



## **ROLE OF ALUMNI ASSOCIATION STAFF**

The staff of the Alumni Association works with class officers to support class organizations and ensure successful class activities and reunions. We are always available to answer questions or give assistance. These services, which can be enhanced to meet the needs of the class, include:

### **Class Events and Activities**

- 🐾 Offer event ideas and provide event-planning expertise
- 🐾 Provide timelines, planning and budget worksheets, and examples of mailings

### **Class Giving**

- 🐾 Provide updates on class giving, as well as supplies for sending thank-you notes to donors
- 🐾 Stewardship of class project(s)
- 🐾 Solicitation training for class agents and reunion gift committees

### **Marketing and Communications**

- 🐾 Assistance in production, printing and mailing of class communications in non- reunion years
- 🐾 Maintenance and supervision of class email list
- 🐾 Provide server space and technical support for class web site
- 🐾 Maintain data on classmates, including contact information, volunteer record and giving history

### **Reunions**

- 🐾 Attend committee meetings and organize training sessions
- 🐾 Coordinate class sponsored events and reunion program logistics
- 🐾 Produce, print, and mail reunion informational materials

### **Class Officer Elections**

- 🐾 Provide list of classmates with volunteer history to assist in identifying potential candidates for slate of class officers
- 🐾 Provide technical support for online election