

Contact Form (sample on facing page)

Contact Forms are sent to volunteers who will be calling (or in some cases emailing) their linked classmates. These forms provide contact and biographical information as well as giving history for classmates, and allow volunteers to communicate with the college about gifts or pledges, and changes or additions to personal information.

- Biographical Info** Please note any changes to address, email, marital status, employment, et cetera next to the appropriate category on the top section of the form.
- Gifts and Pledges** Please enter all gift or pledge information in the “Call Results” section of the form. Many alumnae are choosing to make their gifts via credit or debit cards. Please offer this option to classmates who wish to support Smith as this is the most efficient and cost effective method of making a gift to the college. No need for an envelope, stamp, or writing a check – and the donor can even set her own payment schedule by noting the month(s) in which to charge the gift.
- Contact Notes** Use this area of the form to make notes regarding your conversation with your classmate. Additional notes may be recorded on the back of the form.
- Pledge Slip** The lowest quarter of the form is a reminder slip for classmates who make a pledge. If your classmate makes a pledge, please enter the amount of her commitment, add a personal note of thanks, and sign on the “Caller Name” line. When you return your phone forms to the your Smith staff liaison, this slip will be sent to the pledger with a return envelope. The back of the slip provides information about giving to the Fund and provides the pledger with the opportunity to make her gift by credit card.
- Matching Gifts** Your classmate may have the option of matching her gift through her company, her partner or spouse’s company, or as a retiree.

Frequent Questions:

- Q. *Can I take credit card information from a classmate?*
- A. YES! You are authorized to do so, and this is a great way for Smith to receive support, and save on paperwork.
- Q. *Should I bother returning phone forms that are blank?*
- A. YES! It is very helpful for the college to know about your progress contacting classmates. You can email, call, or mail information, but please do stay in touch!
- Q. *There’s no phone number listed, what should I do?*
- A. Please call directory assistance (Smith will reimburse the call), do online research, or contact mutual friends to find a classmate’s phone number. If you find a phone number and confirm that it is correct, please note the number on your form. If you can’t find a number, you might consider writing that classmate a note instead.
- Q. *Why didn’t I receive forms for all of my assigned classmates?*
- A. You will not receive forms for your linked classmates who have already made a Smith Fund gift or pledge, who have indicated that they will not make a gift this year, who have asked not to be solicited, or who have asked not to be solicited by phone.
- Q. *What if my classmate already made a gift to another designation?*
- A. Many alumnae give to both The Smith Fund and other designations. Please make note of her other gift and ask if she’ll support The Smith Fund too.