



IT & Database Management

ADMINISTRATIVE
OUTREACH

FUNDRAISING AND DATABASE MANAGEMENT

Administrative Outreach can provide the following:

- Data Entry
- Data Management
- Daily Data Backup
- Custom Queries (*as requested*)
- Annual Campaign Reports
- Pledge Management
- Member Tracking Management
- Thank you letters (*customizing available*)

Mailing & Mail House Functions

- Generation and de-duping of mail lists
- Mail merge and print functions (*letters, envelopes, labels, etc.*)
- Folding and stuffing
- Mail Services including Bulk Mail

Mail services are completed in-house for mailing of approximately 1000 or less. This includes Bulk Mail or standard postage mailings.

Mailings over 1000 pieces will be contracted to a mail house provider. Estimates will be obtained to determine the most cost efficient mail house provider and selection will be approved by the participating organization.

For more information about our database management services and how we may work together please contact:
SUNDY WARF
Database and Direct Mail Coordinator
540.857.4390
swarf@centerinthesquare.org

IT AND NETWORK SUPPORT

- Hardware Support
- Software Support
- Apple Support
- Printer and printing support
- Network troubleshooting and support
- Server Support
- Backup support and assistance
- Software training (*advanced scheduling required*)
- Consulting

All suggestions made by the IT Coordinator would be approved by the participating organization and while we may act as the purchasing agent on the organization's behalf, no purchases would be made without prior approval. The foundation is not a hardware provider. The purchasing of hardware, software, shipping and other expenses will be billed directly to the participating organization.

For more information about our IT services and how we may work together please contact:
ROB COUCH
IT Associate
540.224.1253
rcouch@centerinthesquare.org