

Requesting Alumni Information [External Procedure]

Procedure

This procedure ensures consistent communication with alumni; guarantees usage of the most up-to-date contact information; and assists in maintaining the integrity of alumni data.

- Alumni requesting the lists of other alumni should do so through the appropriate OAR staff member, and requests will be considered only when the alumnus/a is working in a volunteer capacity with OAR. Alumni requesting information are required to sign the **Volunteer Confidentiality Agreement** along with their OAR staff liaison. Alumni information requested from the *Advance* database should only be used for GW-related communications, including:
 - Peer-to-peer outreach
 - Program & event announcements
 - Announcement of volunteer opportunities
 - Any request of a GW staff member for a specific, stated purpose or project
- OAR approves all data requests and will confirm the following with the requestor prior to approval:
 - Alumni information is confidential and should not be shared with others.
 - Take caution to shred and dispose of any alumni data appropriately.
 - Alumni data is **not to be used for any type of solicitation**. If you are interested in soliciting alumni, please contact the Office of Annual Giving at 202-994-5190.
 - Alumni volunteers should forward any comments or requests that require follow-up action to OAR, including updating contact information or removal from mailing lists. Alumni volunteers should encourage fellow alumni to update their contact information at alumni.gwu.edu/update.
- Alumni volunteers may receive the following information:
 - First and Last Name
 - City, State, Country
 - Phone Number
 - Email Address
- Alumni volunteers may receive information based on the following parameters:
 - Geographic Region
 - Class Year
 - School or Major
 - Club, Group, Athletic Affiliation
 - Employment / industry information
- Volunteers must sign this agreement form each fiscal year to access data.
- Alumni *not serving in a volunteer capacity* with OAR have the option to search the Alumni Directory within the Alumni Online Community at alumni.gwu.edu/connect. A GW login is required and can be obtained online or by calling 1-800-ALUMNI-7.

Volunteer Confidentiality Agreement

TERMS & CONDITIONS

As stated in the *Requesting Alumni Information [External Procedure]* established by the Office of Alumni Relations at the George Washington University ("GW"), all alumni volunteers must adhere to the stated procedures regarding communication with and information about alumni. Specifically, all alumni volunteers requesting list(s) of alumni within their respective university affinity, region, or school must be doing so for one of the following GW-related purposes:

- *Program and event announcements*
- *Peer-to-peer outreach*
- *Announcement of volunteer opportunities*
- *At the written request of a GW staff member for a specific, stated purpose or project*

Additionally, all other conditions described in said external procedure must also be met in order to receive any alumni list(s). If you have any questions about this document, please contact your Office of Alumni Relations contact at 1-800-ALUMNI-7.

VOLUNTEER AGREEMENT

I agree that I have read and understand the *Requesting Alumni Information [External Procedure]* and will adhere to the processes and procedures outlined therein. I will hold the personal information that is provided to me by the Office of Alumni Relations in trust and confidence, and will not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of my duties for GW. I understand that this information is not to be used for commercial or personal business ventures and that disclosure could be highly damaging to GW, its employees, alumni, students, affiliates, or others. I further understand that this confidentiality requirement shall not apply to (i) information already in the public domain; (ii) information received from a third party under no duty of confidentiality; (iii) information independently known by volunteer prior to being provided with confidential information by the GW Office of Alumni Relations; (iv) disclosure of information that is required by law or court order, provided, however, that the volunteer provides to GW prior written notice of such disclosure and reasonable assistance in obtaining an order protecting GW's confidential information from public disclosure.



Office of
Alumni Relations

Print Name

Signature

Date

Title/Role as Volunteer

Email Address

STAFF ACKNOWLEDGEMENT

By signing this form I am verifying the status of the alumnus/a noted above as a volunteer for the Office of Alumni Relations.

Print Name

Signature

Date
4826-9337-1419, v. 2

Title