Class Agents

Class agents play a vital role in the Ransom Everglades Alumni Program. Class agents serve as the main point of contact for each individual class to the Alumni Office and the RE Alumni Association. They serve as the information bridge to and from RE.

Your Responsibilities:

- **Keep your classmates connected to RE.** Use various communication tools including Facebook and LinkedIn to keep everyone up-to-date on events, reunions, and other school news. Forward various school messages. All class-wide emails/ posts must be approved by the Director of Alumni Relations Vicki Carbonell Williamson ’88 (vwilliamson@ransomeverglades.org).

- **Constantly identify resources.** Let the Alumni Office know about alumni who could offer expertise, access or other forms of unique support – networking, interesting speakers, internships for students or alumni.

- **Solicit class notes and alumni stories** to pass along to the Alumni Office for our various communications. Request that news and high resolution photos be submitted by completing this form. RE Log deadlines are July 31, 2019 (Fall 2019), and January 14, 2020 (Spring 2020). Note your email contact will be listed in the Class Notes of each edition.

- Attend alumni and school-wide events. Encourage your classmates to attend as well.

- **Help RE obtain updated information on your fellow classmates.** Encourage them to share information on the on-line directory or to contact our Director of Advancement Services at tmercadal@ransomeverglades.org.

- **ID and work with individuals in your class to solicit gifts for the Fund for RE,** which is part of the comprehensive REinventing Excellence campaign.

- **Make your own gift** or pledge to the Fund for RE by December 31, 2019.

RE’s Responsiblities:

- Provide you with updated class lists.

- Provide you with a calendar of events as well as regular updates on events and activities.

WHERE TO START

1. **Make yourself current**
   - Update your address, email and career information directly on our Alumni Directory or by contacting Director of Advancement Services Tony Mercadal.
   - Get to know your Alumni Association Board members and learn about our Upcoming Events!
   - Make your Fund for RE gift first each year!

2. **Know your facts about the school.**

3. **Write or email your classmates introducing yourself as their Class Agent.**
   - Ask them to keep the school informed with interesting news they may want to share for the Class Notes in the RE Log.
   - Ask them to go online and update their contact information through RE’s online directory.
   - If it is a reunion year, please share the Reunion Weekend date of April 17 & 18, 2020.

4. **Continue or establish your individual class Facebook** page to post communications from RE on a regular basis. Support the communication received from the Advancement Office, particularly The Fund for RE Campaign and the REinventing Excellence campaign. Alumni volunteers will be part of our fundraising effort and we ask that you help with their messaging.

If you are unable to fulfill the duties of class agent, please let us know so that we may find another agent.

*Thank you for your support of Ransom Everglades!*