'ASSIGNMENTS' (29), 'DONORS' (0), 'NON-DONORS' (29), '\$ PLEDGED' (\$0), and '\$ RAISED' (\$0). A 'Click to add text' watermark is overlaid on the dashboard.

Lead Agents: Reporting Summary

From the reporting "home page," lead agents can see a summary of the agents in their class, as well as:

- how many classmates are currently assigned to those agents in MVP
- how many classmates are unassigned to an agent in MVP (selectable)
- the total number of donors and the total dollars donated
- the amount within totals dollars donated that came from alumni assigned to agents

Below that summary, lead agents can also see a class-specific list of agents, their MVP registration status, the overall giving status of their assignments, and recent agent activity. **This is where lead agents can help us gauge class agent engagement and responsiveness.**

Reporting (dropdown menu)

- Active Volunteers
- Inactive Volunteers
- Registered Volunteers
- Unregistered Volunteers
- Search Constituents
- Notifications (4)
- Volunteering as: Alumni Lead Class Agent
- Act as Alumni AFEC Member

Class of [redacted]

| Volunteers | Assignments | Selectable Classmates | Total Donors | Total Dollars | Assigned \$ Received |
|------------|-------------|-----------------------|--------------|---------------|----------------------|
| 33 | 223 | 261 | 0 | \$0 | \$0 |

Relevant Volunteers (33)

Column Legend: Activity within past 30 days : Activity within current fiscal year

| Volunteers | Registered | Last Activity | # Assignments | # Given | \$ Received | \$ Pledged | Assignments contacted | Emails sent | Gift notes | Non-Gift notes |
|------------|--------------------------|---------------|---------------|---------|-------------|------------|-----------------------|-------------|------------|----------------|
| [redacted] | Not Yet | N/A | 0 | 0 | \$0 | \$0 | N/A | N/A | N/A | N/A |
| [redacted] | 2019-02-08 7:44pm EST | N/A | 0 | 0 | \$0 | \$0 | 0 : 0 | 0 : 0 | 0 : 0 | 0 : 0 |

Lead Agents: Report Options

Lead agents have access to **four reports** (listed in the left-hand navigation). Each report has an explanation of what is being summarized and then class-specific volunteer information. In the example below, the agents' most recent activity and login are summarized along with their original registration date. This would be helpful to review after a challenge to gauge volunteer activity.

Lead agents should follow up to thank active agents, check with inactive volunteers to confirm that they have what they need and see if they intend to be involved moving forward. Please review the other reports to familiarize yourself with their contents. Questions? Click [here](#).

Alumni Lead Class Agent
Assignments (29 / 100)

Reporting

Active Volunteers

Inactive Volunteers

Registered Volunteers

Unregistered Volunteers

Search Constituents

Notifications

Volunteering as:
Alumni Lead Class Agent

Viewing drilldown for the class of 1995

| Class Year | Name | Role | Email | Last Activity | Last Login | Registered At |
|------------|------------|---|------------|-----------------------|-----------------------|------------------------|
| 1995 | [Redacted] | Alumni Class Agent | [Redacted] | 2020-02-04 3:05pm EST | 2020-06-10 2:05pm EDT | 2019-12-23 7:09am EST |
| 1995 | [Redacted] | Alumni AFEC Member; Alumni Class Agent; Alumni Lead Class Agent | [Redacted] | 2020-06-30 7:02pm EDT | 2020-06-28 5:27pm EDT | 2017-11-29 4:13pm EST |
| 1995 | [Redacted] | Alumni Class Agent | [Redacted] | This volunteer has no | 2020-02-22 2:33pm EST | 2019-12-09 10:28am EST |

Check for activity here

Inactive Volunteers in MVP are those who have not sent an email, added a note, paired with or requested a new assignment, unpaired with or requested unpairing from an assignment, sent a message, created a personal email template, created or completed a task, or searched constituents in the last 30 days.



Middlebury

Contact us for a personalized walk through of MVP if you run into any issues.

You're always welcome to be in touch with questions and comments at supportmiddlebury@middlebury.edu

Thank You!

THANK YOU!

Saying thank you is the most important step in this process.

Thank you for your dedication to this work and your commitment to make Middlebury accessible to students regardless of their financial need.

Please be sure to thank your fellow volunteers and your classmates for their contributions to Middlebury and their engagement with their alma mater.

IMPORTANT NOTE:

GiveCampus will send a message when a gift arrives. PLEASE check your junk/clutter folder.

Volunteers report that GiveCampus emails often end up classified as junk/clutter and require you to provide permission for them to be delivered to your email Inbox.