

# Yellow Acknowledgement Report (sample on facing page)

The Acknowledgement Report provides each volunteer with the information she needs to thank her linked classmates for their gifts to the Fund. This report lists all gifts and pledges made by the volunteer's classmate links during the reporting cycle. **Please note, volunteers are only responsible for acknowledging gifts with a Smith Fund designation.** Information about gifts to other designations, such as the Botanic Gardens or Athletics, is provided for your information only; you may acknowledge these gifts *if you wish*. The report includes the donor's name and address and details about the gift. It is issued every four to six weeks, however, you will only receive this report if at least one of your linked classmates has given during the gift entry period.

Fields:

- ♦ **Gift Entry Date** – All the gifts and pledges reflected on the report were entered by our Gift Accounting Unit between the listed dates.
- ♦ **FT Member** – The Fund Team volunteer for whom this report was generated.
- ♦ *far left side (no heading) name and address* – This column lists the name and address of each donor. The first line shows her first name, undergraduate and last name, and her class year. The next line shows her “Salutation” name (common nickname), if any. The next line shows her “mailing name,” with her preferred title. The current mailing address and telephone number are listed under the classmate's name.
- ♦ **Ask Amount** – This column shows the classmate's Smith Fund ask amount. It is the number that appears under the donor's phone number to the far left of the report.
- ♦ **Gift/Pldg Date** – This is the legal date of the gift or pledge, i.e. the date of the postmark on a mailed gift or the date a credit card gift or pledge was made via the telephone, email or online.
- ♦ **Amount** – The dollar amount of the gift, pledge or pledge payment. Gifts of objects (gifts in kind) that were not accompanied with an appraised value are assigned a value of \$.01 in this column.
- ♦ **Type** – This column describes the type of activity: GIFT (a gift from the classmate), MATCH (a gift made by a donor's employer that “matches” all or part of the contribution and is credited to the class), PLEDGE (a promised gift to the college), PLDG PYMT (payment towards a pledge balance), MEMO GIFT\* (a gift made on the donor's behalf by another individual or corporation), or GIFT-IN-KIND (a gift of an object).
  - \* There is often confusion between gifts listed as MEMO gifts, versus gifts made IN MEMORY OF (MMRY) a classmate. (In Memory gifts are shown under the Association column.) Please note this distinction before you fear a classmate is deceased.
- ♦ **Bal. Due** – Amount outstanding on a pledge.
- ♦ **Association** – Indicates individuals and corporations who are affiliated with the gift. ‘By’ indicates a corporation or individual made the gift on behalf of the classmate, ‘Mmry of...’ names a deceased person who is being remembered with a gift, ‘Hnr of...’ names a living person who is being honored with a gift.
- ♦ **Description** – The form of the gift, for instance: Check, Matching Gift, Stock/Securities, Lockbox (equivalent to Check), Credit Card, Regular Pledge (a pledge to be fulfilled within the fiscal year), Multiple-Year Pledge (to be paid out over the course of a period of years) Gift-In-Kind (see “Gift Types,”) Gift Annuity (a type of planned gift)
- ♦ **Camp Code** – The fiscal year code for the designation the donor is supporting. For example, AF08 indicates the Smith Fund fiscal year of 2007-20068, while CC08 reflects gifts to any non-Fund designation for the same fiscal year period.
- ♦ **Designation** – The area of the college the classmate is supporting with her contribution, i.e. the Fund, Friends of the Botanic Garden, et cetera. As a volunteer, you are only asked to acknowledge Fund gifts.
- ♦ *far right side (no heading) giving history* – Last Year Giving: Reflects *Smith Fund* contributions during the previous fiscal year. Current Year Giving: Reflects *Smith Fund* contributions within this fiscal year. (Our fiscal year runs from July 1 - June 30.)

# Yellow Acknowledgement Report

**Smith College Advancement Division**  
**AF Acknowledgement Report**  
**CONFIDENTIAL - DO NOT DISTRIBUTE**

**Sort/Selection Criteria**

Gift Entry Date: July 1, 20XX - August 30, 20XX  
 Campaign: AFXX- Smith Fund 20XX-20XX  
 Class: 1994

**SAMPLE**

**FT Member** Sophie Smith – Special Gift Chair  
**Class** 1994  
**Campaign** AFXX

| Ask Amt. | Gift/Pldg Date | Amount | Type | Bal. Due | Association | Description | Camp Code | Designation |
|----------|----------------|--------|------|----------|-------------|-------------|-----------|-------------|
|----------|----------------|--------|------|----------|-------------|-------------|-----------|-------------|

|   |           |          |      |  |                    |   |      |            |
|---|-----------|----------|------|--|--------------------|---|------|------------|
| Kathleen Carlos 1994<br>Mrs. Edwin P. Carlos<br>111 North Street<br>Baltimore, MD 21212<br>(410) 555-2622 |           |          |      |  |                    |   |      |            |
|   |           |          |      |  |                    | Last Year Giving: \$100.00<br>Current Year Giving: \$200.00 |      |            |
| \$150   | 24-Aug-XX | \$200.00 | GIFT |  | By Edwin P. Carlos | Check   | AFXX | Smith Fund |

|   |           |         |        |         |  |  |      |            |
|---|-----------|---------|--------|---------|--|--|------|------------|
| Thalia McTierney 1994<br>Dr. Thalia P. McTierney<br>582 Lincoln Avenue<br>Salem, MA 01945<br>(617) 555-7282 |           |         |        |         |  |  |      |            |
|   |           |         |        |         |  | Last Year Giving: \$10.00<br>Current Year Gving: \$25.00 |      |            |
| \$100   | 29-Jul-XX | \$25.00 | PLEDGE | \$25.00 |  | Regular  | AFXX | Smith Fund |

|  |           |          |      |  |                           |  |      |                 |
|--|-----------|----------|------|--|---------------------------|--|------|-----------------|
| Susan A. Smythe 1994<br><b>SALUTATION - Zuzu</b><br>Ms. Susan A. Smythe<br>9 Abscrubbly Lane, Apt. 4B<br>New York, NY 10007-2244<br>(212) 555-4168 |           |          |      |  |                           |  |      |                 |
|  |           |          |      |  |                           | Last Year Giving: \$150.00<br>Current Year Giving: |      |                 |
| \$250  | 25-Aug-XX | \$100.00 | GIFT |  | Mmry of Alice Smythe 1969 | Check  | CCXX | Botanic Gardens |

|   |           |          |       |  |                   |  |      |            |
|---|-----------|----------|-------|--|-------------------|--|------|------------|
| Jacqueline Yeats-McKenzie 1994<br><b>SALUTATION - Jacque</b><br>Jacqueline Yeats-McKenzie<br>3014 Langley Boulevard<br>Waxhaw, NC 28173<br>(704) 555-3950 |           |          |       |  |                   |  |      |            |
|   |           |          |       |  |                   | Last Year Giving: \$50.00<br>Current Year Giving: \$300.00 |      |            |
| \$100   | 29-Jul-XX | \$100.00 | GIFT  |  |                   | Credit Card  | AFXX | Smith Fund |
|   | 29-Aug-XX | \$200.00 | MATCH |  | By DNRS Co., Inc. | Matching Gift  | AFXX | Smith Fund |