Portledge School Alumni Association
Alumni Class Agent Roles & Responsibilities

As a Class Agent Volunteer, you represent Portledge School in your efforts to promote alumni engagement and encourage financial support from members of your class. Alumni are more likely to support the Portledge Fund when contacted by a classmate; therefore, a strong Annual Fund is only possible through the efforts of our Class Agents. Your work is critical to our success each year, and in the long-term. Class Agents also play a vital role in keeping classmates connected by maintaining and promoting communication and by securing updated biographic information. Your commitment to ensuring Portledge School remains at the very forefront of secondary education is greatly appreciated.

- Serve as an ambassador for your graduating class and for Portledge School
- Share ideas and help to plan and organize reunions, gatherings and celebrations for your class
- Make your donation to the Portledge Fund early to lead by example, www.portledge.edu/donate
- Solicit a small group of classmates to donate toward the Portledge Fund
- Contact classmates by phone or e-mail regarding upcoming alumni events and Portledge events (i.e., Founders Day and Annual Auction)
- Maintain contact with the Development Office – share information regarding class members in a timely manner (i.e., weddings, childbirth, job promotions, awards, accomplishments, etc.)
- Update your class list (i.e., address, phone, email, etc.)