



Annual Giving Volunteer Guidelines

WHAT TO EXPECT FROM MIDDLEBURY

YOUR ANNUAL CHECK LIST

Regular communication from the Annual Giving Team

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

Respond to emails from your staff contact

- 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, alumni events, and challenge opportunities
- 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

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

Winter/Spring 2021 Volunteer Timeline

JANUARY

- ⇒ Thank classmates who made a gift at the end of 2020
- ⇒ Read “High Five for Volunteers” for 5 specific actions you can take this month
- ⇒ Save the date for the Justice Projects Challenge (targeting class volunteers in 2020-1965)
- ⇒ Volunteers in 2020- 1965: Register for “Challenge Overview for Insiders” on February 1
- ⇒ Make an [MVP account](#) (if you haven’t already)

FEBRUARY

- ⇒ Select classmates as “your assignments” on MVP
- ⇒ Read “High Five for Volunteers” for 5 specific actions you can take this month
- ⇒ Register for and attend “Campaign Preview for Insiders” - February 1
- ⇒ Attend webinar on Justice Projects featuring current members of Middlebury’s Student Government Association
- ⇒ **Reach out to assignments who haven’t given since July 1** in support of the Social Justice Projects Challenge

MARCH

- ⇒ **Thank classmates who have given recently**
- ⇒ Attend [Digital Middlebury](#) events yourself and encourage classmates to join as well
- ⇒ Middlebury Parents Challenge (FYI – no volunteer tasks required)
- ⇒ Read “High Five for Volunteers” for 5 specific actions you can take this month
- ⇒ Prepare for “Buy the Book” Campaign

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Winter/Spring 2021 Volunteer Timeline

APRIL

- ⇒ Reach out to assignments who haven't given since July 1, 2020
- ⇒ Thank classmates who have given recently
- ⇒ "Buy the Book" Campaign – April 13-15
- ⇒ Read "High Five for Volunteers" for 5 specific actions you can take this month

MAY

- ⇒ Reach out to assignments who haven't given since July 1, 2020
- ⇒ Thank any "Buy the Book" donors
- ⇒ Read "High Five for Volunteers" for 5 specific actions you can take this month

JUNE

- ⇒ All hands on deck June 15 to 30!
 - Reach out to assignments who haven't given since July 1, 2020
- ⇒ Read "High Five for Volunteers" for 5 specific actions you can take this month