

January 2009

To help with the EE department's review, here are a few things that BCOE development is doing that will help EE keep better track of its alumni:

1. During the summer of 2008, Institutional Advancement invested in a new database (The Raiser's Edge by Blackbaud) that holds all of the university's alumni records. BCOE's development and communications offices are now coordinating with the central advancement office so that all mailing lists (both email and regular mail) are now taken from this database. Alumni mailing information is stored in one central location and updates received by any department or division on campus are given to the central office for inclusion in this database.
2. For Homecoming 2009, we are giving BCOE alumni free tickets to dinner and the basketball game in return for updated information. Every alumnus with a current address (regular mail or email) recently received an update form that requests contact information and has a space for them to write about what they have been doing since graduation.
3. BCOE sends its alumni via regular mail a publication called *Engineering Times*. The BCOE development office receives any returned mail and gives this information to the central office for updating the database.
4. BCOE's development office will be providing an alumni report every 6 weeks to the MSOs in BCOE. This will provide the EE department on an ongoing basis with the most current alumni list that is available.

I hope this helps. Just let me know if you have any questions.

Best, Linda

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