

2011 Reunion Gift Committee Working Timeline:

- September:
 - TBD First Reunion Gift Committee Conference Calls
Class Goals are established
 - 11 Volunteer Summit
 - 20 First mail appeal sent from college
 - 30 **Reunion Committee contact assignments due to Annual Giving staff**
- October:
 - 10 Contact sheets sent to Committee members for 1st semester calls to classmates.
 - 11 **Reunion Committees submit final email text to Annual Giving Staff**
 - 15 Email from Reunion Gift Chairs about plans for their Reunion Class Gift and the 125th
 - 18 **1st semester calls are made to classmates**
 - 30 **Reunion Manager Fall Letters Mail**
- November:
 - TBD Second reunion committee conference call
 - 15 2nd Appeal Letter from college
 - 11 Thanksgiving email from college
- December:
 - 12 **Reunion Committees return 1st semester contact reports to Annual Giving staff**
 - 12 Calendar Year-End Tax Email appeal is sent from Annual Giving Office
- January:
 - TBD Third Reunion Committee conference call
 - 5 **Reunion Committees submit drafts for Reunion Gift committee Letter.**
 - 1 Mid-year reports mailed to volunteers from the college
- February:
 - 14 **Letters from Reunion Gift Committees mail**
(Feb-March) Reunion Manager Spring Letters Mail
- March:
 - TBD Fourth reunion committee conference call
 - 1 **2nd semester calls to assigned classmates.**
(Feb-March) Reunion Manager Spring Letters Mail
- April:
 - OnGoing Weekly E-Newsletter from AA (can include gen giving link)**
 - 1 **Reunion Programs Mail**
 - 11 Third Annual Fund Appeal from Annual Giving Office is mailed
 - 30 May Day E-card is sent from Annual Giving Office
- May:
 - OnGoing Weekly E-Newsletter from AA (can include gen giving link)**
 - TBD Fifth reunion conference call
 - 1 **Reunion Committees return 2st semester contact reports to Annual Giving staff**
 - 9 Reunion Flash video appeal is sent from the Annual giving Office
 - 20 **Reunion Gift Committees send final plea to their classmates**
 - 27-29 REUNION WEEKEND
 - 31 Fiscal Year End / final Email Appeal from Annual Giving Office