

Follow Up and Tracking

You've selected your classmates, decided how to contact them, and made your first contact. Well done!

Now what?

If you successfully made contact...

Enter your notes on the "Activity" Screen in Evertrue Volunteer. Track here any follow-up you need to do or did (i.e.: email giving link, call in a week, etc.)

Example: "Can't make reunion. Will give. Emailed link.

If your email goes unacknowledged...

Use email template #3 to bring your email back on their radar. We're all busy, and emails can quickly slip through the cracks. Record your outreach method and dates in the Activity section on Evertrue Volunteer.

Example: Emailed 2/20. Emailed again 3/8. Called 4/3.

If you wrote a letter...

Chances are you won't receive a letter back. If you do, that's great! If not, follow up with a call or email to confirm they received your letter. Repeat your asks: Are you planning to attend our reunion? Will you join me in giving to the class gift? Then track in Volunteer.

If your email bounced or you reached the wrong phone number...

Let us know! Email the Reunion Giving Officer and we'll update our records.

If they can attend...

Tell them you look forward to seeing them and send them a link to register (www.whitman.edu/reunions)

If they give...

Thank them! (See next page) Refer also to the Ways to Give section if needed. Then add to your note that you thanked them.