

NUFFO Gift Notifications

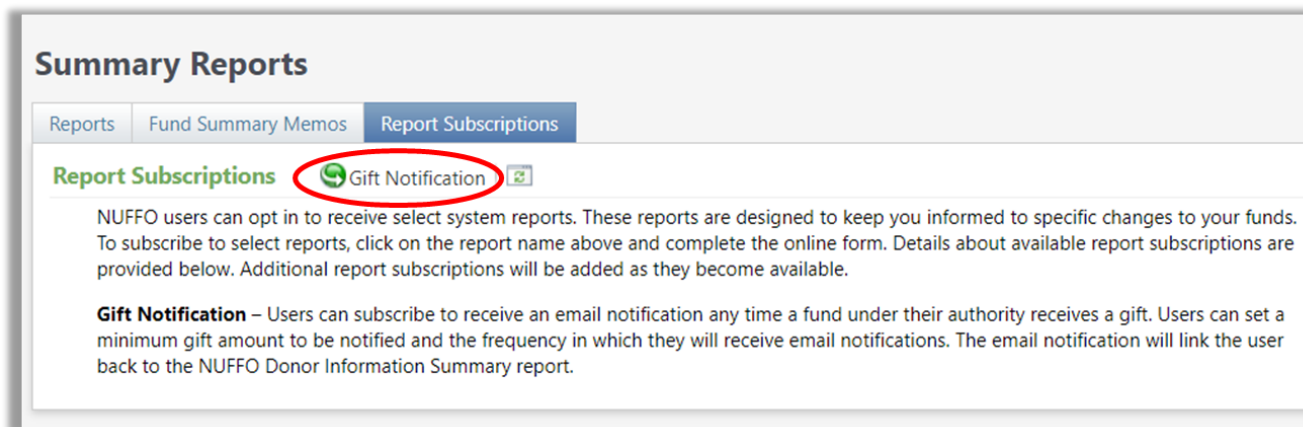
Would you like to know when your foundation funds receive a new gift? You can now opt in to receive an email notification any time your funds receive a gift. You can set a minimum gift amount and the frequency you wish to receive notifications. When a gift is received that meets the minimum amount you enter, an email notification will be sent to you.

Your gift notification subscription can be changed at any time and as often as you like. Please note that some of the funds you have access to (and will be notified about) may only be for *viewing* purposes, while other funds may list you as the authorized person for *spending* the funds.

This information is being provided should you want to thank those who are supporting your academic unit through their generosity. The email notification conveniently provides a link to the Donor Information report in NUFFO, which allows you to generate a preview or export a results list of gifts made to one or multiple funds. Please note, if you are already receiving and sending campus-based acknowledgements, we encourage you to continue with that process and not rely on this gift notification subscription.

Instructions to set up a gift notification subscription:

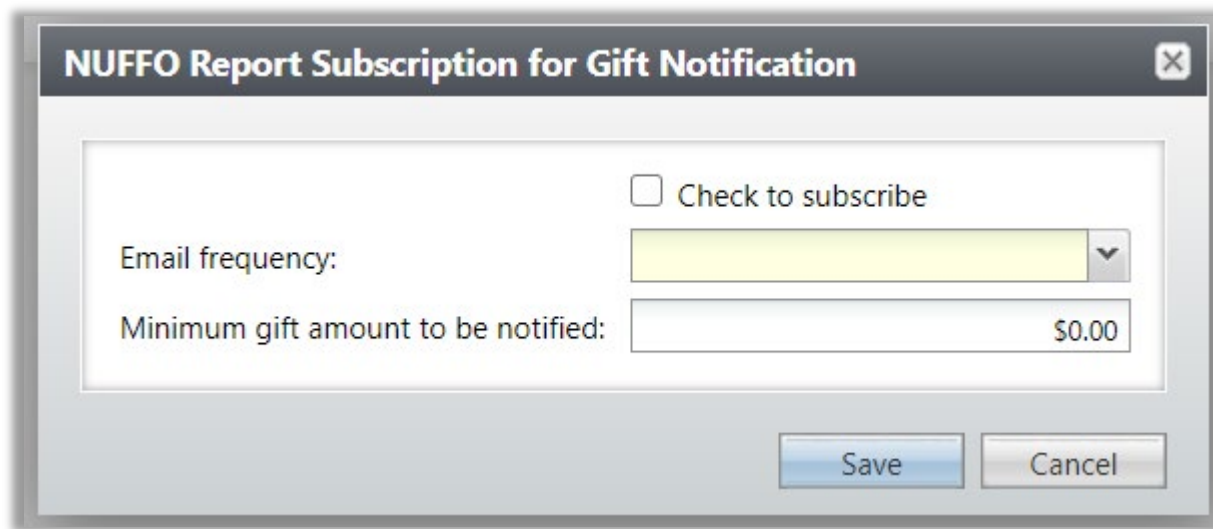
1. Log into NUFFO
2. Navigate to the Summary Reports page
3. Click the [Report Subscriptions](#) tab



4. Click the **Gift Notification** button

When you click **Gift Notification**, the window pictured below will pop up.

- Check the box to subscribe. Uncheck the box to unsubscribe.
- Frequency. Choose Daily, Weekly or Monthly to indicate how often you wish to receive a notification email.
- Minimum. Enter a minimum gift amount to be notified (optional). By default you will be notified of all gifts (\$0.00 and above).
- Click **Save** to complete the subscription.



NUFFO Report Subscription for Gift Notification

Check to subscribe

Email frequency:

Minimum gift amount to be notified:

Save Cancel

If you have questions about gifts to a foundation fund, please contact Aaron Rouse, director of fund stewardship and management, at aaron.rouse@nufoundation.org. If you have questions about using Ali+NUFFO, please email servicedesk@nufoundation.org.