

Official Constituent Database

	<p>Policy identification number: To come...</p> <p>File: Advancement Policies</p> <p>Official Constituent Database</p> <p>Policy Summary</p> <p>The database managed by the Office of Advancement serves as the official database for FLC Constituents.</p>
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Policy Owner	Approval Date	Effective Date
Vice President of Advancement	August 26, 2015	August 26, 2015

Search Terms	Scheduled for Review
vpa, c, d, constituent, database	March 2023

Policy Statement

1. The College designates that Raiser's Edge will serve as the official alumni, friend, and advocate Constituent Database for Fort Lewis College, and that information will be maintained and managed by the Office of Advancement. Shadow databases are prohibited.
2. The campus community is responsible for the sharing of alumni and friends' contact information with the Office of Advancement, which in turn, is responsible for data entry, data hygiene, and responding to data extraction requests in a timely manner.

Reason for Policy

To maximize human and fiscal resources as well as to insure accuracy of relevant information about alumni, friends and others for purposes supporting the College's mission and initiatives.

Responsibilities

For following policy: All faculty and staff

For enforcement of policy: Office of Advancement

For oversight of policy: Vice President of Advancement

For notification: Policy Librarian

For procedures implementing policy: Office of Advancement

Definitions

Data Hygiene: Any activity related to ensuring the accuracy of information stored and used as a part of the Official Constituent Database.

Data Extraction: The process of providing usable data in the form of reports, spreadsheets and/or donor contact lists.

FLC Constituents: Graduates, former students, friends, benefactors, civic and government officials, and the like.

Shadow Databases: Information collected, maintained and utilized by departments, offices or individuals. Most often, these types of databases are in individual spreadsheets or email lists.

Procedures

Contact the Office of Advancement to establish a customized work plan to transfer and manage data to meet your needs.

Process for Data Integration

- - Meet with the Office of Advancement staff to discuss the data, how it will be integrated into Raiser's Edge, timelines for integration, and office/unit reporting needs.
- - The source office/unit will deliver the data to Advancement staff.
- - Advancement staff will notify appropriate persons when the data is functional.
- - Access to read-only screens will be considered on a case-by-case basis.

Process for Data Extraction

- - Requests for information updates or reports, or other information management requests, related to alumni, donors, prospects, and other relationships should be

made via email to the Office of Advancement. Requests for reports or lists will be fulfilled within two weeks.