



Class of 2018
5th Reunion – Summer 2023

Thank you for volunteering on your Reunion Committee!

LMU's Grand Reunions are made special by the dedicated work of our outstanding alumni volunteers. We hope to see many members of the Class of 2018 reconnect with fellow alumni, reflect on fond memories, create new ones, and celebrate our beloved alma mater.

Our goal is simple: we will work together to invite fellow alumni to come back and give back to LMU. Your time and dedication will result in an unforgettable Grand Reunion for you and your classmates. Thank you for your commitment and enthusiasm to bring the Class of 2018 back together for your reunion.

Go Lions!

Goals

Our goal is to encourage as many members as possible of the Class of 2018 to attend the reunion, increase class participation, and increase dollars raised in honor of your milestone.

Lead

- **Make** your five-year pledge to LMU.
- **Give a gift** to any area of the university in honor of your reunion. Consider making a leadership-level gift of \$1,000 or more, which recognizes you as a member of [The LMU Society](#).
- **Donate** in honor of your class year during LMU's annual Day of Giving (April 4th, 2023).
- **Lend your name.** Committee members are listed in all class reunion communications, personally inviting classmates to attend the reunion and make a gift to LMU.

Contact

- **Invite classmates** by contacting 10-15 classmates to join you at the reunion.
- **Grow the committee** by recruiting a group of diverse and enthusiastic alumni to work with you on the reunion committee.
- **Encourage** classmates to give in honor of their reunion.
- **Thank** classmates for their participation and generosity to LMU.

Attend

- **Attend your reunion!** Celebrate on campus and connect with classmates.
- **Participate** in two committee conference calls.
- **Collaborate** with staff to make your reunion successful.

Next Steps

Build your reunion committee

- Recommend classmates to help build your reunion committee.
- Personally ask classmates to join.

Plan and set goals

- Participate in committee conference calls.
- Lend your name to letters, website, and class-wide communications.
- Set giving goals for your class.

Give

- Make a five-year pledge for class campaign.

Contact

- Select 10-15 classmates and reach out to tell them about their upcoming reunion and class gift.

Attend your class reunion on June 3, 2023!

Stay in touch

- Tell us your thoughts to help make your next reunion experience even better.
- Nominate fellow alumni to serve on next year's reunion committees.
- Explore volunteer opportunities to stay engaged with LMU beyond your reunion.

Thank you for your support; we look forward to celebrating with you in June!



Volunteer Agreement

I, _____, agree to serve as a volunteer on my Reunion Committee.

As a member of this committee, I understand that I may be given private information by Loyola Marymount University about classmates in order to assist me in carrying out volunteer responsibilities. This may include, but is not limited to, personal mailing addresses, phone numbers, email addresses, information about past financial donations, giving potentials, and/or giving interests (“Confidential Information”).

I hereby agree that I will treat all such Confidential Information that I receive as nonpublic and will not provide any Confidential Information to any third party. I will use the Confidential Information only to my reunion committee responsibilities and I will not use any such Confidential Information for personal and/or commercial purposes. I also agree that upon completion of my volunteer responsibilities, I will destroy all such Confidential Information.

Signature

Date

Preferred Donor Roll Name

GETTING STARTED IN GIVECAMPUS

When you first kickoff your reunion committee role, you'll be invited into LMU's new Volunteer Management System (VMS) through GiveCampus.

1. Visit <https://www.givecampus.com/schools/LoyolaMarymountUniversity/signup>, either through this link or through registration email received
2. Use the email address LMU has on file for you to create your account (if it needs to be adjusted, please let us know!)
3. Confirm your email address via the confirmation email and sign into the VMS
4. Sign confidentiality agreement in the VMS
5. Attend live training or watch recording on how to use the Volunteer Management System for reunion committee members

Tip: save <https://www.givecampus.com/schools/LoyolaMarymountUniversity/login> for easy access to sign in moving forward!

GETTING COMFORTABLE WITH THE VMS

After attending a training or watching a recording, start to get comfortable using the system by:

1. Create an email template – introducing yourself as a reunion committee chairperson!
2. Select Assignments (Search Constituents -> Request Assignment for peers)
3. Check “Resources” tab for insights into VMS how-to's, Reunion timelines, etc.
4. Send test email to yourself (Email tab -> populate and adjust email template -> scroll down to “Send Test to Me”)

WHEN ASSIGNMENTS ARE SET

Once your reunion class assignments are set, it's time to start reaching out!

1. Start with your introduction email – adjust for those you know personally!
2. If you prefer contact via another channel (phone, letter, text, etc.), add a note on each individual record that you've done that outreach to help organize follow ups
3. When you receive responses, add notes if there is helpful context for you or the LMU staff team to know. Just note that we are able to see that content, so consider the privacy of your assignment group!

ONGOING WORK IN THE VMS

You will receive follow up communication about sharing new information (save the dates, Day of Giving, registration open, etc.), new resources available, etc., but this tool will be available for you to check on progress on your time – especially when you're notified about gifts made from your assignment group. Take the opportunity to say thank you!