

Class Correspondent Volunteer Responsibilities:

- ❖ Receive the most current class list (confidential information is entrusted to each Class Communicator)
- ❖ Share information with your classmates by way of:
 - Email
 - Phone call
 - Postal Mail
- ❖ Encourage your classmates, or any other graduates you meet, to update their records with us so they will receive the Providence magazine, Alumnae e-news, invitations, etc.
- ❖ Assist in planning a reunion (if it is a major reunion year), work with Anissa to plan fun events for alumnae, maybe like mixers, karaoke night, trivia night, bunco, bowling, movie night, community service projects, etc
- ❖ Assist in fundraising or student recruitment efforts by
 - Encouraging a united effort by your class to raise funds for student scholarships
 - Encouraging classmates to recruit prospective students or to assist in the retention of current students
 - Encouraging your classmates to participate in events such as Reaching for the Stars Gala, Phone Outreach, Car Raffle, 5K run/walk, etc.
- ❖ Be a **strong advocate for Providence**. Word of mouth is sometimes the best advertisement Providence can count on. Simply sharing your positive stories about being a Providence graduate can really strengthen our reputation and increase our “friend” base out in the community.