

Gift Marshals

Six members of the senior class, appointed by the Harvard College Fund (HCF). **It should be noted that taking on the responsibility of Gift Marshal is a significant time commitment (average 3+ hours a week in fall semester/average 6+ hours a week in spring semester). You should consider this one of the most significant extracurricular commitments of your senior year.**

- Work with all Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives.
- Work with the First and Second Marshals and fellow Gift Marshals to inform and implement overall direction of Senior Gift strategy, and work with House Representatives to identify House-specific opportunities to promote the Senior Gift campaign
 - Identify educational opportunities (pre-campaign and during campaign).
 - Solicit classmates to give back through online outreach.
 - Help House Representatives create targeted outreach strategy.
- Co-lead a Senior Gift-specific subcommittee.
- Attend regular meetings:
 - (Fall and spring) Attend Gift meetings including HCF staff and the First and Second Marshal.
 - (Spring only): Lead meetings with House Representatives to discuss House-specific efforts.
 - Attend additional meetings (for example, regular House Team meetings) and trainings as necessary.
- Attend Executive Committee meetings (6-7 throughout the year).
- Make a Gift to the Harvard College Fund as part of Senior Gift.

Responsibilities: Post-Graduation

- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Remain on your Class Gift Committee in a leadership capacity.
- Solicit classmates for annual gifts to the HCF as part of your class's alumni fundraising committee structure.
- Maintain contact with HCF and HAA regarding matters of University and class interest.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.