Data2Donors - *Clean Your Data*

Homework #3

**This homework is due January 3rd**. Email answers to these questions to D2D@hgf.org

1. Number of donor records as of now:
2. **Person-to-person cleaning** – We’ve asked you to pull reports of alumni and other constituents for whom you have missing/old contact information, and to share those lists with board members and active alumni volunteers to ask them to fill in the blanks. Report on your work in this area and the results:
3. **Remove Duplicates (Dedupe)** – Your database likely has duplicate records of people who were alumni, staff, gave various donations, etc. We’ve asked you to merge these records into one. How did it go?
4. **Data clean-up –** We are guessing that you might un-earth problems with your data, and ask you take the time now to fix problems and clean-up the data. Please report what you’ve discovered and done to clean-up your data.
5. **Full Names –** Your results from Alumni Finder and WealthEngine will be vastly improved if you have full names, correct spelling, and accurate and current relationships associated with your donor records. Guestimate how many names you’ve corrected in your records.
6. **Segment Your Database** – We’ve asked you to segment your Database. Please report what you’ve done to segment your data.
7. Please share with us at least ONE example or sample of something you’ve done that you’re willing to share with other camps on our next webinar.