



Suggested 50th Reunion Volunteer Opportunities

Overview

The classes celebrating their 50th Reunion at Wheaton College have an opportunity to reconnect, reminisce, and create a legacy through their Class Fundraising Goal. The 50th Reunion Class Goal is comprised of Wheaton Fund Gifts and Capital Gifts that are counted during their four years leading up to Reunion, Reunion year, and pledges made four years after Reunion.

Reunion Programming Volunteer Opportunities

Reunion Programming Chair

The first task of the Reunion Chair, who in general is the Class VP, is to recruit your classmates to form a Reunion planning committee. Since the Memory book is typically the first communication, just after Labor Day. Recruiting the Memory chair is of high importance. The committees typically hold their first full meeting at AVC weekend in October. Recruiting volunteers can be time-consuming, but the process is well worth the effort. Coordinating a strong team is your main priority. It is important to bring a wide variety of classmates into the committees to ensure that your Reunion reflects the diverse interests and talents of your class. Remember you don't have to do it alone, some classes recruit a co-chair.

Reunion Committee roles:

- **Class Treasurer** - While the 50th Reunion receives a budget from the College there are often items that classes wish to purchase. All food, beverages, decorations, souvenirs, flowers etc. in the dorm parlor are paid for by the class. All budget requests should be sent to the Treasurer no later than January 15th.
- **Memory Book Chair** - The Chair has one of the most rewarding jobs on the Reunion committee and also one of the most time-consuming. These books make fascinating reading and are guaranteed to generate enthusiasm for Reunion. Encouraging classmates to make submissions takes many hours, but the main ingredient for success is a hard-working chair and outreach committee. The chair does not proof read the book but can review it for glaring errors. Often members of the class will send submissions directly to the chair instead of Alumnae/i Relations. Keeping detailed documentation of which submissions were sent and then forwarding along to the office is critical. The books are mailed in January with a cover letter from the chair with the first communication typically happening after Labor Day.

- **Attendance Committee** - This committee is responsible for inspiring classmates to return for Reunion and can work with the Reunion Chair/Memory Book Chair on communications to the class. We have found that personal calls and emails are most effective in driving Reunion attendance. The attendance chair will need to recruit callers and divide the class into telephone and email trees. If possible, all classmates should be assigned to callers who know them. Alumnae/i Relations can supply current contact information once the members have signed a confidentiality agreement. Coordination with class callers is critical. Some classes may choose to have the class giving callers and the Attendance committee be one in the same.
- **Souvenir Committee** - If the class wants to provide mementos (pashminas in the past) for classmates, this committee is responsible for doing so. The funds come out of the class bank account with permission from the Class Treasurer and Reunion Chair.
- **Hospitality Committee** - This committee is responsible for the setup at headquarters (50th is typically in Meadows Center). This committee will coordinate distribution of souvenirs, decorations and other logistical needs at headquarters including any food or beverages being serviced in the parlor over the weekend. In the past the committee focused on soliciting decorations, photos, posters, etc. that represented their time on campus. Alumnae/i Relations will work with campus partners to provide classes with supplies such as 100 cups, napkins, corkscrew, ice easels, CD player etc.
- **Communications Chair** - The chair would work with the Reunion Chair and all Wheaton staff liaisons to ensure important information is on the Class page or Social Media channels (if applicable).
- **Campus Events Committee** - Review the overall Reunion schedule organized by the College and see if and when class specific programming would make sense. In the past, the committee organized a classmate panel on Saturday afternoon leaving time for a class meeting and election. There is an all class interfaith service on Sunday morning where a 50th Reunion member are asked to read a passage. The committee may suggest a mini memorial service at some point over the weekend. Making a recommendation to the full committee if after dinner activities is warranted also falls into this committee's purview. \

- **Mini-Reunion committee** - Classes often have a history of holding mini-gatherings in non-reunion years. Wheaton staff liaisons can share with you heat maps of where classmates are concentrated. The mini-Reunions are usually casual in nature, lunch at a home/restaurant or trips to local museums. The committee would recruit a classmate to organize an event in their area, attend the event and act as greeter and host. Alumnae/i Relations can send out invitations and also provide an event-in-a-box (Wheaton M&M's, Wheaton banner, blank nametags, napkins). The mini-Reunion committee would coordinate with the Chair and Wheaton Fund Chair to help leverage and steward classmates who have made gifts in honor of their 50th Reunion.

Fundraising Volunteer Opportunities

Wheaton Fund Gift Chairs

The Wheaton Fund Gift Chair Program is a partnership between the Wheaton Fund staff and the volunteers who are advocates and leaders to their peers. Together, Wheaton Fund Gift Chairs (aka Class Gift Chairs) demonstrate their impact through supporting scholarships, life-changing experiential learning opportunities, athletics programs that build character, and investments that sustain Wheaton College. Wheaton Fund Gift Chairs will collaborate with Gift Planning Chairs on all 50th Reunion fundraising efforts.

- Serve as class leaders and advocates to represent Wheaton College
- Promote alumnae/i engagement and participation through the Wheaton Fund
- Cultivate, engage, solicit and steward classmates
- Attend Fall Fest and Reunion Weekend activities
- Communicate with the Wheaton Fund Program Manager
- Make Wheaton a philanthropic priority with a commitment at the Mary Lyon Leadership Society (minimum of \$1,000 annually) during the countdown years and a multi-year commitment during Reunion

As a Wheaton Fund Gift Chair, you will continue to foster a strong relationship with Wheaton and provide the important resources for Wheaton to pursue initiatives during a five year Reunion cycle.

Wheaton Fund Gift Committee

The Wheaton Fund Gift Committee works closely with the Wheaton Fund Gift Chair Program and Wheaton Fund staff. The Committee is comprised of volunteers who are advocates and examples to their peers.

- Promote alumnae/i engagement and participation through the Wheaton Fund
- Cultivate, engage, solicit and steward classmates
- Attend Fall Fest and Reunion Weekend activities
- Communicate with the Wheaton Fund Gift Chairs and the Wheaton Fund Program Manager

- Make Wheaton a philanthropic priority with a commitment through the Wheaton Fund

As a Wheaton Fund Gift Committee member, you will continue to foster a strong relationship with Wheaton and provide the important resources for Wheaton to pursue initiatives each and every year.

Wheaton Fund Committee roles:

- **Leadership Ambassador** – Classmate who is a member of the Mary Lyon Leadership Society and is interested in soliciting classmates at a leadership level and can mobilize Leadership Class Callers
- **Participation Ambassador** – Classmate who makes Wheaton a philanthropic priority, a member of the 1834 Society, and has a strong network within the class and can encourage classmates to make a gift, and can mobilize Participation Class Callers
- **Stewardship Ambassador** – Classmate who makes Wheaton a philanthropic priority and is interested in organizing thank you communications, and can mobilize Stewardship Class Writers
- **Communications Ambassador** – Classmate who makes Wheaton a philanthropic priority and is interested in working with the Wheaton Fund Gift Co-Chairs and Wheaton Fund Program Manager to connect with classmates through email and social media on solicitation/engagement campaigns (some classes may combine efforts with Communications chair)

Gift Planning Chair(s)

The Gift Planning Chair Program is a partnership between the Gift Planning staff and the volunteers who are advocates and leaders to their peers. Gift Planning Chair(s) demonstrate their impact through a legacy gift to Wheaton, as well as educate and encourage peers to establish their own legacy. Gift Planning Chairs will collaborate with Wheaton Fund Gift Chairs on all 50th Reunion fundraising efforts.

- Serve as class leaders and advocates to represent Wheaton College
- Promote alumnae/i engagement and participation through the Founders Society
- Cultivate, engage, solicit and steward classmates
- Attend Fall Fest and Reunion Weekend activities
- Communicate with the Director of Gift Planning
- Establish a legacy gift as part of the Founders Society

As a Gift Planning Chair, you will continue to foster a strong relationship with Wheaton and provide the important resources for Wheaton to pursue initiatives during a five year Reunion cycle.