

Prestonwood Christian Academy

Alumni Class Agents



Purpose

The Prestonwood Christian Academy Alumni Class Agent program is comprised of alumni who, by their demonstrated commitment to PCA, have been selected to be a primary communication conduit between the school and the alumni body.

Serving as a Class Agent is an incredible opportunity to serve Prestonwood Christian Academy and to advance its mission.

The purpose of the Alumni Class Agent program is to provide a framework by which our alumni keep in touch with the school and with other alumni.

Responsibilities of the Prestonwood Christian Academy Alumni Class Agents

The Alumni Class Agents will work with the Director of Alumni Relations to ...

- Encourage classmates to connect and stay connected to the PCA
- Establish a directory of contact information for classmates to connect with one another and to receive information from PCA
- Inform their classmates about news items from their classmates, such as moves, marriages, family changes, new jobs, awards and recognitions, and networking opportunities
- Inform classmates about PCA related news and events
- Send personal notes, emails or call to encourage classmate participation in class and/or PCA-sponsored events
- Under the initiation of the Director of Alumni Relations and the Alumni Relations Council Events and Activities Committee, plan and produce the five- and ten-year Homecoming reunions
- Find volunteers to work on a Reunion Committee in preparation for their class' five- and ten-year reunions
- Work with the Director of Alumni Relations, the Alumni Relations Council's Events and Activities Committee and Larry Taylor's office to plan and produce Larry Taylor's College Road Trips
- Work with the Director of Alumni Relations, the Senior Director of Development, the Director of Annual Giving and the Alumni Relations Council's Stewardship Committee to encourage classmates to make annual financial contributions to PCA and thank classmates for their participation
- Help PCA to identify major gift prospects
- Create an informal network of alumni who live in different parts of the country to help to plan class events and recruit attendees
- Serve as host or co-host for area alumni events and contacting classmates about such events

Responsibilities of the Prestonwood Christian Academy Alumni Class Agents, cont.

- Solicit and forward all address changes, including home and work, to and from classmates and to PCA ... it is essential that the school have current and accurate addresses and the Class Agents serve as a primary source for obtaining this information
- Help the Director of Alumni Relations to identify "lost" alumni
- Be creative and have fun!

What type of Support Will the Office of Development Provide?

- Provide the Class Agent with an updated class roster, including e-mails and phone numbers, as needed
- Provide support services such as typing of letters, and assisting with initial mailings
- Connecting any class newsletter and/or web page to the PCA web site
- Any other assistance that may be needed