

Reporting: Class Giving Reports (CGRs)

Class Giving Reports (CGRs) will be sent to the Class President and Fundraising Chair once per month while the class is actively in campaign. The report will be broken down by company so participation among classmates can be tracked.

IMPORTANT: Class Giving Reports are strictly confidential and for use by authorized recipients only. Distribution of giving and contact information by non-authorized persons is prohibited.

- ▶ **All volunteers receiving information about a donor's giving history must sign and date a form indicating that he/she understands and will abide by the WPAOG Policy for Release of Giving Information. Information will be provided after the signed document is received.**
- ▶ All ex-cadets, widows, and other individuals associated with the Class who made gifts to the current class campaign will appear in the "friends" section at the top of the report. They will not appear within the companies.
- ▶ Only living graduates will appear within the cadet company sections.

For deceased classmates:

- ▶ If a graduate passed away before the start of the Class campaign (as shown by the report timeframe), then he or she will not appear within his or her company for fundraising purposes.
- ▶ If a graduate passes away during the Class campaign, and he or she was a donor to the campaign, then he or she will continue to appear in the report as a campaign donor, but with a "D" next to the name (for "deceased").
- ▶ If a graduate passes away during the campaign and he or she was not a donor to that Class campaign, then the graduate will not appear within his or her company for fundraising purposes.

Please note that only donors who make a gift to the Class Gift Fund will receive the gift credit (i.e., donors cannot give on behalf of classmates to increase participation rates).