The Class of 2017 Gift Committee is the motivating force behind the success of the Class Gift campaign – your work will be the foundation of the class gift effort to the Law School Annual Fund.

General Responsibilities of a Committee Member:
- Attend meetings with Law School staff & committee members to develop strategy for Class Gift fundraising
- Organize and attend Gift Committee events to encourage classmates’ participation in the Class Gift effort (in recent years, the Committee has organized Casino & Game Night with faculty dealers, Trivia Night, and sponsored Wine Mess)
- Educate classmates about how the Law School relies on philanthropy to maintain its unique & rigorous education
- Personally encourage your peers to participate in the Class Gift effort by asking individual classmates to make a gift
- Make a personal gift to the Class Gift fundraising effort

General Responsibilities of a Committee Co-Chair (2 JD Co-Chairs & 2 LLM Co-Chairs):
- Write class letters/appeals/emails and work with Office of External Affairs to deploy
- Lead Class Gift Committee meetings; guide and motivate Committee members
- Attend scheduled Class Gift events
- Utilize strong presentation skills (ability to speak in front of an audience at events)
- Collaborate with Law School faculty and staff

General Responsibilities of the Executive Committee (Each sub-committee has a chair & interested members)
The Executive Committee has all the responsibilities of a general committee member, as well as the below:

- **Giving Vice-Chair:**
  - Assist Committee members with assigning and tracking personal outreach to classmates to make a gift
  - Designate appropriate benchmarks and dates for assessing progress to goal
  - Monitor and keep Committee apprised of progress toward participation goal
- **Membership Vice-Chair:**
  - Reserve tabling in weeks before or after events/other relevant dates through Office of the Dean of Students
  - Recruit Committee members to staff tabling sessions
  - Maintain materials used for tabling
  - Notify the Office of External Affairs when gifts are collected, so gifts can be processed
  - Organize at least one committee social activity
- **Events Vice-Chair:**
  - Obtain approval for event dates and reserve space through room reservation system
  - Recruit faculty to attend events
  - Coordinate event logistics with the Office of External Affairs (publicity, ordering food, decorations, etc.)
  - Recruit Committee members to work events (set-up, logistics during event, post-event clean-up, etc.)
- **Marketing Vice-Chair:**
  - Design education materials for Committee to share with classmates (how gifts will be used, how to make a gift, why it’s important to give back, etc.)
  - Draft language for print and electronic materials and work with Office of External Affairs to produce (leave-behind postcard, class gift website, giving envelope, etc.)
  - Create social media strategy to promote the Graduating Students Class Gift
Commonly Asked Questions about Class of 2017 Class Gift

1. **What is the Class Gift?**
   - The Class Gift is the beginning of a lifelong tradition of annually supporting the Law School. The Class Gift recognizes your commitment to the Law School and creates a legacy by supporting future Law School students.
   - The success of the Class Gift is not defined by the money we raise but rather how many students participate in the gift. It does not matter how much you give, it just matters that you give something.

2. **Why does the Class Gift support the Law School Annual Fund?**
   - The Law School Annual Fund benefits you, the students. Tuition has never covered the full cost of a Chicago education and so the LSAF helps provide the additional needed support to financial aid, the clinics, conferences and workshops, public interest initiatives, and more.
   - The Annual Fund is completely expended each year and is allocated to the most urgent and critical needs of the Law School student body.

3. **How much do I have to give?**
   - Give what you can; it is not the amount but your participation that is important.
   - We suggest you give at a leadership level that you can proudly share with your classmates and invite them to join you in giving at that level.
   - A suggested giving level for students is $20.17 in honor of the class.