University of Mary Washington

Advancement and Alumni Engagement Resources for Faculty and Staff

Links to these resources will soon be available under the "Quick Links" menu at umw.edu/in

Where to Direct Donations to UMW:
Checks payable to **UMW Foundation**
Mailing Address:
UMW Office of Advancement
1119 Hanover Street
Fredericksburg, VA 22401
Online Giving: umw.edu/gift
Giving by Phone: (540) 654-1024

Contact Advancement, located in the Jepson Alumni Executive Center at 1119 Hanover Street, with questions about giving to UMW, Mary Wash Day, Giving Tuesday, EAGLEFunding, Fund for Mary Washington Impact Grants, fundraising for specific initiatives, scholarships, sponsorships, private grants, and communicating with donors:
umwgift@umw.edu (540) 654-1024 giving.umw.edu

Advancement Resource	When to Use
Faculty/Staff Payroll Deduction Form umw.edu/in/give/	Faculty and staff who would like to support any area of UMW through recurring payroll deductions should complete this form.
Online Giving Form umw.edu/gift	Use this form to give to any area of UMW with a credit or debit card or direct donors to give. For gifts to a designation that is not listed, please select "University Other" and enter the designation.
Ways to Give giving.umw.edu/make-a-gift/	This page includes details and forms for giving through multiple vehicles, including stocks, IRA distributions, multi-year commitments, and planned gifts.
Data Request Form *umw.edu/in > Quick Links > Advancement and Alumni Engagement Resources*	Faculty and staff who wish to request donor lists or other data from the alumni/donor database should complete this form at least 2 weeks before the data is needed.
Mary Wash Day Registration *umw.edu/in > Quick Links > Advancement and Alumni Engagement Resources*	Campus units that wish to fundraise on Mary Wash Day, our 24-hour online day of giving held each spring, should complete this form in the fall.
Fund for Mary Washington Impact Grants alumni.umw.edu/impactgrants	Faculty and staff seeking funding for campus initiatives can apply for Impact Grants of $500-$5,000. The application, which opens in November with applications due in February, is for projects to take place the following academic year.

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Contact Alumni Engagement, located in the Jepson Alumni Executive Center at 1119 Hanover Street, with questions about Regional Networks, affinity groups, Reunion Weekend, Homecoming, Mary Talks, On the Road, Network MaryWash, Alumni Association Board, Young Alumni Council, communicating with alumni, or other alumni-related inquiries:
alumni@umw.edu (540) 654-1011 alumni.umw.edu

Alumni Engagement Resource	When to Use
Event Registration/ Eblast/ Alumni Comms. Request *umw.edu/in > Quick Links > Advancement and Alumni Engagement Resources*	Faculty and staff who want to invite alumni to events or send mass emails to alumni should complete this form at least 8 weeks before the event.
Network MaryWash umw.edu/networkmarywash	Faculty are encouraged to include this link in course syllabi to inform students of this service, which matches student questions and requests for advice with alumni who have relevant experience. Ideal for internship, career, or graduate school advice.
Data Request Form *umw.edu/in > Quick Links > Advancement and Alumni Engagement Resources*	Faculty and staff who wish to request specific alumni contact lists (i.e. alums who graduated with a certain major or participated in a particular campus activity) or other data from the alumni/donor database should complete this form at least 2 weeks before the data is needed.
Alumni Update Form *umw.edu/in > Quick Links > Advancement and Alumni Engagement Resources*	If you hear from an alum who is not receiving communications from UMW, please encourage them to complete this form to update their contact information.
"Swag" Request for Visiting Alumni: Email **alumni@umw.edu**	If you are hosting an alum as a guest speaker or panelist, let us know and we'll put together some swag for them.

Contact the UMW Foundation, located in the Jepson Alumni Executive Center at 1119 Hanover Street, for information about Foundation accounts, spending Foundation funds, UMW Foundation's EIN#, and Foundation credit cards:
ahodges@umwf1908.org (540) 654-2080 https://umwf1908.org

UMW Foundation Resource *umw.edu/in > Quick Links > UMW Foundation Resources*	When to Use
Request for Foundation Funds (Single Sign-On) *New electronic form*	Faculty and staff should use this form when requesting payment of invoices, individuals, or reimbursement from Foundation accounts. Include attached documentation (invoice, W-9, etc.).
W-9 Form	When paying individuals with Foundation funds, this form must be completed and submitted by the individual receiving payment before payment can be issued.
Sales Tax Exemption Certificate	When purchasing items with Foundation funds, submit this certificate to vendors to ensure that sales tax is not charged.