The Holton Fund
Alumnae Class Captain

The Holton Fund
The Holton Fund is the primary fundraising effort at Holton-Arms. Each year, Holton depends on these unrestricted gifts to sustain daily student activities, support excellent faculty, provide financial assistance, and look toward the future. The Holton Fund relies on volunteers to ensure the continued success of this fundraising effort each year.

Responsibilities of a Class Captain

- **Lead** by example**.** Make a gift or pledge to The Holton Fund before December 31, 2025.
- **Contact** 8-10 Classmates about making their Holton Fund gift during our 1-hour flash outreach periods.
- **Share** with your classmates and friends the impact of The Holton Fund and news you learn from campus, and relay any updates back to the Alumnae Office.
- **Thank** those who have made a gift with a small personal thank you

Time Commitment
One school year (September to May), with a monthly time commitment of 1-2 hours. Optional renewal at the end of the term.

Training and Support
Live and pre-recorded virtual trainings, office hours, and one-on-one sessions with Development Staff are offered. Scripts, templates, and helpful information are all easily accessible online.

CALENDAR OF TASKS

September	• Identify and finalize your solicitor assignments for the year • **Late September: Alumnae Non-Donor Appeals to Drop**
October	• Kick-off Meeting & Virtual Volunteer Training on Zoom *~ 1 hour* • *Time commitment 1-3 hours*
November	• **First Outreach Period** Committee to reach out to assigned prospects • *Time commitment 1-2 hours.*
December	• **Second Outreach Period** Committee to reach out to assigned prospects- • Virtual Captains Quarterly *~30 minutes* • *Time commitment 1-2 hours.*

Late January/ Early February	• Virtual Captains Quarterly *~30 minutes* • **February– Happy Birthday Holton/Give Day –**spread the word and post on your Class Facebook Page/Social Media • Reach out to assigned prospects • *Time commitment 1-2 hours*.
March	• All non-donor alumnae will receive 2nd mailed appeal
April	• Focus on Reunion Giving Competitions leading up to Reunion Weekend April 17 & 18 • *Time commitment 1-2 hours f*or Reunion Year Alumnae
May	• Virtual Captains Quarterly *~30 minutes* • **Fourth Outreach Period** Committee to reach out to assigned prospects • **May 31:** Last Day for Holton Fund Contributions • *Time commitment 1-2 hours*.
June	• Advancement Staff to follow up on pledges.