Alumnae Information Services

Karen Corday, Director of AIS
What Does AIS Do?

• **Mission**

To maintain, collect, and administer alumnae information that is accurate, up-to-date, useful, and reusable and to use this information to support the Alumnae Association’s operations, mission, vision, and goals.

• **Services for Volunteers**

Pulling lists, including contact lists, volunteer lists, and mailing labels

Sending broadcast emails and print mailings on behalf of clubs and classes

Keeping the Alumnae Directory and Career Directory accurate and up-to-date

Providing monthly regional address change reports
Alumnae Privacy

• **Alumnae Association Privacy Policy**

The Association makes alumnae contact information available exclusively to the Mount Holyoke College alumnae community via a password-protected login. Only Mount Holyoke College alumnae, faculty, and staff have access to the Alumnae Directory, while alumnae, faculty, staff, and students have access to the Career Directory. Alumnae can choose what they would like displayed in the directory for others to see.

• **Alumnae Lists**

Contact and volunteer lists may only be shared with class, club, and committee volunteers and members of the Association’s Board of Directors.

It is important to request a **new list** each time you send a club or class communication. We receive updated contact and other alumnae information every day; a fresh list is the only way to guarantee that you are using the most up-to-date information to contact your constituents.

Conversely, if you hear of or receive updated contact or other information about a fellow alumna, please pass it along to us at ais@mtholyoke.edu or call us at 413-538-2303. We rely on our volunteers to help us keep current!
Information Request Form

To access request forms, go to [alumnae.mtholyoke.edu](http://alumnae.mtholyoke.edu) & select the Volunteers menu.

*note: you do NOT need to log in to the site to fill out a request form.*
Volunteers

Alumnae Association volunteers can use the navigation above to access a variety of resources to help them with their work.
Information Request Form

Please complete the form below to request information from the Alumnae Association of Mount Holyoke College. Please note: this form is intended only for current class, club, or affiliate group volunteer officers and Association staff.

Requested by *

First

Last

Email *

Who is this request for? *

- Class Volunteer
- Board or Committee Volunteer
- College Department
- Club or Affiliate Group Volunteer
- Staff
- FOR AV LIST ONLY

Will this report be sent to someone else? *

- Yes
- No
• **Allow five business days for processing**

AIS receives an average of 90 information and communication requests each month.

The reports aren’t automated; we manually run a new one every time.

If there is a special situation, write to ais@mtholyoke.edu or call 413-538-2303. We can expedite your request, answer questions, etc.

• **Reminder: PLEASE do ask for a fresh list every time you are using it to communicate with people!**

Another option: Communication Requests!
Volunteers

Alumnae Association volunteers can use the navigation above to access a variety of resources to help them with their work.
Communication Request Form, cont.

Communication Request

Class and club alumnae volunteers and College staff or faculty may request communications be sent on their behalf to Mount Holyoke alumnae using the form below.

Broadcast email is cost-effective, timely, and preferred by the majority of alumnae. A print mailing is effective for those without email addresses on file. The Association offers one free print mailing per fiscal year to each class or club.

Classes and clubs may also choose to send an email communication in conjunction with a print letter to alumnae without email addresses on file, however, you must choose to take this as your free yearly mailing, or incur the charges.

Please read the policy on email and print communication here.

I would like to send a

Please select one

print mailing only
blast email only
blast email, with a print mailing to those without email addresses

Please note:
Once you click the submit button, you should receive an
Communication Request Form, cont.

- Allow five business days for processing email communications and eight days for processing print communications.

- Broadcast emails: cost-effective, timely, preferred by most alumnae. We send the email, but the reply-to-email address is yours. It is not possible for recipients to “reply all” to all other recipients.

  Messages longer than 1000 words will be formatted as a PDF link within the email.

- Print mailings: One free print mailing per fiscal year per club or class. Sent via bulk mail. Additional mailings are sent first class and the postage will be billed to the club or class.
Searching the Alumnae Directory

*note: you must register for the Directory before you are able to log in and search it
Searching the Alumnae Directory, cont.

Welcome back to the Mount Holyoke Alumnae Directory, Karen!

Here, you can search for and connect with other alumnae, update your contact and professional information, and participate in the Career Directory and Alumnae Stay Program.

The Alumnae Directory is password protected and only Mount Holyoke College alumnae, students, faculty, and staff have access. Use for for commercial, public, political, and philanthropic/nonprofit purposes is strictly prohibited, as is using the directory for targeted abuse or harassment. Learn more about how we protect your privacy.

Alumnae can choose what they would like displayed in their profile for others to see by clicking the “Shared/Hide” button next to each field.
Searching the Alumnae Directory, cont.

Simple search:
Searching the Alumnae Directory, cont.

Advanced search:

- First Name: Contains ▼
- Last Name: Contains ▼
- Undergraduate Last Name: Contains ▼
- Primary Reunion Class: Contains ▼
- MHC Major: Contains ▼
- Occupation or Title: Contains ▼
- City: Contains ▼
- State or Canadian Province:
- Country:
- Industry:
- Business Name: Contains ▼

About Us | Contact Us | Privacy Policy | Terms of Use | FAQs | Sitemap
Using the Career Directory

The Career Directory is intended for MHC student use and contains the same information as the Alumnae Directory, with the exception of Alumnae Stay volunteer information.
Contact Alumnae Information Services

Karen Corday
kcorday@mtholyoke.edu
413-538-2737

Alumnae Information Services
ais@mtholyoke.edu
617-538-2303