**Data2Donors - No More Dusty Records Checklist**

NO more dusty, molding, unused, unusable records doing you no good in boxes!

**Where you might look to find friends of camp to add to your database**

* **Paper records** – Do you have historical camper/staff/parent rosters? Old filing cabinets around the camp office?
* **Old paper donor records**
* **Yearbooks**
* **Storage**
* **Recognition walls around camp with names of donors**
* **Transferred records from camper registration software into Donor Database**
* **Lists of Past Board members from minutes**
* **Lists of past staff from years ago**
* **Old Lists of Event Attendees:** Anniversary events, past reunions, house parties.
* **Old legal documents –** such as the list of founding Board members at the time of incorporation.
* **Online form** – Your website MUST have an online form that alumni can fill out to provide you with updated contact information. A standard email should be sent out to everyone who signs up thanking them for their information and telling them what they can expect.
* **Person-to-person acquisition** – Ask your Board members, active alumni, and other constituents if they are in touch with other alumni or parents; ask for their help collecting their contact info.
* **Social Media** – Your camp likely has hundreds or even thousands of people connecting on Facebook, Instagram, Twitter, and other social media sites around shared connection to your camp. Use these channels to engage, build community, and maybe even collect contact information. Compare names on your camp’s Facebook Page to names in your data base.
* **Brainstorm** other places to find old records that might be missing from your data base. Please share your ideas with us! We are really interested to know where you unearthed other names . . . .

Hint: You are looking for Alumni, past staff, past and current parents and family members, past donors, past and current Lay Leaders and volunteers, businesses with a connection to camp, local community members with an interest in camp – anyone who might have a reason to stand in support of your organization.