



Annual Giving Volunteer Guidelines

WHAT TO EXPECT FROM MIDDEBURY

YOUR ANNUAL CHECK LIST

Regular communication from the Annual Giving Team

- Monthly email updates from Annual Giving
- Campus news
- Contact from your [staff liaison](#)

Respond to emails from your staff liaison

- A brief email acknowledgement will let your [staff contact](#) know that you received and read their email
- Knowing who is up to speed allows staff to follow up with those who may have missed a message

Training opportunities on the Middlebury Volunteer Portal (MVP, part of Give Campus)

- This is the platform that supports most of our challenges and major volunteer-supported campaigns
- Please take the time to get acquainted

Make your own gift

- [100% Volunteer Participation](#) is a key goal for Annual Giving
- Leading by example will make it easier to ask others to give

Invitations from us to

- [Digital Middlebury](#) events
- [Other virtual programs](#)

Reach out & Participate

- Promote and amplify fundraising messages and campaigns
- Choose and be in touch with your assignments

Volunteer resources:

- [Class Agent Information](#)
- [Middlebury Volunteer Portal \(MVP\)](#), our one-stop shop for classmate selection and outreach

Participate in virtual events

- [Digital Middlebury](#) events
- Zoom trainings
- Other virtual programs to learn about what's happening at Middlebury throughout the year

The Annual Giving staff and Annual Fund Executive Committee (AFEC) are here to support you in your work. supportmiddlebury@middlebury.edu or 802-443-2002

Fall 2020 Volunteer Timeline

SEPTEMBER

9/25 – Presidential leadership panel

9/23 – Give Campus Training 12:00 Noon (EST) - register [here](#)

9/29 – Give Campus Training 2PM (EST) and 5PM (EST) - register [here](#)

9/29 – Give Campus Training 5PM (EST) - register [here](#)

9/30 & 10/1 – MoveMidd Challenge

OCTOBER

- ⇒ Make an [MVP account](#) (if you haven't already)
- ⇒ Select classmates as “your assignments” on MVP
- ⇒ Attend [Digital Middlebury](#) events yourself and encourage classmates to join as well
- ⇒ **Reach out to assignments who haven't given since July 1** (start with those who gave at this time last year)

NOVEMBER

- ⇒ **Continue to select and reach out to assignments**
- ⇒ Extend holidays wishes and thanks to your classmates
- ⇒ Complete outreach by November 30 for those who are likely to make an end-of-year gift (check the date of their last gift)
- ⇒ Attend [Digital Middlebury](#) events yourself and encourage classmates to join as well

DECEMBER

- ⇒ **Finish any incomplete outreach**, wish your classmates a happy 2021, and make your own gift by December 31
- ⇒ College sends end of calendar year fundraising emails/texts: **12/15, 12/22, 12/31**
- ⇒ December 31 and the end of 2020!

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