



WHITMAN COLLEGE

# Milestone Reunion Committee

## Volunteer Job Description

### Alumni Relations and Office of Annual Giving

Joining a Reunion Committee is a fun and important way to be involved with the college. Reunion Committees plan class events and encourage fellow classmates to come back to campus and reconnect with the college and classmates. Together, volunteers create a memorable experience. The 10th, 25th, 40th and 50th reunions are considered milestone reunions and the Reunion Committee will lead a philanthropic effort to rally classmates to make a special gift in honor this milestone event. The cumulative efforts of the class are recognized during reunion weekend when their class gift is presented to the college.

### Responsibilities for Milestone Reunion Committee Members

- Commit to attending your reunion
- Select 15-50 classmates to network with throughout the year, encouraging them to attend Reunion Weekend and participate in the class gift.
- Agree to have your name listed on letters, website and social media pages regarding reunion communications
- Take the lead – make your own gift by December 31
- Complete personal notes on reunion letters or follow-up with your assigned classmates with a card or email.
- Ask classmates to attend reunion and participate in the gift via email, phone calls, and/or personal notes
- Document communications and progress in [givecampus.com/vms/whitmancollege](https://givecampus.com/vms/whitmancollege)
- Thank donors via card, email or phone call when you receive a notification from GC VMS that a gift has been made
- Help promote annual online campaigns, such as All in for Whitman
- Post, like, and share about Whitman and Reunion Weekend on social media
- Participate in periodic conference calls with the committee and staff
- Support fellow committee members in their social and philanthropic outreach to their classmates
- Attend Convocation during Reunion Weekend to present your class gift to the President.
- Maintain confidentiality