

# Yale University



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ASSOCIATION OF YALE ALUMNI  
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Date: September 2003  
Re: Support Services

A new academic year is underway here in New Haven, and I know that many of you are now gearing up your boards and committees to begin another exciting year of activities for your Club or Association. In order to do so effectively, it is important that you have up-to-date information concerning the alumni community residing in your Club or Association territory.

- 1.) **All lists in any form must be ordered. All orders for paper lists, mailing labels or disks should be sent directly to Ellen Paffumi at Development and Alumni Services using the enclosed order forms, or through the form on the website for the Club Officers Toolbox at <http://www.aya.yale.edu/clubofficers/>.** Please allow *three weeks* for Alumni Services to process your order for data diskettes, mailing labels, a printed roster, or an e-mailed list. These lists will include all the basic data on alumni, parents and spouses of deceased alumni in your area (including e-mail addresses if we have them). You might also consider periodically ordering move-in lists to learn of new alumni to your area. *Your Club or Association will no longer be charged for the first two requests. Any additional requests will be billed directly to the Club or Association. (A disk costs \$40; a list will cost about \$35, whether e-mailed or in hard copy form).*

Note: Using the electronic form in the Club Officers Toolbox which is sent directly to Ellen is the fastest way to obtain your order.

1. **Development and Alumni Services can also print and mail materials to all the alumni living in your area.** While you will need to pay for this service, you can have Alumni Services print and mail letters, invitations, newsletters, postcards, etc. to all alumni in your area. You will need to allow three weeks for processing, and you should call Ellen Paffumi at (203) 432-5869 for information on how to arrange such a mailing.
2. **Please help Yale track changes of address by collecting returned envelopes.** People move often, and you can help Alumni Services maintain the master database by bundling returned mail and sending it to Angelyn Singer, Manager of Data Maintenance, P. O. Box 208262, New Haven, Connecticut 06520-8262. Whenever possible please send the actual returned envelopes as they often have forwarding addresses and are much easier for Alumni Services to work with. Bounced back e-mail address may also be sent to Angelyn at [angelyn.singer@yale.edu](mailto:angelyn.singer@yale.edu).

3. Encourage Alumni living in your area to register for the On-Line Alumni Directory.  
<http://www.alumniconnections.com/yale/> Alumni can update their own information, and obtain up to date address information for classmates and friends.
  
4. **Please remember that Yale names and addresses may be used only for club or association related activities and announcements.** Alumni entrust the University to respect their privacy and the use of their contact information. Our practice of entrusting the information to volunteers stands or falls on volunteer willingness to protect the information and limit its use to club or association related activities.
  
5. **Don't forget e-mail!** If you have not yet tried e-mail promotion for an event, and you would like to know how others are using it to get the word out and to boost attendance at events (and to save money!), please give me a call at (203) 432-7099.