



Reporting—the Old Fashioned Way!

Class and Regional Association officers may still request non-fundraising reports from the Office of the Alumni Association!

They include, but are not limited to, peel-n-stick labels, paper lists and rosters, and spreadsheets.

They can include various affiliations: alumni, honoraries, widows (active—receiving the *PAW*, and/or inactive), parents, etc. Within those groups, you can further refine your selection to select regional areas (classes only), those without email addresses (to complete an email broadcast that is done using TigerNet Volunteer Services), deceased members (classes only), dues payers, non-dues payers—let us know what you need and we can probably help you!

The information can include names only, addresses, birthdays, widows, death information (classes only), sons and daughters on campus, dues ledgers and dues histories, etc.

We will ask you to request only one copy at a time. Daily changes are made to our database and we like you to use the most up-to-date information possible. If you need additional copies we ask that you produce them locally.

Policies on University Data Use

The information is confidential, and may only be used for official University class or regional association business. It is your responsibility to protect the data against unauthorized use. In addition, there shall be no transfer of the data to a third party without permission from the Office of the Alumni Association.

Reports from the Alumni Database are only available to officers of classes, regional associations and non-athletic student organizations, and to University academic department managers. Only data for each particular constituency is available to that constituency's officers. We will ask the nature and purpose of each request before providing the data, and on occasion, request a copy of the mailing before processing the request. Any requests that are of a fundraising nature are referred to the Development office, as the data we provide is not to be used for solicitation purposes other than class or regional association dues and programs.

Don't forget to take advantage of our on-line directory and Volunteer Services as a member of TigerNet, <http://tigernet.princeton.edu> whenever possible!

Just call Dottie Werner at (609) 258-5451 or write to her at tigerdot@princeton.edu, telling her the information and type of report needed, and who you would like included. She will get back to you as quickly as possible. Please do allow a three day turnaround.