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.