Volunteers make Reunion a success in a number of ways. You can help to organize a class event, encourage classmates to contribute to your class gift, and inspire classmates to return to campus in June to celebrate Reunion in Vermont.

Reunion volunteers are communicators; they keep classmates informed and engaged. They are committee ambassadors, communicating College information and class-specific goals. And, finally, Reunion volunteers help alumni understand how important their annual support is to current students and to the continued success of Middlebury.

As a member of the Reunion committee, we ask you to stay informed about both class-event planning and fundraising. We hope that all Reunion volunteers will help promote Reunion attendance and encourage classmates to make a gift in celebration of your Reunion and your class.

**PLANNING A SUCCESSFUL REUNION**
Get your classmates excited about Reunion and Middlebury.

- **Get in touch** with your classmates via mail, email, phone, text, and social media. Provide Reunion news and updates on weekend plans.

- **Help** us track down "lost" classmates.

- **Be an advocate for Middlebury.** Share news about the College throughout the year.

- **Be an advocate for alumni.** If classmates need information that you don’t have, encourage them to be in touch with Middlebury, or reach out to your staff contact on their behalf. Circle back and make sure that all of their questions have been answered.

- **Create a sense of community** and excitement about Reunion through your class Facebook group. Post photos from then and now, post a fun survey, or coordinate Reunion travel plans. To find your class, visit go.middlebury.edu/fbgroups.

- **Share your love of Middlebury** by becoming an M-Bassador. Promote Middlebury’s social media and generate positive buzz about the College and Reunion. Earn points and win Midd gear! Learn more and sign up at go.middlebury.edu/mbassadors.
Organize “mini-reunions” for small groups of classmates in the months before Reunion. These build excitement and boost attendance at Reunion Weekend.

Register for Reunion early, then encourage classmates to do so. Publicize the names of those attending.

**PLAN REUNION ACTIVITIES FOR YOUR CLASS**

We ask Reunion volunteers to focus on one or two class-specific activities that will resonate with your class and its interests.

- **Generate ideas** for class activities, such as hiking, tennis, faculty lectures, alumni panel discussions, or talks led by classmates.

- **Identify a classmate** to write remarks about your class and its time at Middlebury and read them at Convocation.

- **Personalize the class headquarters** with memorabilia, music, and festive decorations, and organize social time there.

**ASK FOR SUPPORT**

Reunion class agents communicate the impact of alumni giving and ask classmates to support their Reunion gift.

- **Lead by example**: make your gift to Middlebury by December 31.

- **Contact** classmates and encourage them to attend Reunion, and ask them to make a Reunion gift.

- **Provide feedback** on progress, needs, and classmates’ questions to Annual Giving staff. Use the Middlebury Volunteer Portal (MVP) to track your work and communicate with Annual Giving staff.

- **Thank everyone** who makes a gift!

- **Keep donor information confidential** and sign the confidentiality agreement.

**In support of your work, Alumni and Parent Programs (APP) staff members will do the following:**

- **Create** the overall Reunion schedule.

- **Coordinate** all meals, housing, and headquarters.

- **Plan Reunion events** that include all classes and arrange locations, audiovisual equipment, catering, etc., for all events.

- **Develop a fundraising plan** that maximizes volunteers' talents and connections.

- **Coordinate progress** through regular conference calls, emails, and visits.

- **Make sure** that volunteers can access giving and contact information to complete their outreach.

**HAVE MORE QUESTIONS? CONTACT US.**

**Annual Giving**
888-367-6433
supportmiddlebury@middlebury.edu

**Alumni and Parent Programs**
802-443-5183
alumni@middlebury.edu