

## How to grant volunteer access to contact information

*This guide shares information about how to secure access for volunteers to contact information to coordinate communication with fellow alumni or University of Nebraska supporters. If the volunteer is interested in crowdfunding or hosting fundraising events, please refer them to <https://nufoundation.org/fundraise/>.*

### Why

Following the process outlined in this guide will ensure:

- **Accountability** - The volunteer will only use the information as outlined in the confidentiality agreement.
- **Coordination of efforts** - The foundation is responsible for all solicitations on behalf of the University of Nebraska. Any contact by volunteers should be for engagement purposes unless clearly outlined in the confidentiality agreement.
- **Constituent preference** - The foundation uses a single source for current recipient data and tracks recipients' preferences and responses to keep the database updated and accurate in real time.
- **Privacy** - Europe and Canada have both passed regulations with regard to protecting individuals' privacy; additionally, the foundation has its own policies. Following our procedures protects both the sender and the recipients.

### Who

Contact the foundation or your alumni association to request a confidentiality form. Who you contact will depend on the intent and audience of the communications sent by the volunteer.

For: <b>Fundraising or solicitations</b> <b>Donor events</b>	For: <b>Alumni correspondence</b> <b>Alumni events</b>
Contact: <a href="#">Your college or division's fundraiser</a>	Contact your alumni association partners: <b>NAA</b> Hilary Winter 402-472-8914 hwinter@huskeralum.org  Heather Rempe 402-472-4209 hrempe@huskeralumn.org  <b>UNOAA</b> Anthony Flott 402-504-3341 aflott@unoalumni.org  <b>UNMCAA</b> Kat Hamilton 402-559-1063 kat.hamilton@unmc.edu  <b>UNKAA</b> Tricia Danburg 308-698-5285 tricia.danburg@unkalumni.org
<b>UNIVERSITY OF NEBRASKA FOUNDATION</b>	<b>ALUMNI ASSOCIATIONS</b>

*Separate how-to guides share details about sending mailings, emails and correspondence related to an event. Once the confidentiality form is complete, reference these guides to receive the data needed to complete the request.*

## **When**

Plan ahead. The process can take time in order to:

- gain approval of the volunteer's use of the data;
- prepare a confidentiality form.

## **How**

Here are the steps for requesting a volunteer confidentiality form:

- Secure any needed internal, department or college approvals.
- Contact the alumni association or the foundation.

## **After the confidentiality form is signed**

Please return signed confidentiality forms to the individual who provided the form. Also plan follow-up with the volunteer to ensure they destroy or return any data after the volunteer opportunity has ended.

## **About Advancement Services**

The University of Nebraska Foundation's Advancement Services team is the backbone of advancement operations, providing value-added service to the engagement of the university's alumni, donors and friends.

If you have questions about the foundation's advancement operations or about how to send an email to a group of recipients, contact Jessie Rader at [jessie.rader@nufoundation.org](mailto:jessie.rader@nufoundation.org) or 402-458-1206.