



ALUMNI & FAMILIES WEEKEND CLASS REUNIONS

Class Reunion Volunteer Position Description (FY24)

Volunteer Position Summary & Purpose

Class reunions are the perfect occasions to reconnect with old friends, visit campus, and share news and memories. They are held during GW Alumni & Families Weekend (AFW), which offers alumni of all ages a wonderful opportunity to connect with fellow alumni, faculty, staff, and current students throughout a weekend of engaging activities.

Much of the success of class parties lies in the hands of our dedicated volunteers, as they have the best insight into the kind of celebration that will best resonate with their classmates. Whether through personally inviting friends and classmates, assisting with event planning, or assisting with marketing, reunion volunteers truly make the difference between a good reunion celebration and a great one.

We are seeking a diverse committee of volunteers - one that embodies the various interests, backgrounds, and experiences that represent your class - who are willing to help generate excitement leading up to Alumni & Families Weekend. No matter the amount of time you are able to commit, we have an opportunity for you!

Major Duties & Responsibilities

- Reach out to classmates to invite them back to campus for your reunion.
- Help plan the details for your reunion party, as well as any other class-specific activities you'd like to add to the weekend.
- Stay engaged from April to October via monthly virtual check-in meetings with the committee.
- Make a gift — of any size to any designation — to GW in honor of our reunion.
- Attend your class reunion party during AFW and have a blast reconnecting with your class!

Training

- Online training courses will be provided to all volunteers
- The first committee meeting will serve as an orientation and Q&A for volunteers

Ways to Volunteer

During the months leading up to Alumni & Families Weekend, you will have the opportunity to participate in the following ways:

Communications:

- Write postcards to classmates: encourage classmates to attend their class reunion party with a short, personal note (we'll supply the postcards and stamps)
- Email or call classmates: encourage classmates to come back and give back in honor of their reunion (we'll provide you with contact information for specific classmates and/or a list based on major, region, student activity, etc.)
- Post on social media: promote your class party and other AFW events using ready-to-go posts or write your own
- Help draft and/or sign a class-wide email to share reunion updates with your classmates

Event Programming

- Collect GW memorabilia for display at your reunion
- Create a slideshow or playlist to play during your reunion party

- Provide input in decisions on venue, decor, and other celebration details
- Provide program suggestions that would draw your classmates
- Plan supplemental activities for your class throughout the weekend

Time Commitment

- 30 minutes of training
- 1 hour per month for committee meetings, April - October
- 1-4 hours per month on classmate outreach, venue research, event planning

Philanthropic Obligation

- Make a gift to GW at a level of individual comfort by date of class reunion party

Staff Contact

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