



Alumni Reunion Volunteer Expectations and Responsibilities

Working closely with the Director of Alumni Engagement, reunion volunteers are charged with building excitement, and providing outreach for Good Counsel's Alumni Reunion efforts. All reunion volunteers are expected to treat privileged alumni contact information with extreme confidentiality. In recognition of your efforts, reunion volunteers receive early access to reunion information, a discounted registration fee for reunion activities, and will be recognized on the Reunion Weekend webpage.

Primary Responsibilities

As a reunion volunteer, you play a key role in leading and motivating your classmates to strengthen alumni involvement for reunion activities and encourage philanthropic support with a reunion appeal.

- Identify and recruit other alumni volunteers to assist with outreach and planning.
- Participate in monthly committee calls about Reunion and assist in planning the social aspects of your class reunion.
- Engage classmates and encourage their participation in Alumni Reunion Weekend and class giving opportunities.
- Set an example for your classmates by committing to a gift to The Fund for Good Counsel or a specific fundraising initiative of interest to your class during your reunion year.
- Conduct personal outreach to classmates via email, phone, text message and/or social media
 - Help track down "lost classmates"
 - Ask your classmates to take an action (Save the Date, update contact information, submit photos, submit Class Notes to update on life events, register, etc.)
 - Track the success of outreach efforts for both assigned classmates and volunteers
- Attend Reunion Weekend

Time Commitment

Committee work kicks off in March and runs through Reunion Weekend (October).

Volunteers will be invited to participate in approximately six conference calls occurring between April and October. Typically, these calls range between 30 – 60 minutes each. Besides the calls, communication will be exchanged primarily via email.

Statement of Confidentiality

As a volunteer for Our Lady of Good Counsel High School, I have been entrusted with delegated authority to request charitable funds on behalf of the School and, in the process, may have access to confidential information about individuals or organizations associated with the School.

My signature below indicates that I will:

- safeguard and respect alumni donor information and giving histories;
- record and keep only information relevant to cultivation, solicitation, and stewardship;
- safeguard alumni lists compiled by the institution as the property of the institution; these lists may not be distributed or used for unauthorized purposes or for personal gain.

Acceptance

I am willing to serve as a Reunion Volunteer. I agree to fulfill the duties and tasks outlined in the Reunion Volunteer job description.

If at any time I feel like I am unable to do the job, I will notify the Director of Alumni Engagement of my resignation.

Name (Printed): _____

Signature: _____

Date: _____