

UPDATED Reunion Engagement and Giving Calendar 2022-2023



Date	Reunion Engagement	Reunion Giving
Alumnae Weekend '22	Begin recruiting Reunion Planning Committee (RC and Pres/VP)	
July	<i>1-30: Class Secretaries collecting Class News (Sec/AR sends exact dates)</i> 25: Reunion Boot Camp invitations emailed to all Class Officers (AR)	
August	1-30: Recruit and confirm Reunion Engagement Committee members w AR office (RC) 16: Class Officer Fall Training (AR) 27: AW23 Reunion Boot Camp (AR/TFFAS)	27: AW23 Reunion Boot Camp (AR/TFFAS) 28: Start recruiting Reunion Giving Committee members (FC and Pres/VP)
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) 17: AW23 Save the Date Postcard sent (AR) 30: AW23 Website Live (Weekend Schedule, Class Pages w Class Officers, Planning Resources) (AR)	1-30: Thank July and August donors (FC) 1-8: Finalize Reunion Giving Committee members (FC) 1-30: Spread the word about the Class Colors Campaign 9: Reunion Giving Committee members due to TFFAS (FC) 22: Fund Chair Fall Conference via Zoom (TFFAS) 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) 28: Class Party Menu/Budget Worksheets Sent Out (AR)	1-31: Thank September donors (FC) 1-31: Fall Call – Fund Chair and Reunion Giving Committee continue solicitation of selected classmates (FC) 4: Reunion Giving Committee Fall Call selections due to TFFAS (FC) 4: Fall Appeal (letter or email) DUE to TFFAS (FC) 5-15: Fall Appeal mailed (TFFAS)

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November	<p>1-30: RCs meet with AR Class Liaisons on Menu/Budget Worksheets (RC) 1: AW23 Save the Date Email sent (AR) 1: Class Presidents Message (text only) and any mascot updates (jpg) to AR Class Liaison (Pres) 8: AW23 Website Class Pages updated w Pres Msg (AR) 8: AW23 Pres Msg Email sent (AR) <i>Mid-Nov: The Onyx is published online</i></p>	<p>1-30: Thank October donors (FC) 1-15: Fall Call – Reunion Giving Committee finishes solicitation of selected classmates and reports results to Fund staff 29: Giving Tuesday Online Giving Campaign</p>
December	<p>1: Class Party Menu/Budget Worksheets Due (RC)</p>	<p>1-31: Thank November donors (FC) 5-16: Reunion Fund Chair’s Calendar Year-End message sent (created by TFFAS) and Reunion Fund Chair check-in with Fund staff</p>
January	<p>12: Reunion Chair letter (text only) due to Alumnae Relations (RC) 1-30: Class Secretaries collecting Class News (Sec/AR sends exact dates)</p>	<p>1-31: Thank December donors (FC) 6: Reunion Giving Committee selection updates due to Fund staff 9-27: Spring Call – Reunion Giving Committee encourages attendance and giving 30: Reunion Fund Chair’s spring message/appeal due to Fund staff</p>
February	<p>1-28: Winter Class Social Hours (RC) 9: Reunion Boot Camp 2 - Reunion Chair/Class Officer Check-in (AR) 20: AW23 Website updated - Reunion Chair Letters, Registration Details (AR)</p>	<p>1-28: Thank January donors (FC) 1-8: Reunion Fund Chairs check in with Fund staff; last class challenges planning 1-14: Reunion Fund Chair’s spring message/appeal sent 1-28: Spring Call – Reunion Giving Committee continues calls to selected classmates; spread the word about the 1889 Campaign 28: Fund Chair Spring Conference via Zoom (TFFAS)</p>
March	<p>10: AW23 Registration Opens (AR)</p>	<p>1-31: Thank February donors (FC)</p>

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	<p>10: Promote AW23 Registration on social media, email blasts, etc. (RC) 10-31: Encourage Classmates to register for Alumnae Weekend by key deadlines! (RC, Pres/VP) 20: Early Bird Registration ends 24: Who's Coming weekly updates on AW23 website begin (AR) 30: President sends slate of new Officers to Alumnae Relations (Pres) TBD: Class Officer Spring Training (Repeat of fall training) (AR) <i>Mar/ Apr: The Onyx is published online</i></p>	<p>1-31: Final class challenges (FC and TFFAS) 6: Class update/progress email (TFFAS)</p>
April	<p>1-10: Encourage Classmates to Register for Alumnae Weekend by key deadlines! (RC, Pres/VP) 10: Regular Registration Ends 23: Late Registration Ends <i>Mar/ Apr: The Onyx is published online</i></p>	<p>1-30: Thank March donors (FC) 3-May 5: Graduates of the Last Decade (GOLD) online/social media campaign 20: Reunion Rally email #1 with appeal sent from The Fund for Agnes Scott 21: Who's given Weekly Updates Begin 27: Reunion Rally email #2 with appeal sent from The Fund for Agnes Scott</p>
May	<p>1: Classes of 1977 and Younger Purchase Alcohol for Saturday Night Class Party (RC) 12: Final Who's Coming/Who's Given updates on AW'23 website</p>	<p>1-31: Thank April donors (FC) 5: Graduates of the Last Decade (GOLD) online/social media campaign ends 5: Reunion Rally email # 3 with appeal sent from The Fund for Agnes Scott 5: Reunion Giving Deadline</p>
Alumnae Weekend '23	<p><i>May 19-21: Alumnae Weekend 2023! Attend! Work hard! Have fun! YOU DID THIS!!</i></p>	<p><i>May 19-21: Alumnae Weekend 2023! Attend! Work hard! Have fun! YOU DID THIS!!</i></p>
June	<p>5: Class Reimbursement Form with ALL Receipts due from the Reunion Chair to Alumnae Relations staff liaison (RC)</p>	<p>15: Thank you email for AW (FC) 15: Encourage classmates to fulfill pledges by June 30 (FC)</p>

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June - July	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).	Fund Chairs send thank you postcards, emails, texts, or notes to final donors
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