Firm Representative Responsibilities

1. Make an annual gift

Firm Representatives should lead by example and make a gift or pledge early in the fiscal year or when the program kicks off in March. While we don’t require a minimum level of giving, all Firm Representatives are encouraged to become members of the law school’s donor society, the Founders Circle, by making an annual gift of $2,500; graduates within the past 10 years qualify for membership with an annual gift of $1,000.

2. Solicit colleagues

In April, we will begin sending you a list of all solicitable Vanderbilt Law School alumni working within your firm and we will indicate if they have made a gift to the Law School during the current fiscal year (July 1, 2018 – June 30, 2019). Giving Day is on April 4 this year, and firms that achieve 100% participation on or before Giving Day will receive Gold Certified Status on our 2019 Honor Roll.

Please direct your colleagues to make their gift online at vu.edu/firmgive so we may accurately track gifts made through your solicitation efforts.

3. Follow up

Since people are busy, you may need to follow up a couple times (and in different ways) with those who do not respond to your initial requests. Nothing beats a face-to-face conversation, and a phone call is second best. This will provide you with an opportunity to strengthen your relationships with your colleagues, as well as hear objections or answer questions about the Firm Giving Program.