

Reunion Fundraising Committee Member Volunteer Responsibility

- **Attend.** We, of course, hope that you will be able to attend your class reunion. Also, your participation in committee conference calls throughout the year will be crucial to the success of the committee and reaching your class goals.
- **Lead By Example.** We strongly encourage you to make your own gift to the University and to be confident about the amount of your gift before you begin soliciting classmates. This will allow you to talk about your own decision to support the University and ask others to join you with their own financial support.
- **Solicit selected classmates.** The committee will divide the list of classmates so that each member has a specific contact list. Each committee member will be asked to contact classmates in an effort to reach your class goals.
- **Strive to reach reunion class giving goals.** Spring and fall reunion solicitation letters will be sent by the committee. Your relationship with classmates, combined with your working relationship and communication with your committee, is critical to reaching the reunion class participation and gift goals.
- **Stay informed about Millersville.** Knowledge is power. The more you know about the University and higher education in general, the easier your job will be. Millersville's website (www.millersville.edu) and alumni web portal (www.millersville.edu/alumni/) contain a wealth of information which will quickly bring you up-to-date. Do not hesitate to contact staff to help answer your questions.
- **Thank your classmates.** When your classmates receive a prompt personalized thank you, they're more likely to make a gift to the University in the future. If you notice one of your assigned contacts, a friend, or an acquaintance made a gift, then pass on your appreciation with an e-mail, a note by mail, or a phone call to that person or couple.
- **Keep in touch.** Your fellow reunion volunteer committee members and respective staff liaisons expect to hear from you. It will be very important to hear updates from all our committee members.
- **Respect confidentiality.** Please understand that as a University reunion volunteer you will have access to confidential information and we ask that you not discuss or share confidential materials with others.
- **HAVE FUN!** The reunion year provides a great opportunity to reconnect with friends and classmates – enjoy sharing old memories and making new ones!