



# What Is the Role of a Lead Reunion Class Agent?

Thank you for your interest in serving as a lead Reunion 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 Reunion classes that consistently boast the highest alumni giving participation rates are those with the most active and encouraging lead class agents.

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

- By motivating and encouraging fellow volunteers.
- By sharing news and updates about Reunion plans.
- By encouraging volunteer 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 Reunion volunteers.**

- **Work with Middlebury staff** to assess overall activity level and volunteer representation on the Reunion committee.
- **Articulate Reunion volunteers' needs** to [Middlebury staff](#) and develop an action plan.
- **Work with Middlebury staff** to “manage” Reunion volunteers:
  - > **Reach out** to volunteers who have been quiet or inactive.
  - > **Recruit** and help bring new volunteers on board.
  - > **Communicate** plans with volunteers.
  - > **Seek feedback** and updated contact info.

OVER



Middlebury  
College

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

## Help keep class volunteers engaged, connected, and motivated.

- **Help amplify** Midd messages by forwarding them to class volunteers with your own personal message and/or generating your own message to them.
- **Share** regular updates, Midd news, and next steps through calls, emails, texts, etc.
- **Serve** as a role model:
  - > **Log in** and participate in the 2020 Virtual Alumni Leadership Conference as well as other virtual (or in-person) events.
  - > **Participate** in Reunion committee conference calls.
  - > **Choose** your own assignments and encourage fellow fundraisers to do so as well. [go.middlebury.edu/mvp](https://go.middlebury.edu/mvp)
  - > **Actively participate** in Middlebury's major fundraising campaigns.
  - > **Make your own gift** to Middlebury by December 31.

## Ensure 100 percent Reunion volunteer giving.

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

## Serve as a spokesperson for your class fundraising.

- **Help write** and edit Reunion class agent letters, lending your name as signer.
- **Participate** actively and visibly in Reunion fundraising, sharing the Middlebury message through as many channels as possible.
- **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.

## CONTACT US

### Annual Giving

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

888-367-6433

## RESOURCES

Middlebury Volunteer Portal (MVP)

[go.middlebury.edu/mvp](https://go.middlebury.edu/mvp)

Reunion Volunteer Resources

[go.middlebury.edu/reunionvols](https://go.middlebury.edu/reunionvols)