

# **ACU Annual Fund Co-Chairs Responsibilities for Each Year of Service**

## **Year 1**

- Make your own stretch Annual Fund gift first
- Recruit new Class Agents for those years rotating off of their reunion year – nine classes plus any unfilled spots from previous years (spring – early summer)
- Solicit the new Class Agents’ gifts (particularly in Dec. and May)

## **Year 2**

- Make your own stretch Annual Fund gift first
- Thank first-time Annual Fund President’s Circle members with a note, call or email (portion of the new members)
- Letters to potential President’s Circle members (\$750 - \$999 in Annual Fund gifts)
- Solicit a portion of the Class Agent gifts

## **Year 3**

- Make your own stretch Annual Fund gift first
- Help recruit “troublesome” class years (unable to find a volunteer)
- Solicit a portion of the Class Agent gifts
- Thank first-time Annual Fund President’s Circle members with a note, call or email (portion of new members)
- Letters to potential President’s Circle members (\$750 - \$999 in Annual Fund gifts)

## **Year 4**

- Make your own stretch Annual Fund gift first
- Thank the Class Agents who are rotating off (nine classes) by letter, call or email
- Thank the Reunion volunteers who are rotating off by letter, call or email
- Write the “Thank You” letter for the Annual Fund Donor Report published on web and in *ACU Today*

Annual Fund Co-Chairs will meet in person 1-2 times per year, either in Abilene or a central location. The program manager working with the class agents will keep the co-chairs apprised of campaign progress, names for contact, etc. Term of service begins June 1 and ends four years later on May 31.