## Carleton Reunion 2017 Volunteer Time Line

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<tr>
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<th>Gift</th>
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| **CAVE** | • Set goals for dollars and participation in class gift  
• Confirm volunteer assignments and ask amounts  
• Sign signature cards  
• Establish gift committee conference call schedule and other check-in plans  
  
  **All Reunion Volunteers:**  
  • Submit reunion-related class notes for the Spring 2016 Voice  
  • Make your own commitment to the Alumni Annual Fund (give.carleton.edu)  
  • Mark your calendar for Reunion, June 15-18, 2017!  | • Submit preliminary class event details  
• Suggestions for Alumni Association Awards and ‘C’ Club Hall of Fame due to committee by **September 1**  
• Establish program committee conference call schedule and other check-in plans  | • Check out existing class web pages on Carleton site  
• Set goal for attendance  
• Submit Bio Book questions, if doing a Bio Book  
• Sign Save-the-date postcards (optional) – these will be mailed by staff around **September 15**.  |
| **September** | • Plan any fall/winter challenges, social media campaigns, etc.  
• Finish fall letter and submit to AAF staff by **September 15**  | • Begin preparing nominations for Alumni Association Awards and ‘C’ Club Hall of Fame  | • Update class website with committee list/photo, links to Facebook, and Bio Book by **September 20** so information can be included in save-the-date email  
• Draft save-the-date email text by **September 30**  |
| **Fall** |  |  |  |
| **All Committee Conference Call:**  
• Review plans and assignments made at CAVE  
• Share updates on class website, social media, bio book, class events  
• Coordinate gift communications and outreach plans for fall and winter  |  |  |  |
| **October** | • Make your first round of calls and emails by **November 15** and include a message about attending Reunion June 16-19, 2016!  
• Include an **ask amount** as a reference point and focus on classmates who give in the fall/winter  
• **Send any updates** from your calls to staff  | • **By October 15,** provide details for class events including:  
  o Preliminary event titles and descriptions  
  o Who you want to recruit for speakers/emcees  | • Personal outreach emails and calls begin!  
• FYI: Save-the-date email sent by staff by **October 15**  |
|  |  |  |  |
| **All Committee Conference Call:**  
• Progress report on nominations for Alumni Association Awards and ‘C’ Club Hall of Fame, **due November 15**  
• Review preliminary class schedule  
• Coordinate gift communications and outreach plans  
• Discuss preliminary requests for faculty dinner guests  
• Discuss message and text for December outreach letter and assign author  |  |  |  |
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<td><strong>November</strong></td>
<td>• Gift solicitation calls and emails continue with focus on contact to C’s</td>
<td>• Completed Alumni Association Awards and ‘C’ Club Hall of Fame Nominations due by <strong>November 15</strong>&lt;br&gt;• Recruit panelists, emcees, et al. for class events</td>
<td>• Personal outreach calls and emails continue&lt;br&gt;• Submit text for letter that includes program plans and bio book reminder by <strong>November 30</strong></td>
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<td><strong>December</strong></td>
<td>• Focus personal contacts on fall and <strong>December 31</strong> LYBUNTs and Group T&lt;br&gt;• Check in on any end-of-calendar-year goals or challenges&lt;br&gt;• Create a plan for Give Day&lt;br&gt;• Send handwritten notes to contacts that have been hard to reach. It’s fun, and incredibly effective! AAF can provide you with notecards.&lt;br&gt;• Send any updates from your calls to staff</td>
<td>• Continue recruiting panelists, emcees, et al. for class events</td>
<td>• Facebook push in early December&lt;br&gt;• Add classmates to your holiday card and email lists!&lt;br&gt;• FYI: Letter mailed by staff around <strong>December 15</strong></td>
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<td><strong>January</strong></td>
<td>• Finalize Give Day plans&lt;br&gt;• Write thank you notes to fall donors by <strong>January 31</strong></td>
<td>• Final class event details due to staff by <strong>January 31</strong> including A/V and room set-up requests&lt;br&gt;• Decide on your class identity item and confirm with staff by <strong>January 31</strong></td>
<td>• Personal outreach calls and emails continue</td>
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<td><strong>February</strong></td>
<td>• Carleton’s Give Day, <strong>Wednesday, February 15</strong>&lt;br&gt;<strong>All Committee Conference Call:</strong>&lt;br&gt;• Review plans for informal class social time and class lounge, faculty invitees&lt;br&gt;• Check in on class gift and participation goals&lt;br&gt;• Review outreach and gift communication strategies for March and April&lt;br&gt;• <strong>Committee members should register for Reunion ASAP,</strong> housing will be held for committee members until April 1.</td>
<td>• Alumni Association Awards recipients and ‘C’ Club Hall of Fame inductees announced at the end of the month</td>
<td>• Assign author for April letter and submit draft text by <strong>February 28</strong></td>
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| March     | • Write spring letter and submit to AAF staff by **March 14**  
             • Begin monthly gift committee calls (if you haven’t already)  
             • Continue contacting your assignments via email/phone, focusing on spring donors  
             • Send updates from your calls to your staff contact  
             • Write thank you notes to Give day donors by March 31  
             • Look at unassigned contacts and contact in May and June  
             • Check in on gift goals, and consider special end-of-year tactics (mailings, challenges, social media efforts, etc.)  
|           | • Submit plans for informal class social time and class lounge by **March 15**  
             • Staff will provide confirmation of class events and schedule by **March 31**  
|           | • Reunion registration opens **March 1**! Online attendance lists are updated daily  
             • FYI: Registration email and post card sent by staff by **March 1**  
             • Begin personal outreach emails and calls focused on encouraging classmates to register  
|           | • Reunion schedule is final on **April 1** – no changes or additions after this date  
             • **Committee Member Registration Housing Guarantee Deadline April 1**  
| April     | • Continue calls and emails to assigned contacts with focus on B’s and C’s, and remind them to register for Reunion  
|           | • Confirm onsite volunteer coordinators for each class event  
             • Assign committee members to greet faculty dinner guests  
             • Review memorial boards and by **May 15**  
|           | • FYI: Final registration reminder sent by staff by **May 20**  
|           | • Continue personal outreach emails/calls to encourage classmates to register  
             • FYI: Letter/email is sent by staff around **April 1**  
             • FYI: Registration reminder email sent by staff by **April 15**  
             • **Early bird registration deadline is April 20**  
| **Reunion Season** |      |         |          |
| May       | • Write thank you notes to Jan-Apr donors by **May 15**  
             • Focus efforts on outstanding Group T, A, B, and C to reach goals  
             • Add last minute email and social media solicitation pushes before Reunion as needed  
|           | • Confirm onsite volunteer coordinators for each class event  
             • Assign committee members to greet faculty dinner guests  
             • Review memorial boards and by **May 15**  
|           | • Final push to contact classmates about contributing to the class gift  
| June      | • Onsite volunteer coordinators help with assigned events during Reunion  
|           | • **Final pre-registration deadline is June 1**  
|           | • All Committee Conference Call:  
             • Review final class schedule and finalize/confirm all materials needed  
             • Check in on gift goals and strategies for final push  
             • Review progress to attendance goal and discuss final push for attendance  

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## Have a great time at Reunion!
**June 15-18, 2017**

## July
- Share final results with committee
- Write thank you notes to May and June donors by **July 31**
- Set conference calls and challenge plans

- Write thank-you notes for presenters, panelists, other classmates