Dear Class Agent:

Thank you for serving in a leadership role for your medical school class as this role is critical to keeping our alumni informed and engaged. As Class Agent, your service is also vital to the success of your class reunion during MD Alumni Weekend. Additionally, your encouragement of classmates to support the Medical Alumni Association Annual Fund helps build a strong community of donors contributing to a meaningful tradition of providing support for future generations of medical students.

The information in this handbook outlines your role as Class Agent. If you have questions or suggestions to share, please reach out to the Office of Philanthropy and Alumni Relations staff who are listed within the handbook. We are ready to assist you in your efforts.

Again, thank you for taking on this important role and for giving back to Wake Forest School of Medicine in such a meaningful way. If ever I may be of assistance, please let me know.

Best regards,

Lucy Younger Ledbetter, MD ’87, MBA
President, Medical Alumni Association
Wake Forest School of Medicine

Gifts to the Medical Alumni Association (MAA) Annual Fund are unrestricted and enable alumni to support:
- MD student scholarships and financial aid
- Facilities renovations
- Faculty support and curriculum development
- Library resources
- MD student life

A WORD FROM THE MEDICAL ALUMNI ASSOCIATION PRESIDENT

UNRESTRICTED GIVING

2019–20 ACADEMIC YEAR

MD Class of 2023: 145 New Reasons to Give

Total students accepted: 145
- 74 females
- 71 males

States represented: 32

MD Class of 2019
- 117 students matched in 20 different specialties

Alumni Giving
- 69% of our living MD alumni have made a financial contribution to Wake Forest School of Medicine
- More than 75% of endowed scholarships have been established by MD alumni

MD Class of 2023 MD STUDENT BODY

2019–20 tuition for the entering class: $60,000
Average projected Medical School debt: $260,000
Scholarships awarded from endowed funds: $445,384
Scholarships and grant support awarded through Office of Financial Aid. Scholarships include need-based and merit.

2019–20 students receiving financial assistance: 79%

MD Student Body
- 74 females
- 71 males
- 1,070 applicants
- 1.3% acceptance rate
- 45 students from NC

Total students accepted: 145
- 74 females
- 71 males

States represented: 32

MD Class of 2019
- 117 students matched in 20 different specialties

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2019–20 students receiving financial assistance: 79%
Class Agents play a significant role in creating a sense of community among classmates and greatly assist with keeping their class connected to Wake Forest School of Medicine. As a Class Agent and representative for your class, you know best how to reach friends and peers. Our team will work with you to develop creative strategies, tailored to your class, to encourage your classmates to engage with the School of Medicine in ways that are meaningful to them.

Some of the many ways our alumni can engage with the School of Medicine include:
- Attending local and regional alumni events, MD Alumni Weekend (first weekend in May annually), and reunion activities (every five years).
- Hosting MD students who are interviewing for residency programs in their area or graduates who have matched in their area for residencies.
- Mentoring a student and/or other alumni.
- Volunteering at the DEAC Clinic, our student-run, free community clinic, which is located at the Bowman Gray Center for Medical Education.
- Making an annual gift to benefit the Medical Alumni Association (MAA) Annual Fund. Reach out via phone, email, in person or with a handwritten note, if possible. The earlier in the fiscal year you can secure donors, the better!
- Thanking classmates for their gifts in the fall. You are in a stronger position to ask for gifts from your classmates throughout the year if you have already shown your support. One hundred percent participation from class agents is expected each year.
- Encouraging alumni participation through personal methods, such as thanking classmates who have made a charitable gift in honor of your reunion or encouraging attendance at MD Alumni Weekend.
- Identification of the class giving and percentage to the School of Medicine are recognized in two categories:

<table>
<thead>
<tr>
<th>Percentage of class participation</th>
<th>Total gifts/pledges to the School of Medicine</th>
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<tr>
<td></td>
<td>Total gifts/pledges to the School of Medicine</td>
</tr>
</tbody>
</table>

This year, we ask that you assist with our efforts to:
- Identify classmates to serve on your Reunion Committee.
- Invite classmates to attend MD Alumni Weekend and reunion activities.
- Encourage your classmates to increase their annual gift and encourage those who have never given before to do so in honor of your reunion.

Reunion years are an ideal time to send updated class rosters to your classmates, or you may want to make follow-up phone calls or send emails encouraging classmates to participate in the MAA Annual Fund and attend your reunion celebration.

During your reunion year, you will be provided with notecards specific to the milestone your class is celebrating. We encourage you to use these cards to communicate with classmates in a more personal way, such as thanking classmates who have made a charitable gift in honor of your reunion or encouraging attendance at MD Alumni Weekend and reunion activities.

Reunion Committees lead a special effort to encourage gifts from classmates capable of making larger contributions than those generally made on an annual basis. The classes with the highest totals are recognized in two categories:
- Total gifts/pledges to the School of Medicine
- Percentage of class participation

As a Class Agent and ambassador for your class, you are in a perfect position to serve as chair of the Reunion Committee for your class. When the class is celebrating a reunion year, we ask that you assist with our efforts to:

3. **Edit and Sign Solicitation Letters**
   - You will be asked to edit and sign solicitation letters to your class at least once each year. Your customized note is the key to a successful solicitation. It has been shown that a personal solicitation from a classmate is the most effective way to secure gifts for the MAA Annual Fund.

4. **Follow Up**
   - After solicitation letters are mailed, class agents are asked to follow up with those classmates who have not given to the MAA Annual Fund. Reach out via phone, email, in person or with a handwritten note, if possible. The earlier in the fiscal year you can secure donors, the better!

5. **Thank Donors**
   - Expressing appreciation is an essential volunteer responsibility. Handwritten notes, phone calls or emails are effective and meaningful ways to thank classmates. Don’t forget to say a special thanks to first-time donors and those giving at the Dean’s Leadership Circle (DLC) level.

6. **Encourage Alumni Participation**
   - Ask classmates to attend and participate in alumni activities, such as regional receptions and MD Alumni Weekend.

7. **Recruit New Volunteers**
   - Work with Annual Fund staff to identify viable candidates to join the volunteer team and plan a recruitment strategy (email, phone, etc.).

Many thanks to our incredible Class Agents!
DONOR RECOGNITION AND GIVING SOCIETIES

Our giving societies are the framework that demonstrates how you and other donors support the compassionate care, medical education and research initiatives of the School of Medicine and Wake Forest Baptist Health.

To celebrate and recognize generous donors, we have structured our donor recognition program so all donors who give to any fund in the Medical Center with annual contributions totaling $1,000 or more (in the fiscal year, July 1 – June 30) are included in the Hawthorne Hill Society. When supporting our academic mission, you will also be included in the Dean’s Leadership Circle.

Recognition will be made at the designated levels shown.

HAWTHORNE HILL SOCIETY
Innovator $10,000+
Partner $5,000 – $9,999
Benefactor $2,500 – $4,999
Patron $1,000 – $2,499

DEAN’S LEADERSHIP CIRCLE
Dean’s Order $10,000+
Dean’s Society $5,000 – $9,999
Dean’s Council $2,500 – $4,999
Dean’s Division* $1,000 – $2,499

*GOLD alumni—graduates of the last decade—will be recognized in the Dean’s Division for annual giving of $500 – $2,499

COY C. CARPENTER SOCIETY
In addition to the impact you can have on the School of Medicine by making a gift during your lifetime, you have the opportunity to leave a legacy for future generations through a bequest provision.

The Coy C. Carpenter Society recognizes individual donors who designate a planned gift for the School of Medicine or Wake Forest Baptist Health and any of our system hospitals. Coy C. Carpenter, MD, was the dean of the School of Medicine from 1936 to 1967, guiding the school through the transition from a two-year to a four-year program and the move from the town of Wake Forest to Winston-Salem.

If you or your classmates have any questions about charitable estate planning, please let our staff know and we will provide you with helpful information.

CLASS AGENT OUTREACH TIMELINE

SUMMER
- Review prior fiscal year class giving and participation.
- Send thank-you notes to contributors.
- Set class giving and participation for new fiscal year.
- Submit any changes to contact info for classmates to Alumni Relations office.

FALL
- Review/edit fall solicitation to classmates.
- Fall solicitation mailed by Annual Funds team.

WINTER
- Year-end class solicitation mailed by Annual Funds team.
- Review mid-year report on class giving and participation.
- Send thank-you notes to contributors.

SPRING
- Review/edit spring solicitation to classmates.
- Spring solicitation mailed by Annual Funds team.

Example of a recent Class Agent solicitation letter.
CLASS AGENTS

1947 Robert Lee Means Sr., MD
1952 Thomas D. Long Sr., MD
1956 Hal M. Stuart, MD
1957 Zeb C. Burton Jr., MD
1958 Joe H. Woody, MD
1959 W. Claude Hollingsworth, MD
1961 Albert O. Griffin Jr., MD
1962 John S. Kostin, MD
1963 J. Ray Israel, MD
1967 John W. Yarbrough, MD
1968 Allan Brabham Harvin, MD
1969 Robert A. Buchanan Jr., MD
1971 Richard Steven Litman, MD
1972 Leon F. Woodruff Jr., MD
1973 Joseph J. Estwanik, MD
1974 Patricia L. Adams, MD
1975 Margaret F. Carter, MD
1976 Wayne Allen Cline Jr., MD
1977 Karolen C. Bowman, MD
1978 Stanley N. Tennant, MD
1979 Jack D. Butterfield Jr., MD
1980 Clem A. Ciccarelli, MD
1981 T. Arthur Edgerton, MD
1982 Brenda A. Latham-Sadler, MD
1983 Debra Burns Hanig, MD
1984 Kenneth S. White, MD
1985 Charles Wesley Ford, MD
1986 Frances E. DeChurch, MD
1987 Theda Christine Kontis, MD, FACs
1988 Yvonne Mack, MD
1989 Melanie Adams, MD
1990 John Franklin Davis, MD
1991 Susan M. West, MD
1992 W. Richard Bush Jr., MD
1993 Patricia E. Patterson, MD
1994 Harrill G. Washburn Jr., MD
1995 Asbasia A. Mikhail-Ishak, MD
1996 Tara McDonald Morrison, MD
1997 Peter M. Bleyer, MD
1998 Anjali Bhatt Saxena, MD
1999 Jennifer Z. Vogler, MD
2000 Mary Suzanne Miller Sampson, MD
2001 Ursula A. Poehling Whalen, MD
2002 Sarah Lieber Cartwright, MD
2003 Amy L. McLaughlin, MD
2004 Elizabeth Whittaker Kelly, MD

MEDICAL ALUMNI ASSOCIATION BOARD, 2019–2020

Lucy Younger Ledbetter, MD ’87 MBA
President
Stanley N. Tennant, MD ’78
President-Elect
Thomas B. West, MD ’81
Secretary
Charles D. Harr, MD ’83, MBA
Immediate Past President
Stephen L. Wallenhaupt, MD ’78
MAA Annual Fund Chair
Melanie Adams, MD ’89
John Alexander Black, MD ’81
Rodwige J. Desnoyers, MD ’94
T. Arthur Edgerton, MD ’81
Douglas Allen Fein, MD ’89
Michael T. Flanagan, MD ’93
Johnnie Ford Jr., MD ’83
Kathryn Ashton Grice, MD ’85
Debra Burns Hanig, MD ’83
Elizabeth McCurdy Hueman, MD ’02
Janel Darcy Hunter, MD ’10
G. Whitfield James, MD ’87
Amy Young Jordan, MD ’98
Katherine C. King, MD ’62
Kenneth F. Mattucci, MD ’64
C. Douglas Maynard, MD ’59
Wyman T. McGuir, MD ’96
James D. Sink, MD ’75
Scott L. Vogler, MD ’98
B. Cameron Webb, MD ’10, JD
Kenneth S. White, MD ’83
Rohan C. Wijewickrama, MD ’05

Student Representatives
Kwayne U. Ingram, MD Class of 2020
Aman Irfanullah, MD Class of 2021
Kyle P. McNamara, PhD ’19, MD Class of 2021
Jeffrey C. Powell, MD Class of 2022
Meron Fessehaye, MD Class of 2023

Ex Officio Members
Julie A. Freischlag, MD, FACs, FRCS, ED (Hon), DFSVS
Lisa M. Marshall
Beth A. Alexander
Teri C. Lemons, MAEd

Wake Forest®
School of Medicine
Office of Philanthropy and Alumni Relations
P.O. Box 571021
Winston-Salem, NC 27157
336-716-4589 \ alumni@wakehealth.edu
WakeHealth.edu/Giving

ALUMNI WEEKEND
FUTURE DATES

May 1 – 3, 2020
April 30 – May 2, 2021