1. **Acknowledgement Plan:**

**1) EVERY DONOR:**

Every donor gets a simple, personalized thank you with perforated tax receipt under Ed’s signature.  LASERED signature, rather than hand-signed, to ensure that the initial thank you/receipt is able to go into the mail immediately. Window envelope, which also cuts down the processing time. Acknowledgement letters automatically generate each night after Lisa posts her batches for the day.  Amy reviews and makes corrections. Ed then reviews and adds a hand-written note for board members and anyone he knows personally. Target is to get letter in the mail within 48-hours of processing.

**2) DONORS OF $1,000+:**

Hand-written presidential thank you note as appropriate. List sent to Nariman every Monday. Nariman may also choose to call donors at higher levels, or who he knows personally. Ed also reviews the list and may call as appropriate.

**3) EAS MEMBERS, New & Renewing:**

Hand-signed thank you letter from Ann Marie Rizzo on EAS letterhead. Ultimately, this process will be managed by the Annual Fund staff. Letters generated weekly.

**New Members:**  New member welcome letter

**Renewing Members:** Member welcome-back letter

**(While this was part of the initial plan, has not started yet.)**

**4) ASSIGNED MAJOR PROSPECTS:**

Primary Manager to monitor the DGT and call and thank and/or make arrangements for any special personalized thank yous (written or by phone) from department, or others as part of their overall cultivation of their prospect. This activity should always be recorded in Millennium.

 **(Not sure what each gift officer is actually doing with this.)**