Class Agent Participation Timeline

Fall Activities

August–September
- Attend Class Agent Meeting
- Receive your Fall Class Agent Welcome Packet from Annual Giving.

September–October
- Draft your Class Agent letter and send it to Annual Giving for production.
- Once Annual Giving returns your batch of prepared letters, sign and personalize each one.
- Return your signed letters to Annual Giving for distribution to your classmates within two weeks.

Spring Activities

January–February
- Participate in Mid-Year Conference Call
- Receive your Spring Class Agent Welcome Packet from Annual Giving.

February–July
- Draft your Class Agent letter and send it to Annual Giving for production.
- Once Annual Giving returns your batch of prepared letters, sign and personalize each one.
- Return your signed letters to Annual Giving for distribution to your classmates within two weeks.