



Supplemental Fund Donor List Info Sheet

An initiative that is highly important to the university and Texas Exes is Alumni Participation. Participation centers around alumni donations and matters because our chapters and networks know who has donated in the past and, therefore, who is likely to continue supporting your chapter, network, and UT Austin in the future.

We know there are so many alumni giving directly to our chapters/networks that are not getting credit as being a donor of UT Austin. We want to do our part to recognize these individuals as giving to the chapter/network and UT Austin, as well as the chapter/network for contributing to student scholarships. -

Donations from individuals collected directly by chapters and networks whose information is submitted will be coded as credit to giving to UT and be credited on the individual's record. This ultimately impacts UT's rankings (see below for more information), but we need your help! Along with submitting supplemental checks, we need the donor's information to locate them in our system and the amount they donated. You are likely already collecting this information- we are asking for you to now send that information to us via the attached Supplemental Funds Donor List Template. You can email the template back to me or include it with your mailed-in check.

Important to note:

- The Donor List template **MUST** be sent in at the same time of mailing the supplemental check, either a paper print out of the template mailed with the check, or emailed to TXEX at the same time the online donation is received.
- The Donor List total amount must match the amount of the check submitted.
Example: If the total supplemental check is \$5,000, and you have 3 donors who gave \$1000/each, the remaining \$2000 will be credited to the chapter or network.
- We cannot retroactively update or add donors to the list.

If an individual mails a check to the Association for the chapter/network scholarship fund or donates online to the chapter/network scholarship fund- our Constituent Relations department handles the administration of these donations, receipts, and thank you letters automatically, and the individuals receive full credit for donating. For funds submitted to Texas Exes by the chapter/network in a supplemental check with the Supplemental Fund Donor List, a receipt will be sent to the donor at that time and the donor will receive partial credit for the donation due to the funds coming directly from the chapter/network or chapter/network representative. -

We look forward to better assisting our chapter/network volunteers by tracking this important engagement data!

More on why Alumni Participation is important:

Alumni participation affects UT's rankings with U.S. News and World Report. These rankings effect our ability to recruit the best and brightest across the state and country. The public also uses these in describing a school's value, among other criteria. Ultimately, participation rankings help us to promote UT! The more we are in the news for all the good our alumni do - the better! Alumni giving makes up 5% of the criteria for these rankings!

How can this help the chapter/network?:

Let us handle the work of donation receipts & keeping donor records for the chapter. Texas Exes will be able to assist your chapter/network for years to come keep up with current, past, and present alumni who are engaged and donate to the chapter/network. This can help your chapter/network in future email campaigns, donations requests and more.