Class Agent Information

Class agents play a vital role in the Ransom Everglades Alumni Program. Class agents are 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 REconnect, Facebook and LinkedIn to keep everyone up-to-date on events, reunions and other school news. Forward various school messages. All class-wide communications must be approved by the Director of Alumni Relations Vicki Carbonell Williamson ’88.

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

- **Solicit class notes and alumni stories** for our various communications. Request that news and high-resolution photos be submitted by completing this form. RE Log deadlines are August 6 (fall), and January 22 (spring). Note: your email address will be listed in each issue of Class Notes.

- **Attend alumni and school-wide events if possible.** 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, REconnect, or to contact our Director of Advancement Services Tony Mercadal.

- **ID and work with individuals in your class to solicit gifts for The Fund for RE.**

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

- **ID and work with individuals in your class to assist with reunion planning** and reunion giving.

RE’s responsibilities:

- **Provide you with updated class lists and regular class agent communications.**

- **Set you up as an administrator for your class group on REconnect.**

Where to start:

1.) **Make yourself current**
   - Update your address, email and career information directly on REconnect 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 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. Share dates of key alumni events and school activities.
   - Make sure they are registered on REconnect.
   - If it is a reunion year, please share the Reunion Weekend date of April 22 & 23, 2022.

4.) **Continue or establish your individual class groups** to post communications from RE on a regular basis. Support the communication received from the Advancement Office, particularly The Fund for RE. Alumni volunteers will be part of our fundraising effort and we ask that you help with their messaging. Find what works best for your class: class Facebook page, Reconnect class group, Instagram, WhatsApp, etc.

For more information contact:
Director of Alumni Engagement Vicki Carbonell Williamson ’88 at 305 460 8826 | vwilliamson@ransomeverglades.org