# ACU Class Agent Job Description

**I. Responsibilities**

**A. Make your own Annual Fund gift each year.**

**B. Solicit classmates for the Annual Fund every year.**

- **Encourage your peers to give to the Annual Fund (by letter or email or occasionally by telephone or in-person).**

**C. Be a spokesperson for ACU.**

- **Lend your name to any class-wide appeal or other communication.**
- **Participate as needed in Centennial Campaign activities and meetings.**

**D. Communicate with the ACU Development Programs Office.**

- **It is essential to respond in a timely fashion to requests for assistance from the ACU Development Programs Office by telephone, letter, email, or fax.**
- **Please keep us updated on any changes of address, phone, or email so we can stay in touch with you.**

**II. Time Commitment**

**A. Make every attempt to be present for the annual Campaign Kick-Off, (usually held in late August during Opening Weekend). It is understood that all volunteers have a busy personal schedule (family, church, business, social, travel). Class Agents will not be expected to be present for every activity and meeting.**

**B. Volunteer time includes approving or revising two letters per year (15 minutes - 1 hour). You are also encouraged to contact classmates by personal note or email to encourage their participation (this is additional time as your schedule permits). <u>Please contact the Development Programs Office if you would like a list of your classmates to begin contacting them</u>.**

**C. Commit to regular prayer for ACU's students, staff, faculty, administration, board, and alumni.**

**D. Your commitment as a Class Agent will last through December 31, 2009.**