

Class of 2010 Senior Gift Committee Member *Job Description and Responsibilities*

Senior Gift Committee members solicit classmates for donations for their class legacy, with administrative support from the Alumni Office. Committee members are representatives for their classmates answering questions and providing periodic updates on the Campaign. The success of the Senior Gift relies on committed and motivated Committee members who can reach out to and connect with every member of the Class of 2010.

A member of the Senior Gift Committee does the following:

- Makes a commitment to personally give to the Senior Gift effort.
- Collects gift ideas from classmates, presents suggestions to the Administration, helps to narrow suggestions to several viable choices and assists in getting out the vote for the gift
- Introduces themselves to a variety of classmates and keeps their classmates updated on the progress of the Senior Gift Campaign.
- Agrees to ask around 10 of their friends to contribute to the Senior Gift Campaign. These classmates become personal assignments.
- Works in conjunction with the committee, keeping other members and the committee chairs apprised of their progress
- Participates actively and responsibly as able, including: writing ad copy, making posters for events, making Residence Hall solicitations, staffing information tables or staffing tables to hand out incentive gifts
- Actively helps class to meet the four Senior Gift participation deadlines (November: 25%; December: 50%; March: 75%; and April: 90%).
- Attends and encourages classmates to attend several receptions over the course of the year, including: a Senior Gift kickoff reception (October), Reception with the Trustees (March) and a reception with the Alumni Council (April)

Participating on the Senior Gift Committee is an exceptional opportunity to illustrate your enthusiasm and support for Hamilton and generate a lasting and significant legacy for your class that you can be proud of throughout the rest of our lives. Furthermore, this high-profile position will be recognized by alumni leaders, who want seniors to be successful personally and professionally, and who will encourage all seniors to continue supporting Hamilton after graduation.

Committee Members will be recognized for their fine work in the *2009-10 Hamilton College Annual Gift Report* that will be published in September 2010.

Questions? Please contact Dave Steadman '03 in the Alumni Office: dsteadma@hamilton.edu.

Class of 2010 Senior Gift Co-Chair

Job Description and Responsibilities

Hamilton's Alumni Office has helped the past fourteen senior classes achieve a 90+ percent participation rate. No less is expected of the Class of 2010. It is the responsibility of the Co-Chairs to inspire and influence the Committee to get donations for their legacy. The Alumni Office stands ready to assist and guide the effort to help ensure success, however, success ultimately rests on the Co-Chairs' ability to organize, recruit, engage, and motivate an effective volunteer organization to solicit every member of the class.

The Co-Chairs have an exceptional opportunity to make an impact at Hamilton. By working with classmates and the Senior Gift administrator from the Annual Fund, the Co-Chairs will learn the skills needed to build an organization and to manage its tasks. The Co-Chairs and the Senior Gift staff in the Alumni Office share the responsibility of seeing that each step of the program is completed successfully.

Senior Gift Co-Chairs do the following:

- Make a commitment to personally give to the Senior Gift effort, as well as commit time and energy to complete the overall goal.
- Serve as the visible leaders of the Senior Gift effort.
- Help to recruit a Committee who will collectively and individually solicit the entire Senior Class.
- Personally solicit classmates for the Senior Gift.
- Gather gift ideas from their classmates, present suggestions to the Administration, narrow suggestions to several viable choices and conduct voting for the selection of the gift.
- Delegate responsibility as needed and as he/she sees fit (such as publicity for events, staffing information/solicitation tables, etc.).
- Keep a tight schedule regarding the four participation deadlines (November: 25%; December: 50%; March: 75% and April: 90%); influence the Committee to do the same.
- Announce and preside over meetings and make sure that those who do not attend are immediately informed and given the information they missed so that they may be successful.
- Communicate the progress of Senior Gift events and solicitations to the student body.
- Communicate with the Alumni Office staff, Trustees, and President, as necessary.
- Attend breakfast meetings of the Trustees' Committee on Development (usually twice during the academic year).
- Help to organize and speak at a campaign kick-off event/reception.
- Attend and encourage classmates to attend the events/receptions that will be hosted by the Trustees and the Alumni Council in honor of the Senior Class.
- Help with distribution of an incentive (e.g. glass, t-shirt), if offered, by the Annual Fund.
- Help to identify seniors and to locate non-donors, as recorded and logged by the Annual Fund Office, Registrar and Business Office.

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Questions? Please contact Dave Steadman '03 in the Alumni Office: dsteadma@hamilton.edu.