

STUDENT OUTREACH TRACKER MAIN SCREEN

Student Outreach Tracker

Tracker

Mailer

Email History

Parameters

Award Year:2018/2019

Recipient Yes/No:Yes

Fund School:CGS

Priority:

Student School:

Number of emails:

Term:

Tracker (7)

More

Search

Columns

Clear all filters

<input type="checkbox"/>	Student Name	Fund Name	Fund Loo...	T...	Multi...	Re...	Fund Type	Priority	Notes	Do...	N...	First Email	Last Email	Deadline	Letter Rec...
<input type="checkbox"/>	Student Names (redacted)	Jason J. Rendell Scholarship Fund	9200001129	A	1	Yes	Scholarship - Undergraduate	E	Rendell	No	7	11/3/2018	4/4/2019	4/7/2019	
<input type="checkbox"/>		Brendan Gilbane Scholarship Fund	9200000704	A	1	No	Scholarship - Undergraduate	E	Robinson	No	1	11/15/2018	11/15/2018	11/25/2018	11/24/2018
<input type="checkbox"/>		Robert A. DiMartile Scholarship Fund	9200000403	A	1	No	Scholarship - Undergraduate	U	DiMartile	No	1	11/15/2018	11/15/2018	11/25/2018	11/26/2018
<input type="checkbox"/>		Gary Vilella Scholarship Fund	9200010573	A	1	No	Scholarship - Undergraduate	B	Vilella	No	1	11/15/2018	11/15/2018	11/25/2018	12/26/2018
<input type="checkbox"/>		Robert Stuart Korff Scholarship Fund	9300011340	A	1	No	Scholarship - Undergraduate	B	Korff	No	2	11/15/2018	1/25/2019	2/2/2019	1/28/2019
<input type="checkbox"/>		Manory Family Scholarship Fund	9200010724	A	1	No	Scholarship - Undergraduate	D	Manory	No	5	11/15/2018	3/19/2019	3/21/2019	4/1/2019
<input type="checkbox"/>		Fred Koss Memorial Scholarship Fund	9200000780	A	1	No	Scholarship - Undergraduate	C	Gordon	No	6	11/15/2018	4/4/2019	4/7/2019	4/4/2019

Key

Pink – missed deadline

Green & bold – thank you letter submitted

EDITING STUDENT INFORMATION

Student Name

Brendan Gilbane Scholarship Fund

Save Record

Edit Student Information

View Email History

Preview

Class Of:2018

School:CGS

U/G:Undergraduate

Degree:Degree Candidate

Type:Major

Concentration:4901-General Liberal Arts and Sciences

Edit a students information

Priority:

Note:Robinson

☐ Do Not Contact

Letter Received:11/24/2018

☒ Update All

Save

Cancel

EMAIL TEMPLATE – FIRST REQUEST

Edit an email template

Select Template:

- NOT MED
- MED
- NOT MED
- Reminder MED
- Reminder NOT MED
- Renewal MED
- Renewal NOT MED

Hi [RECIPIENTFIRSTNAME],

I hope you are enjoying your summer. Congratulations on being selected as a recipient of the [FUNDLIST] this summer. As you know this is very prestigious [FUNDTYPE] and you should be proud of yourself!

As you may know, this valuable financial assistance was made possible by generous donations from [BENEFACTORINFO]. To help us show our gratitude to the people who help make your education possible, we are asking that you write a brief thank you note to [BENEFACTORSALUTATION], as well as share a picture of yourself (if you're comfortable doing so).

The [FUNDLISTWITHDESCRIPTION]

[Click here to submit your thank you letter and picture](#)

Please make sure to click the link above and submit your letter and picture (if you're comfortable doing so) by [DEADLINE]. I know you are busy with the spring semester right now, but don't worry! It will only take 15-30 minutes to write :)

Your Impact in Action

Behind every act of generosity, there is a person, and, at BU, we are fortunate to receive support from thousands of alumni and friends each year. We strive to thank all these individuals, but recognizing the generous donors who establish scholarships and fellowships is a top priority.

By sharing your story with the person who funds your scholarship or fellowship, you demonstrate the difference these gifts make. In fact, these letters often inspire donors to keep giving, so we can support students like you well into the future. That is truly an incredible impact.

Available Variables

- [RECIPIENTFIRSTNAME]
- [PREVIOUSEMAILHEADER]
- [PREVIOUSMAILBODY]
- [FIRSTMAILDATE]
- [LASTMAILDATE]
- [DEADLINE]
- [FUND_COUNT_S]
- [FUND_COUNT_WORD]
- [FUNDTYPE]
- [FUNDLIST]
- [FUNDLISTWITHBENEFACOR]
- [FUNDLISTWITHDESCRIPTION]
- [FUNDLISTALLINFO]
- [BENEFACORCOUNT_S]
- [BENEFACORCOUNT_WORD]
- [BENEFACORINFO]
- [BENEFACORSALUTATION]
- [RENEWALFUNDLIST]
- [RENEWALCOUNT_S]
- [RENEWALCOUNT_WORD]

Save Cancel

EMAIL TEMPLATE - REMINDER

Edit an email template

Select Template: Reminder NOT MED

this letter.

When you click the link below, you'll find tons of information to help you write your letter - including writing prompts and a letter outline. You are also more than welcome to

As I mentioned before, donor-established funds like your [FUNDTYPE] play a critical role in sustaining Boston University's financial aid program. The best way for you and the University to show our gratitude to [BENEFACTORSALUTATION] for helping you pay your tuition through the [FUNDLIST] is to connect them with those that benefit from it, and that's you!

Please make sure to click the link below and submit your letter and, if you're comfortable doing so, a picture, by [DEADLINE].

[Click here to submit your thank you letter and picture](#)

Please don't hesitate to let me know if you have any questions - you can contact me at email@bu.edu or (617) 353-9520. I look forward to receiving your letter soon.

Sincerely,

Lauren

[PREVIOUSEMAILHEADER]

[PREVIOUSEMAILBODY]

Available Variables

- [RECIPIENTFIRSTNAME]
- [PREVIOUSEMAILHEADER]
- [PREVIOUSEMAILBODY]
- [FIRSTMAILDATE]
- [LASTEMAILDATE]
- [DEADLINE]
- [FUND_COUNT_S]
- [FUND_COUNT_WORD]
- [FUNDTYPE]
- [FUNDLIST]
- [FUNDLISTWITHBENEFACITOR]
- [FUNDLISTWITHDESCRIPTION]
- [FUNDLISTALLINFO]
- [BENEFACORCOUNT_S]
- [BENEFACORCOUNT_WORD]
- [BENEFACORINFO]
- [BENEFACORSALUTATION]
- [RENEWALFUNDLIST]
- [RENEWALCOUNT_S]
- [RENEWALCOUNT_WORD]

Save Cancel

CUSTOMIZED EMAIL PROFILE

Edit an email profile

Select Profile:

NOT MED

From Address:

Smith, Juanita <sample@bu.edu>

Reply To:

sample@bu.edu

Blind Copy:

sample@bu.edu; email2@bu.edu

Save

Cancel

MAILER TAB

Student Outreach Tracker				
Tracker Mailer Email History				
List of students getting email (3) Send Emails More				
<input type="checkbox"/>	Student Name	Fund Lookup ID	Email	Email Type
<input type="checkbox"/>		9300010703		Reminder
<input type="checkbox"/>	Student Names (redacted)	9200001209	Student Email Address (redacted)	Reminder
<input type="checkbox"/>		9200000643		Original

EMAIL AND SUBMISSION DEADLINE INFORMATION

Student Outreach Tracker

Tracker Mailer Email History

List of students getting email (3) Send Emails More

Additional Parameters

Profile: NOT MED

Deadline: 11/12/2018

Subject: Request to write a thank you note to th

Start Cancel

EMAIL HISTORY

Student Outreach Tracker

Tracker Mailer Email History

History (308) More

Status	Status Mes...	Started By	Started	Ended	Duration	Number...	Number...	Server Name
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	0	2	0	D2PBBISEC...
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	1	9	0	D2PBBISEC...
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	1	1	0	D2PBBISEC...
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	0	1	0	D2PBBISEC...
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	0	1	0	D2PBBISEC...
Completed with exceptions		Edlund, Lau...	2/15/2019...	2/15/2019...	5	34	2	D2PBBISEC...
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	0	1	0	D2PBBISEC...
Completed		Edlund, Lau...	2/15/2019...	2/15/2019...	1	4	0	D2PBBISEC...
Completed with exceptions		Edlund, Lau...	2/15/2019...	2/15/2019...	1	6	1	D2PBBISEC...