



Class Treasurer

There are five positions for each class (see descriptions below)

Class President

Class Vice President

Class Treasurer

Class Notes/Secretary

Class Wheaton Fund Chair

Officer positions can be shared by multiple classmates - for example: Co-president, co-vice president.

All Class Officers and Committee Members sign a Confidentiality Agreement, covering contact information. For members of the Wheaton Fund committee, this also covers giving history.

In order to increase participation in the Wheaton Fund, all Class Officers and Committee Members are expected to make Wheaton one of their philanthropic priorities. The Alumni Association has set a goal of 100% volunteer participation in the Wheaton Fund.

## CLASS TREASURER

The Class Treasurer maintains a class bank account and handles payment for special class activities incurred during reunion. The account is funded either through annual class dues or special reunion assessments. During non-reunion years, the Treasurer coordinates the collection of class dues.

Time commitment: approximately 1-2 hours per month (non-reunion years), 2-3 hours per month (reunion year); attendance at Leadership Weekend.



# Things You May Already Know

## Class Dues vs. Class Gift

Class Dues are collected the year immediately following your reunion year and the 4 years following. They can be used for mini reunions or events during the 4 years leading up to your next reunion or towards your next reunion. For example, If you ask for \$25 for each classmate your total would be \$100 per person to use towards mementos and your parlor parties. If possible its not recommended to ask for class dues during a reunion year in lieu of giving to the Wheaton Fund towards your class gift.

# Class Gift

During your reunion year your Wheaton Fund Class Gift Chair and Gift Committee will be reaching out to classmates about donating towards your Class Gift which is given to the Wheaton Fund in honor of your reunion. The goals that are set are based on an average of what your class has given during a reunion year. There are always fun challenges and awards for your class to assist in reaching this goal and beyond.

As a treasurer you do not have to collect any donations towards your class gift this will be the responsibility of the gift chair and committee. All gifts go directly to the Wheaton Fund.

This is why it is suggested if possible if you do not have to ask for class dues during a reunion year it supports the gift chairs.

# Suggestions

If you need to ask for class dues in your reunion year begin your outreach the summer before your reunion ( about 10 months before)

Meet with your class officer team and determine your budget

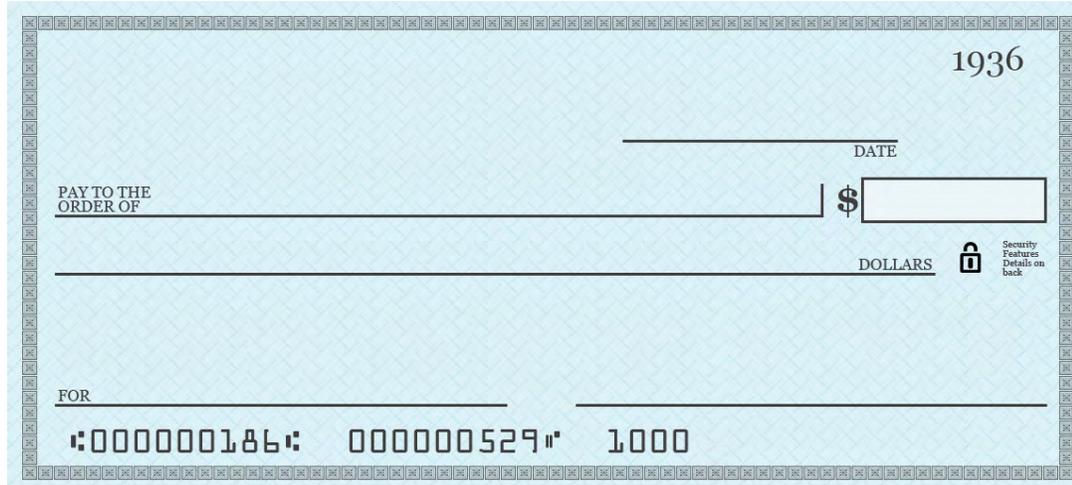
Your Class liaison in the Alumni Relations office can supply the average number of attendees based on your class past reunion attendance

Be clear that this is for class dues which offset the cost of reunion expenses and your class gift is a donation to the Wheaton Fund.

# Bank Accounts and Tax ID #s

Each class should have their own bank account so that they can hold all funds collected in one place. The bank account should be set up as Wheaton Class of ..... The treasurer will need to apply for a tax id number as the Wheaton College tax id is not allowed to be used for these accounts. The form is a SS-4 and can be found on your state government website.

# Ways to Collect Funds



Venmo

Pay Pal

Facebook Pay

You can open these accounts for free using Wheaton College Class of .....

Facebook Pay can be made through the Class FB page