



Honorary Notification

Honorary gifts are gifts given in honor of a living person. **Donor Services Honorary Notification Process** makes it possible for an honoree to receive a letter notifying them of the gift given in their honor.

Guidelines for Honorary Notification

1. An honoree will be notified if name and address are known.
2. Notifications are sent on a daily basis and include the name, city, and state of the donor who has given the gift. Donor gift amounts are excluded as well as pledge commitments.
3. If a member of the Development staff is working with a donor who is establishing a fund in honor of an individual, the following information should be obtained and sent to Sharon Rankert in Donor Services:
 - A. Account set up
 - B. Honoree name, address, and entity ID
 - C. Special instructions

Memorial Notification

Memorial gifts are gifts given in memory of a deceased person. **Donor Services Memorial Notification Process** makes it possible for a widow and/or family member to receive a letter notifying them of gifts given in memory of their deceased loved one.

Guidelines for Memorial Notification

1. Memorial notifications are sent to the widow and/or family member if name and address are known.
2. Memorial notifications are sent weekly, February through November, and monthly in January and December. The letter includes name and address information of those who have given a memorial gift. Donor gift amounts are excluded as well as pledge commitments.
3. If a member of the Development staff is working with a donor who is establishing a fund in memory of a deceased person, the following information should be obtained and sent to Sharon Rankert in Donor Services:
 - A. Account set up with account number, purpose, and agreement (if applicable)
 - B. Deceased individual's name and entity ID
 - C. Memorial notification recipient's name, address, and entity ID
 - D. Special instructions