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## SURVEY PARTICIPANTS

**Baylor Law School Bellin College Bethel University Binghamton University Butler County Community College Butler University BYU-Idaho Alumni Relations** California Baptist University Carthage College **Casper College Foundation Central Piedmont Community College Foundation Christendom College Corban University** Eastern Kentucky University Edinboro University **Furman University** Gordon College HACC, Central Pennsylvania's **Community College** Hardin-Simmons University High Point University **Highline College** Kentucky Christian University Kentucky Wesleyan College Lake Superior State University Lebanon Valley College Livingstone College Loyola Marymount University Loyola University New Orleans Marymount Manhattan College MSOE (Milwaukee School of Engineering) NC State Alumni Association North Shore Community College Northeastern Illinois University Northwood University Olin College of Engineering

Otterbein University Rose-Hulman Inst of Technology **Rosemont College** Sam Houston State University Alumni Association Simpson College Slippery Rock University Southern Arkansas University St. John's College - Alumni **Relations Office** SUNY Orange The New School The University of Tampa **Tidewater Community College** Transylvania University **Trident Technical College Truman State University** University of Central Missouri University of Colorado Denver University of Hawaii at Hilo University of Idaho University of Minnesota Alumni Association University of North Georgia University of Saint Francis University of Vermont Foundation **UT Martin UW-River Falls Alumni** Association VCU Alumni Wesleyan College Westfield State University

# THE QUESTIONNAIRE

## **CHAPTER 1 – Contact Information**

- 1. Please provide the following contact information:
  - A. Name:
  - B. Organization:
  - C. Work Title:
  - D. Email Address:
  - E. Country:
- 2. Choose the phrase which best describes your College?
  - A. A community College
  - B. 4year degree and/or master's degree granting
  - C. PHD granting
  - D. Level 1 or Level 2 Research University
- 3. Is your College a public or private institution?
  - A. Public
  - B. Private
- 4. The annual full time tuition for your College prior to any deductions or student aid is approximately what?
- 5. The entire current full time equivalent enrollment of your institution is:
- 6. Your alumni office is responsible for
  - A. Alumni of all schools and departments of the College
  - B. A specific school or department of the College such as the law school, medical school, graduate studies, etc.
- 7. Your alumni organization is best described as:
  - A. A department of the College or university
  - B. An independent alumni organization
  - C. A hybrid that partially supports itself and is partially College-supported
- 8. The total number of alumni of your College is (total alumni not members of the alumni association)
- 9. What is the estimated number of alumni of the College currently alive?

10. To your knowledge, what percentage of alumni currently alive have ever made a financial contribution to the College?

## **CHAPTER 2 – Alumni Office Budget & Staffing**

- 11. How many full time equivalent employees work in the alumni affairs office?
- 12. How many full time employees work in the departments of institutional advancement and/or fundraising?
  - A. Yes
  - B. No
- 13. Which answer best describes your alumni affairs office's relationship with the offices at your College, often fundraising or institutional advancement, that focus on raising money for the College?
  - A. Alumni affairs is not administratively separate from institutional advancement or fundraising
  - B. Alumni affairs is pretty much considered an arm of the fundraising effort and though administratively separately we tend to be subordinate to them in actual practice.
  - C. We are separate but equal administrative units
  - D. We don't really have much to do with one another
  - E. We cooperate when possible but often seem to work at cross purposes with one another
- 14. How much did the alumni office spend on travel for staff members in the past year?
- 15. In the past two years, total FTE employment in the alumni office has:
  - A. Remained the same
  - B. Increased
  - C. Decreased
- 16. The overall budget for the alumni office, including salaries, equipment, events, outreach, travel, promotional materials and other items was, in the past year: (exclude annual fund and development office expenses)

- 17. Approximately how much staff time per week in man hours does your alumni office spend in online tasks such as editing the website, compiling and sending email lists and alumni e-newsletters, developing web ads, and other online related alumni tasks?
  - A. 10 hours or less
  - B. 10+ to 20 hours per week
  - C. 20+ to 40 hours per week
  - D. 40+ to 80 hours per week
  - E. More than 80 hours per week

## **CHAPTER 3 – Management Aids**

- 18. How much did your organization spend (\$) in the past year for all costs associated with any of the following services:
  - A. Conferences and seminars related to alumni relations or advancement
  - B. Research reports, books, magazines, ezines and other information services about alumni relations/advancement
  - C. Consulting services
- 19. What are some of the most useful magazines, webs sites, blogs, listservs, social media sites and other information resources about alumni relations that you benefit from?

# **CHAPTER 4 – Use of Surveys**

- 20. When was the last time (year) that your association conducted an official major survey of the school's alumni?
- 21. What was the number of completed interviews for this major alumni survey?
- 22. The last major alumni survey your organization performed was:
  - A. Done in-house unassisted
  - B. Done in-house assisted by a consultant
  - C. Done by a research or consulting company

23. If your organization uses an online survey tool to survey alumni, describe the survey tools that you use and how you use them.

# CHAPTER 5 – Fundraising from and by Alumni

- 24. Approximately how many direct mail pieces for all purposes including those not related directly to fundraising are sent out annually by the college office of alumni affairs to alumni? (exclude mailings by regional clubs and other offices of the College unless these offices have the main responsibility for alumni relations).
- 25. Does the alumni association, or some other unit of the College, use direct telephone solicitation of alumni to solicit donation to the College?
  - A. Yes
  - B. No
- 26. If the College uses direct telephone solicitation about what did the College spend (\$) in the past year, in salary costs, telephone expenses, call center costs, etc either for in-house or outsourced telephone solicitation services for the purposes of soliciting funds from alumni?

# CHAPTER 6 – Researching Alumni

- 27. How does your organization work with the Office of Advancement or other fundraisers to profile alumni and identify likely donors, particularly especially generous donors?
- 28. Describe how your organization uses LinkedIn as a tool to locate possible donors? What kind of filters do you use in searching? How does the use of LinkedIn compare to the use of other search resources? How much time do you advise others put in to master use of LinkedIn compared to other options?

# **CHAPTER 7 – Alumni Reunions**

- 29. What was the College budget (\$) for all alumni reunions in the past year?
- 30. What was the participation rate in the last College reunion held for those that graduated the number of years ago specified (choose the reunion closest to the period listed)

- A. 5year reunion
- B. 10year reunion
- C. 20 year reunion
- D. 30 year reunion
- 31. Does the College have a reunion of any kind for individuals who graduated from the College within the past two years?
  - A. Yes
  - B. No

# **CHAPTER 8 – Search Engine Optimization**

- 32. Your College alumni association is:
  - A. dues paying
  - B. non-dues paying
  - C. Offers dues paying and non-dues paying levels of membership
- 33. How many regional alumni clubs does the College have?
- 34. Does the College provide operating funds to these clubs?
  - A. Yes B. No
- 35. If the College funds its alumni clubs, how much (\$) does is spend annually for this purpose?
- 36. Does the alumni office or another office of the College offer an alumni mentoring program?
  - A. Yes B. No

## **CHAPTER 9 – Information Projection**

- 37. Approximately how much staff time, in hours per month, would you say that the alumni office expends on the following activities:
  - A. Posting alumni-related materials to YouTube, Vimeo or other such sites
  - B. Working on the alumni Facebook or other Social media sites
- 38. Comment on the use of Twitter by your association. How often do you tweet? How many accounts does the association have? How effective is Twitter as a means of getting out your message? Encouraging attendance at alumni events? As a fundraising tool?
- 39. Describe how your association uses Instagram and Pinterest as alumni relations tools.

## CHAPTER 10 – Alumni Magazines, Newsgroups, Newsletters, etc.

- 40. The College has a workable email address for what percentage of its alumni:
- 41. Estimate the percentage of the following groups for which the alumni office has valid email addresses
  - A. Alumni that graduated within 5 years
  - B. Alumni that graduated 5-10 years ago
  - C. Alumni that graduated 10-20 years ago
  - D. Alumni that graduated 20 or more years ago
  - E. Don't have this information and can't guess
- 42. The alumni office/College administration formally or informally restricts the number of times any group of alumni can be emailed to, to about:
  - A. Weekly
  - B. Twice a month
  - C. Once a month
  - D. Less than six times per year
  - E. About once a year
  - F. No restriction

- 43. For the College's last email campaign to alumni what were the rates of unique and total email opening by the recipients. Unique opens counts the number of recipients that open the email; the term total opens includes multiple opens by the same individual. Choose the answer that best reflects your experience:
  - A. We do not keep track of the percentage of recipients that open our emails
  - B. We don't send email queries to alumni
  - C. Our last unique open rate was:
  - D. Our last total open rate was:
- 44. Does your alumni affairs office have a presence on any of the following:
  - A. MySpace
  - B. Facebook
  - C. Google Plus
  - D. Twitter
  - E. YouTube
  - F. InCircle
  - G. Instagram
  - H. Pinterest
  - I. Vimeo
- 45. Does the College publish a magazine primarily aimed at alumni?
  - A. Yes
  - B. No
  - C. Yes, more than one
- 46. Approximately how much did the College spend (\$) on its print alumni publications in the past year, including developing, writing, printing, promoting and distributing them?

# **CHAPTER 11 – Alumni Demographics**

- 47. What percentage of the colleges' graduates as defined in the various groups below participate in any alumni association connected to your institution?
  - A. All graduates
  - B. Recent Graduates (within 3 years of graduation)
  - C. All graduates (except those within the past 3 years)

- 48. On a scale of 1-5 with 1 representing little or no involvement with the College, and 5 representing great involvement with the College, how would you measure the level of connectedness of various categories of alumni with the College:
  - A. Male Alumni
    - i. Little or No Involvement
    - ii. Modestly Involved
    - iii. Moderately Involved
    - iv. Significantly Involved
    - v. Greatly Involved
    - vi. N/A
  - B. Female Alumni
    - i. Little or No Involvement
    - ii. Modestly Involved
    - iii. Moderately Involved
    - iv. Significantly Involved
    - v. Greatly Involved
    - vi. N/A
  - C. Graduate Student Alumni
    - i. Little or No Involvement
    - ii. Modestly Involved
    - iii. Moderately Involved
    - iv. Significantly Involved
    - v. Greatly Involved
    - vi. N/A
  - D. Undergraduate Alumni
    - i. Little or No Involvement
    - ii. Modestly Involved
    - iii. Moderately Involved
    - iv. Significantly Involved
    - v. Greatly Involved
    - vi. N/A
  - E. Adult Education Program Alumni
    - i. Little or No Involvement
    - ii. Modestly Involved
    - iii. Moderately Involved
    - iv. Significantly Involved
    - v. Greatly Involved
    - vi. N/A

- F. Law, Medical, Business School Alumni
  - i. Little or No Involvement
  - ii. Modestly Involved
  - iii. Moderately Involved
  - iv. Significantly Involved v. Greatly Involved
  - vi. N/A