



# What Is the Role of a Class Agent?

Thank you for your interest in being a class agent! Now, what does that mean and what do you do next?

Fundraising for Middlebury is a partnership between the College's professional staff and our alumni volunteers. Every year, class agents play an important role in the success of Middlebury's annual giving effort. You are the personal contact between the College and your classmates. You are a key driver of alumni participation. You are a conduit for news and information, and you have an incredible impact on our ongoing success. The [Class Agent Program](#) is essential; there are over one thousand alumni who engage in this critical work. Thank you for coming on board!

## KEY RESPONSIBILITIES

### I. Get your classmates excited about Middlebury.

- **Get in touch** with your classmates via email, text, phone, mail, or social media. Share news about the College or alumni events throughout the year.

- **Be an advocate for alumni.** If classmates need information 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 all of their questions have been answered.
- **Use social media** to build community, reminisce about your time at Midd, and reinforce your College connections.
  - > **Be social.** One of the best ways to create a sense of community and excitement is through your class Facebook group. Post photos from then and now, ask questions about your time at Midd, or post a survey. Visit [go.middlebury.edu/fbgroups](http://go.middlebury.edu/fbgroups) to find your class.

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Middlebury  
College

Middlebury, VT 05753  
[www.middlebury.edu](http://www.middlebury.edu)

## II. Ask for support

In addition to encouraging engagement with Middlebury, your role is to help classmates understand the impact of alumni giving.

- **Lead by example:** [make your gift](#) to Middlebury by December 31.
- **Contact** your assignments and encourage them to make a gift this year. Use the [Middlebury Volunteer Portal](#) (MVP) to track your work and communicate with Annual Giving staff.
- **Provide feedback** on your progress, communicate classmates' questions, and report outdated or updated contact information to [Annual Giving staff](#).
- **Say "thank you"** to your assigned classmates when they give. Be sure to let them know how much their support means to Middlebury and its students, faculty, and staff.
- **Keep donor information confidential** and sign the confidentiality agreement.

## CONTACT US

Annual Giving

[supportmiddlebury@middlebury.edu](mailto:supportmiddlebury@middlebury.edu)

888-367-6433

## RESOURCES

Middlebury Volunteer Portal (MVP)

[www.givecampus.com/login](http://www.givecampus.com/login)

Class Agent information

[go.middlebury.edu/classagent](http://go.middlebury.edu/classagent)