



## **Class Officers Resource Guide**

### **Thank you for your leadership!**

As a Class Officer, you play a vital role in strengthening the bonds that connect your classmates to one another and to Wheaton. Serving a five-year term from one Reunion to the next, you are a trusted liaison, a source of encouragement, and a leader who helps carry forward the spirit of your class. In partnership with Alumni Relations and Annual Giving staff, you'll help spark engagement, share ideas, and keep classmates connected through meaningful communication and outreach. By collaborating with your Reunion Committee, inspiring classmates to celebrate milestones together, and making a gift to the Wheaton Fund each year, you lead by example and help ensure that the Wheaton experience continues to thrive long after graduation.

### **Roles & Responsibilities**

- **Class President**
  - Provides leadership, encouragement, and direction to classmates.
  - Presides at class meetings and supports all class officers and volunteers.
- **Class Vice President (Reunion Program Coordinator)**
  - Serves as lead Reunion organizer during your class's Reunion year.
  - Works with Alumni Relations and Annual Giving staff to organize a Reunion Committee.
- **Class Secretary**
  - Main correspondent between classmates and the College.
  - Writes Class Notes for Wheaton magazine and updates class contact info.
- **Wheaton Fund Volunteers**
  - Lead the charge on fundraising for your class.
  - Conduct peer-to-peer outreach, promote giving initiatives, and collaborate with Annual Giving staff.



## General Expectations

- Communicate with classmates regularly through emails, social media, and notes.
- Stay connected with Wheaton staff and attend Leadership Weekend in the fall.
- Make an annual gift to the Wheaton Fund.
- Support Reunion programming and fundraising by working with your Reunion Committee.

## Time Commitment

- Term: **5 years** (Reunion to Reunion).
- Annual Time: **5–10 hours** (with additional time in Reunion year).

## Working with Reunion Committees

- Class Officers provide continuity and leadership across the 5-year cycle.
- Reunion Committee members join during your Reunion year only, to support planning, outreach, and fundraising.
- Officers coordinate and empower committee volunteers, ensuring everyone has a role.

## Class Officers Timeline

### 12 Months Prior (June – Prior Year)

- Recruit 5–10 classmates for the Reunion Committee.
- Begin discussing programming, outreach, and class gift ideas.

### September

- **Early September – Reunion Save the Date (email & mail):** Sent by the College. Officers encourage classmates to look out for it.
- Officers coordinate early engagement (social media, newsletters, informal gatherings).



## **September/October**

- **Volunteer Leadership Roundtable (virtual):** Officers attend and represent their classes.
- Officers encourage committee members to attend as well.

## **October/November**

- **Reunion Kickoff Meeting Invite & Meeting (virtual):** Officers help lead the meeting with staff and Reunion Committee volunteers.
- **Reunion Kickoff Thank You (email):** Reinforce key takeaways with their committees.
- Lead committee planning calls with Wheaton staff to go over class fundraising and attendance goals.
- Oversee gift strategies and programming ideas.
- Encourage outreach aligned with staff communications.

## **December – February (6–8 Months Prior)**

- Lead committee planning calls - keep Wheaton staff informed
- Oversee gift strategies and programming ideas.
- Encourage outreach aligned with staff communications.

## **March (3 Months Prior)**

- **Early March – Reunion Invitation (email & mail):** Sent by College. Officers amplify messaging and encourage classmates to register.
- **Early March – Reunion Class Letters (mail):** Sent to milestone classes by Annual Giving. Officers follow up with personal notes and calls.

## **April (1 Month Prior)**

- Officers and committees coordinate final outreach.



- **Late April – Last Chance to Register (email):** Amplify reminder with personal outreach.

## **May**

- **First week of May – Reunion Reminder (email)**
- **Second week of May – Final Push (email)**
- **Right before Reunion – Opening Day (email)**
- Officers use these touchpoints to keep energy high, share class updates, and push attendance/giving.

## **May - Reunion Weekend**

- Lead classmates through class gatherings, photos, and programming.
- Confirm new officer slate.

## **May - Immediately following Reunion weekend**

- **Thank You/Recap (email) from Wheaton**
- Officers follow up with personal thank-yous to key volunteers and classmates.
- Share class highlights/photos/testimonials.
- Participate in debrief



## **Staff Contacts for Reunion:**

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