Thank you for your interest in serving as a lead class agent. Now, what does that mean and what comes next?

Peer-to-peer outreach through class agents offers the primary and most personal contact between Middlebury and our alumni. The classes that consistently boast the highest alumni giving participation rates are those with the most active and encouraging lead class agents.

Lead class agents ensure the success of our class agents in several ways:

- By motivating and encouraging fellow volunteers.
- By encouraging class agent giving.
- By making sure that volunteers are connected, informed, and supported.

Thank you for stepping up to lead your class!

**ROLE AND RESPONSIBILITIES**

**Build and maintain a strong and active roster of class agents.**

- **Annually reach out** to class agents to get feedback on their class agent work and confirm their continued involvement.
- **Work with Middlebury staff** to assess overall activity level and volunteer representation.
- **Articulate class agent needs** to Middlebury staff and develop an action plan.
- **Work with Middlebury staff** to “manage” class agents:
  - **Reach out** to agents who have been quiet or inactive.
  - **Recruit** and help to bring new agents on board.
  - **Communicate** plans with agents.
  - **Seek feedback** and updated contact info.
Help keep class agents engaged, connected, and motivated.

- **Help amplify** Midd messages by forwarding them to class agents with your own personal message and/or generating your own message to them.

- **Share** regular updates, Midd news, and class agent next steps through calls, emails, texts, etc.

- **Serve** as a role model:
  - **Attend** Alumni Leadership Conference as well as Midd events in your area.
  - **Choose** your own assignments and encourage fellow agents to do so as well. [go.middlebury.edu/mvp](go.middlebury.edu/mvp)
  - **Actively participate** in Middlebury’s major fundraising campaigns.
  - **Make your own gift** to Middlebury early.

Ensure 100 percent class agent giving.

- **Divide** class agent list up among lead class agents and take responsibility to solicit a portion of the class agents.

Serve as a spokesperson for your class fundraising.

- **Help write** and edit class agent letters, lending your name as signer.

- **Participate** actively and visibly in our major fundraising campaigns of the year, sharing the Middlebury message through as many channels as possible.

CONTACT US

Annual Giving
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[go.middlebury.edu/classagent](go.middlebury.edu/classagent)