

Sidwell Friends

Class Representative Volunteer Role

Volunteer Job Description and Benefits

Description: Serve as the primary liaison between your classmates and Sidwell Friends. The Class Representative is paramount in creating and sustaining relationships between their classmates and the School.

Term Limit: We ask Class Representatives to commit to a two-year term. After two years, we ask that the volunteer opportunity be offered to others in the class. Current Class Representatives can renew their commitment to the role for another two-year term once another classmate has had the opportunity, or if other classmates are not interested in the role at that time.

Responsibilities:

- School Magazine:
 - Reach out to classmates three times each year to collect news submissions via the online form for the Class Notes section of the Sidwell Magazine. SFS will provide an updated contact list for your classmates, and you are encouraged to use social media as well.
- Class Communication:
 - Sharing invitations and news from the Friends Alumni Network via emails, social media and/or phone calls (i.e. invitations to School events like Homecoming and Reunion).
 - Share with the Friends Alumni Network and School Advancement staff news of class milestones (new job/promotion, accolades or awards, engagement/wedding, birth/adoption, new house purchase, etc.).
 - In the unfortunate event of a classmate's passing, notify School Advancement staff and classmates.
 - When in a Reunion year, recommend classmates to serve on the Reunion planning committee.
 - Communicate with your classmates to keep them engaged with Sidwell Friends School.
- Philanthropy:
 - All alumni volunteers are asked to participate in the Sidwell Friends Fund at a level that is comfortable for you.

Benefits:

- Staying in touch with your classmates and providing them an opportunity to connect with each other and the School.

- Opportunity to connect with School Advancement staff, faculty, and School leaders and be the first to know about School and Friends Alumni Network happenings.
- As an alumni volunteer, you will receive an invitation to the Loyalty and Leadership Reception, an evening of gratitude for your exceptional service and philanthropy, each year.
- Serve as a member of a cohort that spans generations of Sidwell Friends alumni! Meet other Class Representatives at a virtual kick-off meeting in September.

Resources from Sidwell Friends:

- You will have access to a Google Drive Folder, which will serve as a comprehensive resource library for relevant and timely information, including an up-to-date list of classmate contact details.
- Direct access to the School and information through Young Alumni Engagement Coordinator, Clayton Willis.
- Quarterly updates on alumni engagement news from the School.