Choate Rosemary Hall
Class Agent Job Description

Job Title: Class Agent Volunteer

Works With: Annual Fund Office

Summary
As a Class Agent Volunteer, you represent the School in your efforts to promote alumni engagement and encourage financial support from members of your class. Alumni are more likely to support the Annual Fund when contacted by a classmate; therefore, a strong Annual Fund is only possible through the efforts of our Class Agent Volunteers. Your work is critical to our success each year, and in the long-term. Class Agent Volunteers also play a vital role in keeping classmates connected by maintaining and promoting communication and by securing updated biographic information. Your commitment to ensuring Choate Rosemary Hall remains at the very forefront of secondary education is greatly appreciated. Thank you!

Responsibilities of the Class Agent:

• Make your own donation early to lead by example, www.choate.edu/donate.
• Solicit a small group of classmates to make a donation toward the Annual Fund.
• Encourage classmates to attend regional and campus events.
• Recruit and motivate other classmates to volunteer.
• Relay important information (e.g., contact information updates) to the Annual Fund Office in a timely manner.
• Write personal thank you notes to acknowledge a donation or a pledge of support.

Responsibilities of the Annual Fund Office:

• Provide quick and easy training sessions and materials.
• Deliver accurate, timely information and materials via the Annual Fund website and Volunteer Portal.
• Coordinate conference calls when necessary.
• Send pledge acknowledgements.
• Provide Annual Fund financial updates and results as available.