Other Engagement Opportunities

STEWARDSHIP

Who and how to thank

A. Send monthly thank you notes to donors
   a. Login to the Internal Query Tools:
   b. Choose Departmental Donor Reports
      i. Gifts, pledges, and pledge payments are separated
      ii. Full instructions are included at the bottom of the page

B. Invite donors to departmental functions
   a. There is a form for requesting mailing lists at –
      http://www.mtu.edu/giving/pdfs/Information%20Services%20Department%20Mailing%20Request%20Form.pdf
   b. And another for requesting email lists
      http://www.mtu.edu/giving/pdfs/Information%20Services%20Email%20Request%20Form.pdf
   c. Scan and email the requests to dis-l@mtu.edu

C. Recognize donors in newsletters
   a. Consult with liaisons and prospect research department for suggestions
   b. There is a form for requesting donor lists at –
      http://www.mtu.edu/giving/pdfs/Information%20Services%20Donors%20Request%20Form.pdf
   c. Scan and email the request to dis-l@mtu.edu

D. Scholarship recipients
   a. Coordinate with Financial Aide and encourage students to send personal notes
   b. Coordinate meeting recipients if donors are on campus

E. Send birthday, anniversary, congratulations, or holiday cards.
F. Share recent press releases via mail or email
G. Add a personal sticky note to departmental newsletters
H. Ask for advice on a specific topic

ADVANCEMENT OFFICE ACTIVITY

1) Who is visiting/contacting your alums
   a) Login to the Internal Query Tools:
   b) Choose Contact Histories
   c) Select your department
   d) Select the date range you’re reviewing
   e) Select if you want to review only visits or both visits and other contacts
   f) Click Show Contacts button
ENGAGEMENT EFFORTS WITH CORPORATIONS

Contact Advancement Information Services for reports by industry.
Coordinate with Corporate Partnerships staff.
Use the Internal Query Tool Corporate Profile to review information and current activity with the corporation, similar to how it was used for individuals.

Sample of available data:

Number of alumni employed and who they are
Key contacts at the company
Subsidiary/division/merger information
Giving history
Sponsored research activity
Contact histories