Driving Bates Forward: Your Role as a Class Agent

Your Commitment

Volunteers are critical to Bates' fundraising success. As a class agent, your outreach and drive helps Bates fulfill its mission of providing a best-in-class liberal arts education to the most deserving students. In this role, you will:

- **Lead** by example: Make your gift to Bates by December 31.
- **Contact** 10–20 classmates about making their Bates Fund gift. Select and reach out to your assignments through our easy-to-use volunteer platform.
- **Share** news from campus and speak with classmates about the importance of giving to Bates.
- **Encourage** classmates to participate in virtual or in-person alumni programming. Visit *bates.edu/alumni/events* for more information.
- Thank those who make a gift with a personal thank-you.

Fiscal Year 2022: July 1, 2021-June 30, 2022

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Class agent "to dos"	
September	 Review class agent guide and timeline Bates Fund fall class solicitation letter mailed by the college Class goals set by lead class agents and Bates liaison
October	 Participate in kick-off call or Zoom, as applicable Select 10-20 classmate assignments
November	 Begin outreach to assignments (1st contact period), prioritizing calendar year-end donors
December	 Outreach to assignment continues (deadline: December 15) End of tax year: make your Bates Fund gift by December 31! Pledge reminders sent from the college Bates Fund solicitation letter mailed from the college
January	- Thank assignments who made a calendar year-end contribution
February	 Bates Fund class solicitation letter from lead agents Bates Fund solicitation letter from the college
March	 Begin outreach to assignments in advance of Great Day to be a Bobcat (2nd contact period) Great Day to be a Bobcat!
April	- Thank assignments who made a "Great Day" contribution
Мау	 Select additional assignments for year-end outreach (optional) Bates Fund spring class solicitation letter mailed by the college
June	 Final outreach to assignments (3rd contact period) Bates Fund solicitation letter mailed by college Fiscal year ends: June 30

Helpful Resources

The below resources will provide you with the tools you need to be successful as a class agent. Can't find what you're looking for? Contact your staff liaison with any questions or for additional resources. We're here to help!



GiveCampus Volunteer Platform: givecampus.com

Bates' new volunteer tool allows you to select your own assignments, utilize existing email templates or create your own, send one-click personalized messages to classmates, and receive real-time updates on your fundraising progress.



Class Agent Website: <u>bates.edu/volunteer/class-agents</u>

Refer to the class agent website for links to the class leaderboard and donor roll, case for the Bates Fund, calling tips and templates, fundraising FAQs, and more.



Bates News: bates.edu/news

Browse the Bates News website for news from campus as well as stories about Bates faculty, students, and alumni.

