



# What Is the Role of a Lead Class Agent?

Thank you for your interest in serving as a lead class agent. Now, what does that mean and what comes next? Lead class agents ensure the success of our class agents by

- **Motivating** and encouraging fellow volunteers.
- **Encouraging** class agent giving.
- **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.**

- **Work with Middlebury staff** to “manage” class agents:
  - > **Reach out** to agents who have been quiet or inactive. Help bring new agents on board.
  - > **Communicate** plans with agents.
  - > **Seek feedback** and updated contact info.

**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:
  - > **Log in** and participate in an [Update from Middlebury: In Conversation with the College's Senior Leadership](#) on Tuesday September 28, 2021 at Noon Eastern.
  - > **Choose** your own assignments and encourage fellow agents 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 class agent giving.

- **Divide** the class agent list among lead class agents and take responsibility for soliciting those agents. Serve as a spokesperson for your class fundraising.
- **Help write** and edit class agent letters.
- **Participate** actively and visibly in our major fundraising campaigns of the year, sharing the Middlebury message through as many channels as possible.
- **Say “thank you”** to your assigned classmates when they give.
- **Keep** donor information confidential.

## CONTACT US

Annual Giving

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

888-367-6433

## RESOURCES

Middlebury Volunteer Portal (MVP)

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

Class agent information

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



Middlebury  
College

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