CLASS AGENT PROGRAM

Class Agents play a vital role in keeping classmates connected to Cranbrook Kingswood. With the assistance of the Advancement Office you will help maintain and promote communication with the School. Class Agents also assist the School in its efforts to promote alumni engagement and encourage financial support from classmates, playing a vital role in the success of alumni engagement and fundraising activities.

Class Agents:
- Lead by example and make gifts to the School's Annual Fund first.
- Encourage classmates to support the School with gifts to the School's Annual Fund.
- Relay important information (i.e., contact information updates) to the School's Office of Advancement and Alumni Relations.
- Help recruit and motivate classmates to volunteer for fundraising and School events.
- Send communications to remind classmates of important events.
- Thank classmates for their support.

The Advancement Office will work closely with Class Agents and provide assistance, as needed, throughout the year. Responsibilities require a minimal amount of time over the school year as follows:

**Fall**
- Introduce yourself to classmates, share information about upcoming events and check for updated contact information.

**Winter**
- Share holiday greetings and encourage classmates to make a gift to the School's Annual Fund.

**Spring**
- Send communications about reunion, class gifts and the 100 Days of Alumni Giving campaign.

If you would like to volunteer to be a Class Agent or if you would like more information, please contact Angie Haig at 248.645.3537.