

# Reunion Engagement and Giving Calendar 2024-2025

*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 '24	Begin recruiting Reunion Planning Committee (RC and Pres/VP)	
May	1: Reunion Boot Camp invitations emailed to all Class Officers (AR) 24: AW25 Reunion Boot Camp pre-reads distributed to class officers (AR/TFFAS)	15-31: Start recruiting Giving Committee members, identify possible classmates for giving challenges (FC, Pres, and VP)
June	8: AW25 Reunion Boot Camp (AR/TFFAS)	1-15: Finalize Reunion Giving Committee members (FC) 8: AW25 Reunion Boot Camp (AR/TFFAS) 16: Reunion Giving Committee members due to TFFAS (FC)
July	1-30: <i>Class Secretaries collecting Class News (Sec/AR sends exact dates) TBD</i>	
August	1-30: Recruit and confirm Reunion Planning Committee members w/AR office (RC) 29: Class Officer Fall Meeting (AR/TFFAS)	16: Finalize and send to TFFAS Fall Class Giving Challenge 29: Class Officer Fall Meeting (AR/TFFAS)
September	1-30: Class VP/Sec collaborate to find and contact lost classmates (VP/Sec) 1: Begin small group communications with classmates (All Class Officers) 1: Set up Class Reunion Facebook or Instagram (RC) 9: Any Class Mascot updates due 18: AW25 Save the Date Email sent to All Alumnae (AR) 18: AW25 Save the Date Postcard sent to Reunion Classes (AR) 30: AW245 Website Live (Weekend Schedule, Class Pages w/Class Officers, Planning Resources) (AR)	1-30: Thank July and August donors (FC) 23-30: Start Fall Call – Fund Chair and Reunion Giving Committee begin solicitation of selected classmates via phone, texts, email, social media (FC)
October	1-31: Fall Class Social Hours (RC) 7: Class President's Message (text only) DUE to AR Staff Liaison (Pres) 21: AR emails President's Message and posts to website (AR)	1-31: Thank September donors (FC) 1-31: Fall Call – Fund Chair and Reunion Giving Committee continue solicitation of selected classmates (FC) 4: Fall Appeal Text (letter or email) DUE to TFFAS (FC) 5-November 15: Fall Appeal mailed (TFFAS)
November	8: Reunion Chair letter (text only) due to Alumnae Relations (RC)	1-31: Thank October donors (FC) 1-15: Fall Call – Reunion Giving Committee finishes solicitation of selected classmates and reports results to Fund staff
December	1-13: AR checks in with RCs as needed.	1-31: Thank November donors (FC) 3: Giving Tuesday Online Giving Campaign 5-13: Reunion Fund Chair's Calendar Year-End message sent (created by TFFAS) and Reunion Fund Chair check-in with Fund staff

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<p><b>January</b></p>	<p><b>1-31:</b> <i>Class Secretaries collecting Class News (Sec/AR sends exact dates) TBD</i>  <b>1-31:</b> Recruit new slate of class officers  <b>20-25:</b> AW25 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)  <b>6-24:</b> Spring Call – Reunion Giving Committee encourages attendance and giving  <b>13:</b> Reunion Fund Chair’s spring message/appeal due to Fund staff</p>
<p><b>February</b></p>	<p><b>1-28:</b> Winter Class Social Hours (RC)  <b>1: Promote AW25 Registration on social media, email blasts, etc. (RC)</b>  <b>3:</b> AW25 Registration Opens (AR)  <b>12-28: Encourage Classmates to register for Alumnae Weekend by key deadlines! (RC, Pres/VP)</b>  <b>14:</b> Who’s Coming weekly updates on AW25 website begin (AR)  <b>17:</b> Early Bird Registration Ends</p>	<p><b>1-28:</b> Thank January donors (FC)  <b>1-8:</b> Reunion Fund Chairs check in with Fund staff; last class donor participation challenge planning  <b>1-28:</b> Spring Call – Reunion Giving Committee continues calls to selected classmates; spread the word about the 1889 Campaign in honor of Agnes Scott’s founding month  <b>3-24:</b> Reunion Fund Chair’s spring message/appeal sent</p>
<p><b>March</b></p>	<p><b>1-31: Encourage Classmates to Register for Alumnae Weekend by key deadlines! (RC, Pres/VP)</b>  <b>TBD: Class Officer Spring Call (AR/TFFAS)</b>  <b>21:</b> Regular Registration ends  <b>31: President sends slate of new Officers to Alumnae Relations (Pres)</b></p>	<p><b>1-31:</b> Thank February donors (FC)  <b>1-31:</b> Final class Donor Challenges (FC and TFFAS)  <b>TBD: Class Officer Spring Call (AR/TFFAS)</b>  <b>20:</b> Who’s Given weekly updates begin (each Friday through April 17) (TFFAS)</p>
<p><b>April</b></p>	<p><b>1: Classes of 1980 and Younger Purchase Alcohol for Saturday Night Class Party (RC)</b>  <b>7:</b> Late Registration Ends  <b>18: Final Who’s Coming/Who’s Given updates on AW25 website</b>  <b>24:</b> Tower Circle Reception</p>	<p><b>1-30:</b> Thank March donors (FC)  <b>TBD:</b> Graduates of the Last Decade (GOLD) online/social media challenge – classes 2015-2024  <b>3:</b> Reunion Rally email #1 with appeal sent (TFFAS)  <b>10:</b> Reunion Rally email #2 with appeal sent (TFFAS)  <b>17:</b> Reunion Rally email #3 with appeal sent (TFFAS)  <b>17: Reunion Giving Deadline</b>  <b>24:</b> Tower Circle Reception</p>
<p><b>Alumnae Weekend '25</b></p>	<p><b>April 25-26: Alumnae Weekend 2025! Attend! Work hard! Have fun! YOU DID THIS!!</b></p>	<p><b>April 25-26: Alumnae Weekend 2025! Attend! Work hard! Have fun! YOU DID THIS!!</b></p>
<p><b>May</b></p>	<p><b>12: Class Reimbursement Form with ALL Receipts due from the Reunion Chair to AR Staff Liaison (RC)</b></p>	<p><b>1-31:</b> Thank April donors (FC)</p>
<p><b>June</b></p>	<p>Reunion Chairs send thank you emails, texts, or notes to classmates who volunteered, stood out, or touched your heart (RC).           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)  <b>15:</b> Encourage classmates to fulfill pledges by June 30 (FC)  <b>30:</b> Pass along any advice to the next Fund Chair (FC)</p>
<p><b>July</b></p>		<p>Fund Chairs send thank you postcards, emails, texts, or notes to final donors.           New Fund Chairs begin after previous fiscal year donors have been thanked by outgoing Fund Chair (FC)</p>