



What Is the Role of a Reunion Volunteer?

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

Volunteers make Reunion a success in several ways. You can help organize a pre-Reunion event in your area or virtually, encourage classmates to contribute to your class gift, and inspire classmates to celebrate your Reunion by joining virtual events throughout the year and (hopefully!) planning to attend Reunion in June.

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 giving is to current students and to the continued success of Middlebury. 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.

We ask members of the Reunion committee 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.

KEY RESPONSIBILITIES

I. Get your classmates excited about Reunion.

- **Get in touch** with your classmates via mail, email, phone, text, or social media. Provide Reunion updates and share news about the College throughout the year.
- **Help us** track down “lost” classmates.
- **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 their questions have been answered.
- **Create a sense of community** and excitement about Reunion. This can be done in several ways:
 - > Through your class Facebook group, post photos from then and now, or post a fun survey. To find your class, visit go.middlebury.edu/fbgroups.

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> Organize virtual or in-person “mini-reunions” in the months before Reunion. These build excitement and boost attendance at Reunion Weekend. Encourage classmates to “gather” virtually before or after one of our [Digital Middlebury](#) events.

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

II. Plan Reunion activities for your class.

Given that we hope to host an on-campus Reunion, members of the Alumni and Parent Programs (APP) staff and Reunion volunteers will focus on planning one or two class-specific, on-campus activities. Middlebury staff and Reunion volunteers will also work to plan some class-specific virtual events throughout the year in order get the class connected and begin the celebration before June!

- **Generate ideas** for in-person and virtual activities, such as hiking, tennis, faculty lectures, alumni panel discussions, or talks led by classmates.
- **Identify a classmate** to write about your class and its time at Middlebury and read those remarks at Convocation.
- **Personalize the class headquarters** with memorabilia, music, or festive decorations, and organize social time there.

In support of your work, 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.

III. Ask for support.

- **Lead by example:** [make your gift](#) to Middlebury by December 31.
- **Contact** your assignments and encourage them to support your class Reunion gift. Use the Middlebury Volunteer Portal (MVP) to track your work and communicate with Annual Giving staff. go.middlebury.edu/mvp
- **Provide feedback** on your progress, communicate classmates’ questions, and share information about outdated or updated contact information to [Reunion staff](#).
- **Say “thank you”** to your classmates when they give. Be sure to let them know that their gift will be counted in your Reunion total and is a wonderful addition to the celebration.
- **Keep donor information confidential** and sign the confidentiality agreement.

CONTACT US

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