

## Sample Wording when Adding Recipients for Stewardship in College Annual Report

- Once you have searched the recipient and selected that individual:
  - Award amount: Insert amount allocated to the recipient.
  - No comment to ASF is needed unless there are additional details about the award that would be helpful for the donors to know.
  - Example Comment to Recipient:\*
    - *You are receiving this request because of the funds/award you received for **XX**. This is for the College's annual stewardship reporting process, which is used to inform donors about how these funds benefit your research and other academic endeavors.*

\*The Comment to Recipient is included in the email that is sent to faculty and students when they are added as a recipient in the system, and it also appears on the response form linked in the email. Providing a personalized message helps recipients know what the funds were for and makes them more likely to log in and provide information.