



THE SUMMIT

COUNTRY DAY SCHOOL

Alumni Association
Class Representative Manual

Dear Alum,

Thank you for volunteering to be a Class Representative!

Thank you for joining this exclusive network of alumni who advocate for alumni involvement and investment with your alma mater, The Summit Country Day School. Your thoughtful leadership in your class will promote loyalty, advocacy and engagement throughout the alumni community and the school.

As we continue to build a culture of philanthropy, this guide will serve as a resource to return to time and time again.

I am so grateful for your commitment to your alma mater. Thank you for your leadership and time.

Sincerely,



Mark Osborne
Alumni Engagement & Gifts Officer
The Summit Country Day School
Osborne_m@summitcds.org • 513.871-4700 ext. 240





Every gift to The Summit Fund makes a difference. Gifts to The Summit provide opportunities to enhance our curriculum, provide financial aid, expand our performing arts and athletic programs, encourages faculty professional development and provides everyday resources for our students. As a nonprofit institution, gifts to The Summit Fund closes the gap that tuition does not cover. Summit makes giving easy by offering a variety of ways to give.

Ways to Give



ONLINE

Visit summitcds.org/giving
All gifts must be submitted
by June 30.



MAIL

Checks made payable
to The Summit Country Day School
and mailed to:
Development Office
The Summit Country Day School
2161 Grandin Rd. • Cincinnati, OH 45208



PHONE

Call the Development
Office (513) 871-4700 ext. 244.



DONOR ADVISED FUNDS, GIFTS OF STOCK, IRA CHARITABLE ROLLOVER

Contact your finance administrator and instruct them you wish to have your funds designated to The Summit.



CORNERSTONE HERITAGE SOCIETY

Consider leaving The Summit in your estate planning and make a lasting impact. Contact (513) 871-4700 ext. 242 to discuss your options.

Timeline of Events

AUGUST

8/12 Back to school
8/21 Booster Bash at Summit

SEPTEMBER

9/9 Email classmates to watch the 9/15 Virtual Leading The Way Campaign celebration & invite classmates to the virtual Trivia Knight on Sept. 28

- The Summit Fund mailer solicitation and social media promos for "RIGOR" launch
- Summit Magazine and Annual Impact Report on Philanthropy mailed

9/9 Class Rep and Decade Captain meeting at Summit

9/30 Fall Alumni Newsletter emailed

OCTOBER

Make your gift to Summit

NOVEMBER

- The Summit Fund mailer solicitation and social media promos for "FAITH" launch

11/8 Invite classmates to the virtual Cooking Demonstration with Chef Renee Schuler '91 on Nov. 18

11/30 Share social media posts and emails for #GivingTuesday to classmates and network on Nov. 30

DECEMBER

12/6 Send End-of-Calendar-Year Giving template.
12/13 Send thank you email template to those who have given already

- Graduates of the last 15 Years Happy Hour on Dec. 18.

12/30 Winter Alumni Newsletter emailed

JANUARY

1/21 Invite classmates to attend the Summit Athletic Hall of Fame with 2021 & 2022 inductees on Feb. 5

FEBRUARY

2/5 Summit Athletic Hall of Fame with 2021 and 2022 inductees

- The Summit Fund solicitation mailer and social media promos for "OPPORTUNITY"

MARCH

3/16 Class Rep and Decade Captain meeting at Summit

3/30 Spring Alumni Newsletter emailed

- Phonathon begins

APRIL

4/8 Summit Day of Giving on the Feast of St. Julie

- The Summit Fund mailer solicitation and social media promos for "COMMUNITY"
- Legacy alumni event at Campus Day on April 24
- Pledge reminders sent from the Development Office

MAY

5/10 Volunteer appreciation social with the Parent Advancement Network
5/11 Send class giving percentages email template

JUNE

6/20 Send thank yous to those who have given
6/30 Summer Alumni Newsletter emailed

- Fiscal year ends June 30

***BOLD** items are action items





30%
Ethnic
Diversity

78%
Of faculty with
advanced degrees



4 gyms
4 synthetic turf fields
K-6 Athletic Program
22 Varsity Sports

1,012
Number of
students
enrolled.
18 mos -
Grade 12



16 YEARS

of Leaders of Character program
that focuses on three behaviors
that contribute to personal
development: Serves God, Builds
Community, Grows Self.



100%

Of our Upper School
graduates were accepted
to colleges and universities
across the country

1:9

Average class size

Montessori (Age 18 mos – Kindergarten)

- Multiple options for Toddlers & 3-to 6-year-olds to include half day and full day schedules.
- Advanced and Growing Kindergarten students are supported by a Literacy Specialist trained in the Orton Gillingham approach to Language learning.
- Students 18 months to 6 years old social/emotional development supported by a Montessori Behavioral Specialist on campus.

Lower School (Grades 1 – 4)

- Literacy, Math and Science Specialists work with faculty and students providing enrichment and ensuring focus on each individual learner.
- Widely praised Summit Writing Program where writing mechanics are taught and research skills are developed.
- World Language Program includes Spanish and French.
- Numerous athletic programs which include football, lacrosse, volleyball and soccer.
- Fine arts facilities include an art studio with kiln, music studio and theater.

Middle School (Grades 5 – 8)

- Summit writing program which focuses on narrative, descriptive and expository writing as well as mastery of the formal essay in response to literature, and finally culminating with the eighth-grade research paper.

- Math Program designed to integrate critical thinking and problem-solving skills.
- Leadership programming where students learn to see the value of applying their talents and intelligence for the good of the community and society.
- Competitive Athletic Program with a no cut policy that allows every student the opportunity to participate on a team.
- Expansive music and art programs.

Upper School (Grades 9 – 12)

- The Upper School Leaders of Character Program includes a four-year curriculum (SOLEIL) focused on leadership and public speaking, leadership teams, which are student groups that provide student-led community programming, faculty-led organizations, and student-led clubs.
- Students engage in over 10,000 service hours each year with most students going above and beyond the graduation requirements.
- A comprehensive four-year college counseling process in which they are matched with a counselor who gets to know the student and can meet their individual needs.
- An athletic program including 22 varsity sports with a no cut policy that allows student athletes to develop good sportsmanship and a strong sense of community.
- A rigorous academic environment promotes innovation and integrity which challenges each student on his or her individual learning path.

Class Rep Responsibilities

You help make Summit exceptional. As a Class Rep, you engage classmates and ask for their support, which makes this possible. We cannot do this without you. You are a role model for your classmates. In your role we ask that you:

- ☐ Make your own gift to The Summit by Oct. 31.
- ☐ Promote alumni and development initiatives and messages to your classmates throughout the year.
- ☐ Be a social media ambassador.
- ☐ Work together to plan your reunions every five years.
- ☐ Request and submit classnotes from your classmates for the magazine.
- ☐ Collaborate with the Alumni Office to collect updated contact information from your classmates.
- ☐ Be an ambassador for The Summit. Host an event for fellow alumni and ask classmates to attend Summit events, serve as a mentor, speak in a class, serve on a board or task force, etc.
- ☐ Collaborate with your Decade Captain on communicating Summit initiatives to your classmates.
- ☐ Participate and encourage your classmates to participate in fundraising initiatives that support The Summit.
- ☐ Personally thank classmates who gave to The Summit.

Be a social media ambassador

You're already on social media. Just like, share and comment on the wonderful things The Summit is posting.

Student Recruitment

As an alum, you know firsthand the quality of education and character-based leadership that takes place for a Summit student. Refer a family and student to check out Summit.

Career Mentoring

Summit alumni are at all stages of life. Be willing to connect with a student and share advice with them. Bring your expertise to an event or to the classroom by being a speaker or a part of a panel.

Reunions

Help coordinate reunions with your classmates.

Host an alumni event

The Summit has alumni all over the world. Host an alumni event for alumni in your city. Get free swag for hosting one!

Serve on a board or committee

Contact the Alumni Office for more information.

Invest in The Summit

Did you know tuition only covers 80% of the school year? Gifts from alumni like you help fill the 20% gap.

Ways to get involved

**The Summit Country Day School
Alumni Office**
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