

CLASS AGENT ROLES AND RESPONSIBILITIES

Class Agents play a significant role in creating a sense of community among classmates and greatly assist with keeping their class connected to Wake Forest School of Medicine. As a Class Agent and representative for your class, you know best how to reach friends and peers. Our team will work with you to develop creative strategies, tailored to your class, to encourage your classmates to engage with the School of Medicine in ways that are meaningful to them.

Some of the many ways our alumni can engage with the School of Medicine include:

- Attending local and regional alumni events, MD Alumni Weekend, and reunion activities (every five years).
- Participating in virtual events.
- Hosting MD students who are interviewing for residency programs in their area or graduates who have matched in their area for residencies.
- Advising a student and/or other alumni.
- Volunteering at the DEAC Clinic, our student-run, free community clinic.
- Making an annual gift to benefit the Medical Alumni Association (MAA) Annual Fund or a fund of their choice at the School of Medicine (fiscal year July 1–June 30).

CLASS AGENT RESPONSIBILITIES

1. Make an Annual Fund Gift

Class agents should lead by example and make their gifts in the fall. You are in a stronger position to ask for gifts from your classmates throughout the year if you have already shown your support. One hundred percent participation from class agents is expected each year.

2. Aim to Achieve Dollar and Participation Goals

Annual Fund staff will consult with you to set the annual dollar and donor goals for the class, and you will jointly monitor progress throughout the academic year.

3. Edit and Sign Appeal Letters

You will be asked to edit and sign appeal letters to your class at least once each year. Your customized note is the key to a successful appeal. It has been shown that a personal letter from a classmate is the most effective way to secure gifts for the MAA Annual Fund or fund of their choice.

4. Follow Up

After appeal letters are mailed, class agents are asked to follow up with those classmates who have not given to the MAA Annual Fund or fund of their choice. Reach out via phone, email, in person or with a handwritten note, if possible. The earlier in the fiscal year you can attain a gift commitment, the better!

5. Thank Donors

Expressing appreciation is an essential volunteer responsibility. Handwritten notes, phone calls or emails are effective and meaningful ways to thank classmates.

Don't forget to say a special thanks to first-time donors and those giving at the Dean's Leadership Circle (DLC) level.

6. Encourage Alumni Engagement

Ask classmates to attend and participate in alumni activities, such as regional receptions and MD Alumni Weekend, or share words of wisdom and encouragement through white coat notes to incoming MD students.

7. Recruit New Volunteers

Work with Annual Fund staff to identify viable candidates to join the volunteer team and plan a recruitment strategy (email, phone, etc.).



Many thanks to our incredible Class Agents!

MD CLASS REUNIONS



Alumni Relations handles all the details of MD Alumni Weekend planning. We work with your class to develop a strategy for reunion-related giving to the MAA Annual Fund, a class scholarship fund or fund of your choice. As a Class Agent and ambassador for your class, you are in a perfect position to serve as chair of the Reunion Committee for your class. When the class is celebrating a reunion year, we ask that you assist with our efforts to:

- Identify classmates to serve on your Reunion Committee.
- Invite classmates to attend MD Alumni Weekend and reunion activities.
- Encourage classmates to increase their annual gift or make a first-time gift in honor of their reunion.

Reunion years are an ideal time to send updated class rosters to your classmates, or you may want to make follow-up phone calls or send emails encouraging classmates to participate in giving toward their class goal and attend their reunion celebration.

During your reunion year, you will receive note cards specific to the milestone your class is celebrating. Use them to communicate with classmates in a more personal way, such as thanking those who have made a charitable gift in honor of your reunion or encouraging attendance at MD Alumni Weekend and reunion activities.

Reunion Committees lead a special effort to encourage gifts from classmates capable of making larger contributions than those generally made on an annual basis. The classes with the highest totals are recognized in two categories:

- Total gifts/pledges to the School of Medicine
- Percentage of class participation



PHILANTHROPY AND ALUMNI RELATIONS STAFF

ALUMNI RELATIONS

- MD Alumni Weekend schedule of events, programming and registration
- Alumni updates, messaging to classmates and class rosters

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ANNUAL FUNDS

- Reunion-related class giving including scholarships and MAA Annual Fund

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