

# Reunion Engagement and Giving Calendar 2023-2024



Dates are subject to change

RC- Reunion Chair AR- Alumnae Relations FC- Fund Chair TFFAS- The Fund for Agnes Scott

Date	Reunion Engagement	Reunion Giving
Alumnae Weekend '23	<b>Begin recruiting Reunion Planning Committee (RC and Pres/VP)</b>	
June	<b>15:</b> Reunion Boot Camp invitations emailed to all Class Officers (AR)	
July	<b>1-30:</b> <i>Class Secretaries collecting Class News (Sec/ AR sends exact dates)</i> <b>26:</b> AW24 Reunion Boot Camp pre-reads distributed to class officers (AR/TFFAS)	<b>26:</b> Start recruiting Giving Committee members, identify possible classmates for giving challenges (FC, Pres, and VP)
August	<b>1-30: Recruit and confirm Reunion Planning Committee members w/AR office (RC)</b> <b>26:</b> AW24 Reunion Boot Camp (AR/TFFAS)	<b>26:</b> AW24 Reunion Boot Camp (AR/TFFAS)
September	<b>1-30: Class VP/Sec collaborate to find and contact lost classmates (VP/Sec)</b> <b>1: Begin small group communications with classmates (All Class Officers)</b> <b>1: Set up Class Reunion Facebook or Instagram (RC)</b> <b>18:</b> AW24 Save the Date Email sent to All Alumnae (AR) <b>18:</b> AW24 Save the Date Postcard sent to Reunion Classes (AR) <b>21:</b> Class Officer Fall Training (AR/TFFAS) <b>29:</b> AW24 Website Live (Weekend Schedule, Class Pages w/Class Officers, Planning Resources) (AR)	<b>1-30:</b> Thank July and August donors (FC) <b>1-8:</b> Finalize Reunion Giving Committee members (FC) <b>8:</b> Reunion Giving Committee members due to TFFAS (FC) <b>21:</b> Class Officer Fall Training (AR)(AR/TFFAS) <b>23-30:</b> Start Fall Call – Fund Chair and Reunion Giving Committee begin solicitation of selected classmates via phone, texts, email, social media (FC)
October	<b>1-31: Fall Class Social Hours (RC)</b> <b>6: Class President's Message (text only) and any mascot updates (jpg) DUE to AR Staff Liaison (Pres)</b> <b>20:</b> AR emails President's Message and posts to website (AR)	<b>1-31:</b> Thank September donors (FC) <b>1-31:</b> Fall Call – Fund Chair and Reunion Giving Committee continue solicitation of selected classmates (FC) <b>4:</b> Fall Appeal Text (letter or email) DUE to TFFAS (FC) <b>5-November 15:</b> Fall Appeal mailed (TFFAS)
November	<b>10: Reunion Chair letter (text only) due to Alumnae Relations (RC)</b>	<b>1-31:</b> Thank October donors (FC) <b>1-15:</b> Fall Call – Reunion Giving Committee finishes solicitation of selected classmates and reports results to Fund staff <b>28:</b> Giving Tuesday Online Giving Campaign
December	<b>1-15: AR checks in with RCs as needed.</b>	<b>1-31:</b> Thank November donors (FC) <b>5-16:</b> Reunion Fund Chair's Calendar Year-End message sent (created by TFFAS) and Reunion Fund Chair check-in with Fund staff

# Reunion Engagement and Giving Calendar 2023-2024



Dates are subject to change

<b>January</b>	<p><b>1-30:</b> <i>Class Secretaries collecting Class News (Sec/ AR sends exact dates)</i></p> <p><b>2-19:</b> AW24 Brochure mailed and Website updated - Reunion Chair Letters (mailed with brochure), Registration Details, etc. (AR)</p>	<p><b>1-31:</b> Thank December donors (FC)</p> <p><b>9-27:</b> Spring Call – Reunion Giving Committee encourages attendance and giving</p> <p><b>30:</b> Reunion Fund Chair’s spring message/appeal due to Fund staff</p>
<b>February</b>	<p><b>1-29:</b> <b>Winter Class Social Hours (RC)</b></p> <p><b>1:</b> <b>Promote AW24 Registration on social media, email blasts, etc. (RC)</b></p> <p><b>1:</b> AW24 Registration Opens (AR)</p> <p><b>9:</b> Who’s Coming weekly updates on AW24 website begin (AR)</p> <p><b>12-29:</b> <b>Encourage Classmates to register for Alumnae Weekend by key deadlines! (RC, Pres/VP)</b></p> <p><b>15:</b> Early Bird Registration Ends</p>	<p><b>1-28:</b> Thank January donors (FC)</p> <p><b>1-8:</b> Reunion Fund Chairs check in with Fund staff; last class challenges planning</p> <p><b>1-14:</b> Reunion Fund Chair’s spring message/appeal sent</p> <p><b>1-28:</b> Spring Call – Reunion Giving Committee continues calls to selected classmates; spread the word about the 1889/Founder’s Day Campaign</p>
<b>March</b>	<p><b>1-31:</b> <b>Encourage Classmates to Register for Alumnae Weekend by key deadlines! (RC, Pres/VP)</b></p> <p><b>21:</b> Class Officer Spring Call (AR/TFFAS)</p> <p><b>21:</b> Regular Registration ends</p> <p><b>29:</b> <b>President sends slate of new Officers to Alumnae Relations (Pres)</b></p>	<p><b>1-31:</b> Thank February donors (FC)</p> <p><b>1-31:</b> Final class challenges (FC and TFFAS)</p> <p><b>21:</b> Class Officer Spring Call (AR/TFFAS)</p> <p><b>28:</b> Who’s Given weekly updates begin (each Friday through April 11) (TFFAS)</p> <p><b>28:</b> Reunion Rally email #1 with appeal sent (TFFAS)</p>
<b>April</b>	<p><b>1:</b> <b>Classes of 1979 and Younger Purchase Alcohol for Saturday Night Class Party (RC)</b></p> <p><b>5:</b> Late Registration Ends</p> <p><b>12:</b> <b>Final Who’s Coming/Who’s Given updates on AW’23 website</b></p> <p><b>18:</b> Tower Circle Reception</p>	<p><b>1-30:</b> Thank March donors (FC)</p> <p><b>2-11:</b> Graduates of the Last Decade (GOLD) online/social media challenge</p> <p><b>4:</b> Reunion Rally email #2 with appeal sent (TFFAS)</p> <p><b>11:</b> Reunion Rally email #3 with appeal sent (TFFAS)</p> <p><b>11:</b> <b>Reunion Giving Deadline</b></p> <p><b>18:</b> Tower Circle Reception</p>
<b>Alumnae Weekend '24</b>	<p><b>April 19-20: Alumnae Weekend 2024! Attend! Work hard! Have fun! YOU DID THIS!!</b></p>	<p><b>April 19-20: Alumnae Weekend 2024! Attend! Work hard! Have fun! YOU DID THIS!!</b></p>
<b>May</b>	<p><b>6:</b> <b>Class Reimbursement Form with ALL Receipts due from the Reunion Chair to Alumnae Relations Staff Liaison (RC)</b></p>	<p><b>1-31:</b> Thank April donors (FC)</p>
<b>June</b>	<p>Reunion Chairs send thank you emails, texts, or notes to classmates who volunteered, stood out, or touched your heart (RC).</p> <p>Pass along the Class Officer Handbook and lessons learned to the next class Reunion Chair (RC).</p>	<p><b>15:</b> Thank you email to giving committee (FC)</p> <p><b>15:</b> Encourage classmates to fulfill pledges by June 30 (FC)</p>
<b>July</b>		<p>Fund Chairs send thank you postcards, emails, texts, or notes to final donors</p>