

Undergraduate Class Giving Report

The Undergraduate Class Giving Report allows the Class Fundraising Chairs to thank their classmates for their gifts to Simmons. This report lists all gifts and pledges made by the classmate during the reporting cycle. Please note, volunteers are only responsible for acknowledging gifts. Information about pledges is provided for your information to track class activity, you may acknowledge these if you wish. The report includes the donor's name and address and details about the gift. It is posted on Alumnet every 6-8 weeks. A schedule is provided below:

Gift Range	Report Posted on Alumnet at www.alumnet.simmons.edu/volunteers
July 1 – August 31, 2013	September 5, 2013
September 1 – September 30, 2013	October 1, 2013
October 1 – November 14, 2013	November 15, 2013
November 15 – December 31, 2013	January 3, 2014 (College closed for winter break 12/23 – 1/2)
January 1 – February 14, 2014	February 17, 2014
February 15 – March 31, 2014	April 1, 2014
April 1 – May 14, 2014	May 15, 2014
May 15 – June 30, 2014	July 1, 2014

*Please note these dates are subject to change.

Fields:

- Report Date Range – Listed at the top right corner of each report is the reporting date range for the report. All gifts and pledges listed on the report were processed between the listed dates.
- Class Year – Under this header is the list of all classmates who graduated in this class year and made a gift during the report range.
- Name and Primary Contact Information – Lists the name and address of each donor. The current mailing address is listed below their name. The donors' preferred phone and email address are listed in the next column, when available. If you hover over the email address you can click on it to open your email program to send a thank you email to the donor directly.
- Gift Date – The date the gift was received and/or processed by the College.
- Type – This column describes the form of the gift: Cash (a gift made via check or credit card), Pay-cash (payment made towards a pledge balance), Match (a gift made by a donor's employer that "matches" all or part of the gift and is credited to the class, Bequest (a type of planned gift), Stock/Property, Pledge (a promised gift to the College), Recurring Gift-Pay Cash (a gift that is spread out over time with payments made each month)
- Fund – The area of the College the classmate is supporting with her contribution, (e.g. the Simmons Fund, the General Undergraduate Scholarship Fund)

