

3. How to Complete the Printed Contact Forms

Demographic Information *(please refer to sample form on other side)*

- ☛ Make updates and changes in section #1, as appropriate (marriage, e-mail, child(ren), divorce, home and work contact information, undergraduate activities, etc.).

Record Calling Results

- ☛ Use the blank lines in section #3 to log your attempts (e.g., 10/11: tried calling at home; 10/14: tried calling at work; 10/19: sent e-mail) or any other pertinent information (e.g., in France through March).
- ☛ Indicate specifically the results of your call. If a credit card gift or specific pledge is made, write the dollar amount on the line provided. If a specific refusal is made note the reason.

Your Message to Donor *(bottom of printed form)*

- ☛ Fill in the dollar amount of the gift or pledge, if applicable.
- ☛ Sign your name.
- ☛ Right below your signature, write a short, personal note of thanks. Your message serves as the initial thank you and/or reminder, and is much more effective when written by you.
- ☛ **The Alumni Office will mail this bottom portion** to everyone except refusals, with a return envelope, as needed.

Return full-page, completed assignment forms to the Alumni Office using the envelope provided, or submit calling results online at www.hamilton.edu/afvolunteer.

Hamilton College Annual Fund (AF) Contact Form

Caller: Joseph Timothy Willet

Date:

Update contact information in section 1 and fill out section 3 completely. If you receive a pledge, consider writing a personal note to the donor in the bottom portion of this form; we will tear it off and mail to the donor, along with a return envelope. Return this form to the Hamilton Annual Fund at the address below.

1	Mr. Alexander Hamilton '97 Jane Doe '96 7856 Brinfield Street Clinton, NY 13323	092/0372	Business Address: (Jane) Hamilton College Emerson Hall 198 College Hill Road Clinton, NY 13323	Business Address: (Alexander) Hamilton College Emerson Hall 198 College Hill Road Clinton, NY 13323	
	Children: Volunteer Roles: Major(s): Society: Undergrad Activities: Previous contacts this year:	Demographic Information			
			Phone Number(s) c-315-748-6941 w-315-968-5555 h-315-555-6349	Phone Number(s) c-315-366-5879 w-315-888-6447 h-315-555-6349	
			E-mail janedoe@hamilton.edu	E-mail alexham@hamilton.edu	
			Remarks about this person: << enter "remarks" here, enter "remarks" here, enter "remarks" here, enter "remarks" here, enter "remarks" here >>		
2	Suggested AF Ask Amount: \$2,000	Year	AF	Non-AF	
3	Consecutive Years Support:	2004-05	\$0.00	\$0.00	
	Current Year Non-AF Gift: \$	2004-07	\$0.00	\$0.00	
	Last AF Gift: Year \$	2007-06	\$0.00	\$0.00	
	Largest AF Gift: Year \$	2006-05	\$0.00	\$0.00	
	Matching Gift: Company:	2005-04	\$0.00	\$0.00	
3	<input type="checkbox"/> Pledge \$ _____	<input type="checkbox"/> Gift \$ _____	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
	Acct. # _____	Exp. date _____	Security code _____		
	<input type="checkbox"/> Expect matching gift of \$ _____	Matching gift company: _____			
	<input type="checkbox"/> Will give this fiscal year, but would not specify amount	<input type="checkbox"/> Already made gift/pledge \$ _____	<input type="checkbox"/> Phone # disconnected or wrong (note details below)		
	<input type="checkbox"/> Refused (please specify reason): _____				
	Contact dates/notes: _____				
		Record Calling Results			



092/0372

198 College Hill Road
Clinton, NY 13323
866-729-0315

Thank you for your pledge of \$ _____ to Hamilton College.

Here are three easy ways to pay your pledge:

- Online: secure giving site www.hamilton.edu/makeagift
- By phone: secure toll-free call to 866-729-0315
- By mail: checks payable to Trustees of Hamilton College

Hamilton Annual Fund
198 College Hill Road
Clinton, NY 13323

Sincerely,

Caller's Name

Mr. Alexander Hamilton '97
Jane Doe '96
7856 Brinfield Street
Clinton, NY 13323

**Your Message
to Donor**