



A L U M N I

CEE Class Agent Program

Becoming a Class Agent is a great way to stay in touch with your classmates and help them stay in touch with The Center. As a Class Agent you serve as a valuable connection between The Center and its greater alumni population. We will rely on you to provide us with feedback from the community and to guide us as we grow and implement new programming.

Responsibilities

Responsibilities include collecting and submitting Class Notes, keeping CEE current with news and contact information on your classmates, encouraging involvement in various CEE alumni programming, such as class reunions, the CEE Gala and Alumni Poker Night, as well as supporting, soliciting, and encouraging your classmates to participate in the Annual Fund Drive.

- **LEAD:** make your own gift to the AFD before asking your classmates
- **ASK:** contact classmates to encourage them to make their gifts to the AFD
- **THANK:** be sure to thank classmates who have given to the AFD
- **SHARE:** Update The Center with news from classmates and keep your classmates up to date on new from The Center

Eligibility Requirements

- Any student who attended The Center for Early Education for at least one (1) year and left or graduated from the school in good standing
- Participation in the Annual Fund Drive (AFD)
- If you live in the area, attendance at Alumni Council meetings (at least 3 of the 5 annually)

Class agent goals

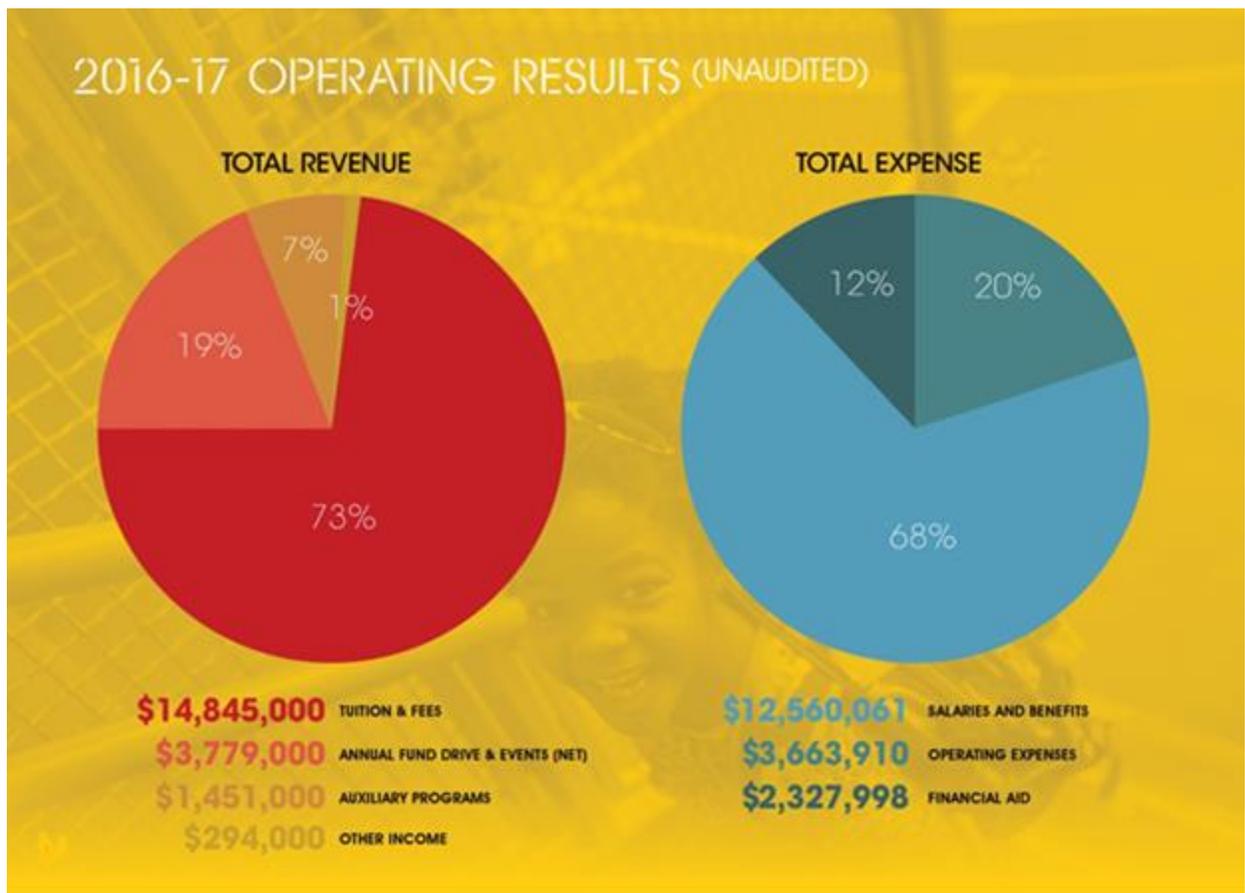
- Increase class participation in the AFD
- Increase class dollars raised for Annual Fund Drive
- Keep classmates connected to and engaged with The Center
- Actively participate in alumni projects and events throughout the year

Important dates

- July 1, 2018 – June 30, 2019: Fiscal year 2018-19
- September 4, 2018 – First day of school
- September 2018: Mail AFD letters to Agents for signature
- September 25, 2018 – Alumni Council meeting; return AFD letters to be mailed to classmates
- October 2018: AFD Alumni launch

- October/November 2018: Phone calls to classmates following up on letters
- November 13, 2018 –Alumni Council meeting
- January 2019: Send thank you notes for year-end AFD contributions
- February 2019: Share the Love campaign
- March 2019: March Madness campaign
- April 2019: Phoneathon; Community Service Day
- May 2019: Olympics centered campaigns
- June 2019: Final push for end of fiscal year
- July 2019: Send thank you notes to all who contributed; planning for upcoming year

Annual Budget and Income: 2016-17



Ways to give

ONLINE:

<https://www.centerforearlyeducation.org/join-us/make-a-gift-today>

*this is the easiest and most efficient way to make your gift

TELEPHONE:

(323) 651-0707

Ask for Lynde Trussell

MAIL:

The Center for Early Education

563 N Alfred Street

West Hollywood, CA 90048

MATCHING GIFTS: Encourage your classmates to double—or even triple!—their gift to The Center by having their employer match their donation. Please check with your employer to see if they offer this program.

RECURRING GIFTS: Classmates can schedule an annual or monthly charge to their credit card. Encourage them to go make their gift online and they will be prompted to make a recurring gift on our giving page.

Frequently asked questions

Tuition covers just 73 percent of the cost of a Center education. The remaining 27 percent must come from contributions and income generated by the school's endowment and investments. In an effort to keep tuition increases as manageable as possible, we rely on the generosity of our parents, grandparents, alumni, friends, and foundations.

Why not raise tuition and forget about contributions?

Independent school tuitions in most cases are already high. Keeping tuition as affordable as possible allows CEE to attract families who may not otherwise consider an independent school education for their children. Economic diversity is one way, along with ethnic, racial, and lifestyle diversity, that our school family can mirror the world beyond the classroom walls.

How can working parents and alumni volunteer in meaningful ways?

Another form of diversity at CEE is in the many configurations of working families and the way they balance careers with raising children. We offer a variety of volunteering options, from services that require short-term commitments to projects that are more like part-time jobs. Virtually all of our parents, grandparents, and alumni find an opportunity that fits their schedule and interests. We've had so much help for so long at The Center that, frankly, we couldn't do all that we do without our wonderful volunteers.

How are gifts to The Center used?

To help meet the most immediate, annual needs of students and faculty through the operating budget of The Center. Gifts are put to immediate use and the entire fund is spent each year, unlike the endowment, which must be saved and invested for the future. The great value of these gifts lies in their immediacy and flexibility. Because these donations are unrestricted, they can help address any area of need. AFD gifts play a critical role in essentials such as keeping tuition increases in check and providing competitive faculty salaries.

Advancement contact information

Laura Maher

Director of Advancement
and External Affairs
MaherL@cee-school.org

Lynde Tomori Trussell

Assistant Director of Advancement
TomoriL@cee-school.org

Jessica Gersh

Campaign Manager
GershJ@cee-school.org

Caitlin Dempsey

Director of Alumni and Constituent
Relations
DempseyC@cee-school.org