



# 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? Lead Reunion class agents ensure the success of our Reunion volunteers by

- **Motivating** and encouraging fellow volunteers.
- **Sharing** news and updates about Reunion plans.
- **Encouraging** volunteer 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 Reunion volunteers.**

- **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.

**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 an [Update from Middlebury: In Conversation with the College’s Senior Leadership](#) on Tuesday September 28, 2021 at Noon Eastern.
  - > **Participate** in Reunion committee Zooms.
  - > **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 Reunion volunteers 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.
- **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.
- **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)

### Reunion Volunteer Resources

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



Middlebury  
College

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