

DEVELOPMENT OFFICES

Barn 22, Bennington College, Bennington, Vermont 05201
26 West 56th Street, New York, New York 10019

Development at Bennington relates to the implementation of overall policy and long-range planning for the College as established by the President and Board of Trustees. Specific responsibilities include the development of the College's educational program and physical facilities, its publications and public relations program, alumnae affairs, and fund raising. The Publications and Alumnae Offices are at Bennington College. The Capital Funds Program is directed from the New York Office.

Organization

1. Administration

Mr. Laurence Hyman	Director, Publications and Public Relations
Mrs. Catherine Cumpston	Director, Bennington Office and Alumnae Affairs
Mrs. Phyllis Michelfelder	Director, New York Office and Capital Funds Program

2. Faculty-Student Advisory Committee

Lionel Nowak, Chairman
Ben Belitt
Leonard Rowe
Reinoud van der Linde
Vicky English
Janet Riley
Polly Welch
(Administrators are ex-officio members)

3. Staff personnel at the Bennington Office

Miss Florence Burggraf	Office Manager
Mrs. Edna Garrison	Alumnae Office
Mrs. Helen Kelly	Alumnae Office
Mrs. Faith Westburg	Publications Assistant
Mrs. Susan Ross	Publications Secretary
Mrs. Helen Green	Records
Miss Suzanne Jones	Mimeographing
Mrs. Elinor McGowan	Mailing

4. Staff personnel at the New York Office

Miss Ellen Beskind	Assistant
Mrs. Bella Podesta	Secretary

Responsibilities

1. Fund Raising

The Annual Fund is used to offset the operating deficit of the College and includes scholarship funds. Categories of givers include: Alumnae and Alumnae Regional Programs, Parents of Alumnae, Parents of Students, Friends of the College, Foundations and Corporations. Solicitation of alumnae is handled by mailings from the College and personal follow-up on a class basis by alumnae themselves. The Alumnae Fund Chairman appoints a committee of Class Fund Chairmen who serve for three years and are responsible for reaching each member of each class. Other categories of givers are reached primarily by mailing from the College, and by the President or especially assigned Trustees and alumnae. Gifts and pledges are acknowledged and processed at the College.

The Capital Funds Program has a goal of 11.25 million dollars to be used for new building and endowment funds. Headquarters for the campaign is the New York Office. Solicitation is carried out by the President and administration, Trustees, and alumnae working on a Regional basis. Gifts and pledges are processed and acknowledged at the College.

2. Foundation and Government programs and proposals.

Permanent files on both active and inactive grant programs are kept in the Development Office.

Faculty on the Advisory Committee are asked to disseminate information on grants and programs to the various divisions. Individual faculty members are then urged to initiate applications. The College Development Office handles actual processing and keeps appropriate records.

3. Scholarships

Although the director of the Bennington Development Office has no role in making decisions as to which students are eligible for scholarships and loans, she does assume routine administration concerning the assignment of name scholarship funds (Noyes, Lindsay, Presser) to specific students who receive financial aid.

4. Alumnae Affairs

The primary functions of the Alumnae Office are to keep accurate records, to service alumnae on an association and individual basis, to provide necessary organizational and clerical assistance for the operation of the Alumnae Fund, and to process and acknowledge all gifts and pledges. An alumna, by definition, is anyone who has completed at least one term of work at Bennington. The Alumnae Director is charged with implementation of Alumnae Association operation, projects and activities, is an ex officio member of the Board of Directors, and works with the Alumnae Association President in stimulating interest and activity in Regional Groups. Alumnae efforts are devoted to the Alumnae Fund, student recruitment, educational and money-raising projects, finding housing and jobs for students during NRT, and offering hospitality and housing for students on the Dance Tour. An Alumnae Directory of addresses is published every other year and distributed to all alumnae without charge.

5. Office of Publications and Public Relations

A separate report has been distributed.

6. New York Office, 26 West 56th Street; 202-246-4357

Mrs. Michelfelder directs the Capital Funds Program, circulates the Capital Funds Newsletter, and serves as consultant to the College on all fund raising. The Office is open from 9 - 5, Monday through Friday, and serves as a meeting place for College, Trustee, and Alumnae Association activities such as the New York Lecture Series, a pizza party for NRT students based in the area, and receptions for parents of entering freshmen from New York. Admissions interviews are scheduled during the year. NRT personnel use the office to meet with students. The Office keeps records of possible NRT jobs in New York and of job openings for alumnae. Many inquiries about Bennington College are directed to the New York Office and redirected to the appropriate campus office.

7. Records

The Development Office maintains up-to-date files of alumnae addresses, both alphabetically and geographically. Addresses are also on file for parents of students, parents of alumnae, ex-faculty, ex-administration, ex-staff, friends of the College, Trustees and ex-Trustees, Public libraries, College libraries, Colleges and Universities, Educational organizations, secondary schools, and secondary school libraries.

8. Duplication

The Development Office is responsible for mimeographing, spirit duplicating, and xeroxing. Material to be duplicated should be brought directly to Miss Burggraf. Material to be xeroxed should be left, with a xerox order, on the file cabinet inside the door of Barn 22. If left before 11:30 a.m. it will be ready by 12:30 p.m. If left in the afternoon before 3:30 p.m. it will be ready at 4:30 p.m. Only authorized personnel may operate the xerox machine, and only for College-related business.

9. Circulation

The Development Office circulates College Week, Galleys, and publications on campus.

All general mailings: fund appeals, alumnae communications, publications, etc. are handled from the addressing room. Special mailings to Trustees also are channeled through the Development Office.

10. Public Events on Campus

The Alumnae Office takes responsibility for arrangements for occasions such as Commencement, dedications of new buildings, Ski Weekend, special convocations, etc. Permanent files are kept on each event.