



A **Class Chair** helps lead his Class Committee as they: rally participation in the Annual Fund, provide opportunities for classmates to get together, and facilitate two-way communication between classmates and Saint John's.

Class Chair Expectations

Time Commitment:

- Two to four hours per month working on events and fund raising
- Two to three classmate calls per month
- Set conference call schedule with Fellows Chair and IA staff
- Set meeting or conference call schedule with full committee, Fellows Chair and IA staff

Goals:

- Recruit 10 to 15 classmates that will serve annually as Class Volunteers.
 - Reach out to classmates who currently give and are well connected and ask them to be Class Volunteers.
 - Continue to identify classmates who could serve as Class Volunteers and help in their recruitment.
- Work with your Fellows Chair to:
 - Co-chair a Class Committee consisting of Class Volunteers and Fellows Volunteers
 - Plan and execute one to two class events yearly
 - Update classmate contact information with each contact
 - Set and achieve yearly class fund raising goals through letters, e-mail and personal solicitation
- Attend Quarterly Conference calls with all Class and Fellows Chairs
 - Q1: Mid-August
 - Q2: Mid-November
 - Q3: Mid-February
 - Q4: Mid-May

Annual Giving Contacts and Resources

Michael Cummings '89

Director of Annual Giving
(320) 363-3323 (office)
(320) 49248-6088 (mobile)
mcummings@csbsju.edu

Jim Kuhn '02

Associate Director of Annual Giving – Class Volunteers
(612) 940-2972 (mobile)
jkuhn@csbsju.edu

Raj Chaphalkar '08

Assistant Director of Annual Giving – Reunions
(320) 363-2386 (office)
(612) 272-3540 (mobile)
rchaphalkar@csbsju.edu

Ryan Minnehan '10

Annual Giving Associate – Young Alumni
(320) 363-2493 (office)
(612) 747-1165 (mobile)
rminnehan@csbsju.edu