



## **Thank you for your time and commitment to the MICDS Fund!**

### **Here is what to do with your calling sheets:**

1. Call or email the individuals on the enclosed/attached cards.
2. If using printed call sheets:
  - a. Fill out your name at the top and check off the result of the call (pledged, left message, considering a gift, wants to be taken off our list, etc.)
  - b. Write a note on the bottom third of the card (under the perforation) acknowledging your call/email (Thanks for your pledge, thanks for considering a pledge, sorry I missed you, hope you will pledge, etc.)
  - c. It's ok to write a note on the bottom card even if you emailed the donor. This will get snail-mailed to them and provides a vehicle for them to send it back. And, it's a nice thank you note!
  - d. Return the sheets back to campus via USPS or a coordinated drop off.
3. If using electronic call sheets/lists:
  - a. Simply summarize the results of the calls in the body of your email to us
  - b. We can write notes on your behalf based on the information you provide in the call recap

### **For more information:**

1. Review the materials and scripts in our online Volunteer Toolkit for helpful tips to use when making calls/sending emails.
2. Contact Allison Light, Director of Annual Giving, at 314-995-7381 or [alight@micds.org](mailto:alight@micds.org)

**Thank you again for your gift of time to MICDS!**