

Outline of Class Captain Duties

Thank you, once again, for agreeing to serve as a Class Captain. Below is a more precise description of Class Captain duties. As the year progresses, the Director of Alumni and Constituent Relations or the Alumni Board will be in touch with you to assist in your efforts and coordinate programs.

Create a Class Facebook Page

Create a class Facebook page or see if one already exists and ask to be a part of it. If you have a Facebook page, it can be used for all of the Class Captain duties and can prove to be extremely helpful in getting the word out and asking classmates to update their contact information. Click [here](#) to see the Class of 2005 Facebook page for a great example or type www.tinyurl.com/CCP2005FB.

Class Contact Information Updates

The most important – and most pressing – duty of the Class Captain is to assist Chaminade in updating and maintaining current and accurate contact information. We will send you an Excel file for your class with what we show to be the most current information.

As you collect contact information, it is important to regularly update Chaminade so that we can keep the database up to date. The entire program depends on being able to easily contact the members of your class! You can begin by sending the enclosed introductory letter to your classmates, then follow up with phone calls and e-mails to update contact information. Some classmates will be difficult to find; you might have to do some detective work – using Google, asking classmates or soliciting information via a Facebook post.

SHARING UPDATES

Provide Chaminade with updates by:

1. Click [here](#) to update a classmate's information or type www.tinyurl.com/classcapt into your browser – *Note: you can only update one record at a time.*
2. Or simply send an email with your updates to alumni@chaminade-stl.org.

Please make sure that you save all the information you obtain and share with Director of Alumni and Constituent Relations often, in case your personal notes are ever lost.

Event Attendance

As your class contact information becomes more accurate, use it to encourage your classmates to attend Chaminade events. The Director of Alumni and Constituent Relations or the Alumni Board will periodically be in touch with you as to which events are important to attend and will work with you to coordinate your efforts (e-mails, letters, phone calls) to increase attendance and participation. These events will include athletics, performing arts, the Esto Vir Auction, Trivia Night, golf tournaments, the annual Christmas Tree Lot, and others.

Class-specific Event Planning

In addition to the Chaminade events with which you are asked to assist, feel free to organize your own class-specific events, using the contact information for your class. These events could be as simple as a casual happy hour, or as involved as a day-long golf tournament. The important thing is that you have the opportunity to bring your classmates together in a fun way, to promote class unity and school pride.

Fundraising Efforts

Throughout the year, Chaminade conducts various fundraising efforts. During these times, the Alumni Board will be in touch with you about assisting. This might mean e-mailing your classmates, or simply signing letters, to promote participation and giving. Classes may also compete for highest participation percentage among or dollars raised.