

Mount Holyoke Fund

Volunteer Hub Instructions

The [Volunteer Hub](#) is a resource that provides up to date information that volunteers need to do their work, including current giving, recent giving history, and contact details. This document provides you with step by step instructions on how to navigate the valuable tools and reports located on the website. Below is the link to access the Volunteer Hub.

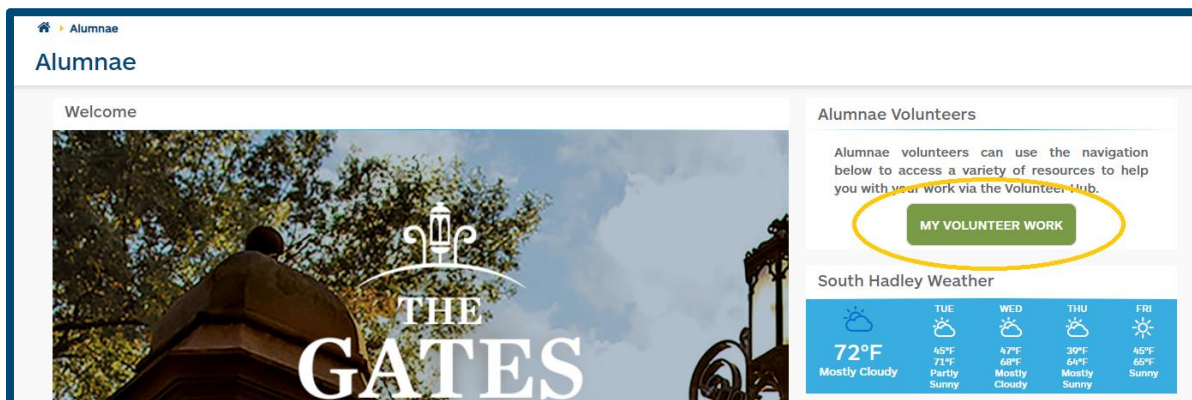
Volunteer Hub: my.mtholyoke.edu

You will start on the login page:

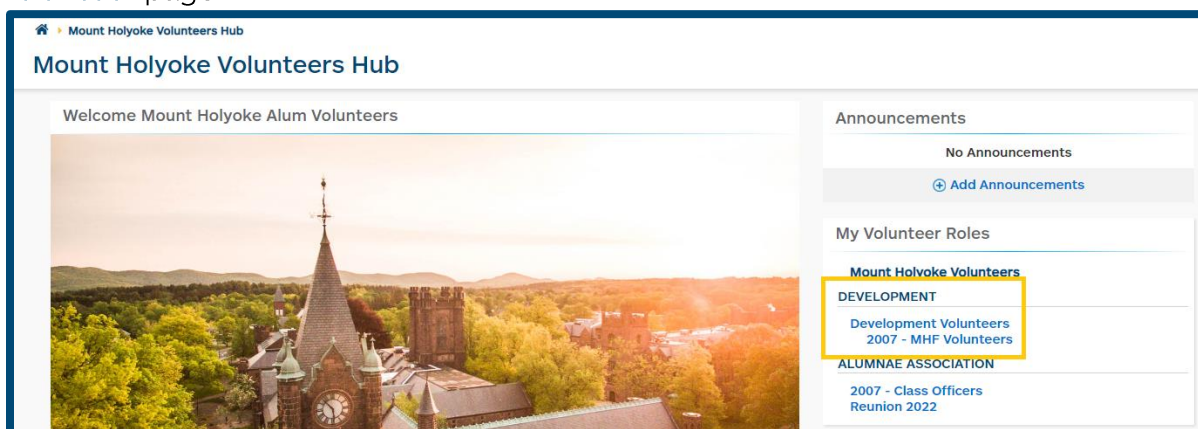


Type your assigned **User ID** and self-selected password. If you do not remember your password, you can reset it using link below the sign in. You will need your user ID and email address. If you do not know your User ID or need help logging in, please contact [Theresa O'Banner: \[tobanner@mtholyoke.edu\]\(mailto:tobanner@mtholyoke.edu\)](#) / (413) 538-2636.

Click on the [My Volunteer Work](#) button to access your Mount Holyoke Volunteer reports.



From the [Mount Holyoke Volunteer](#) page you can choose to go to the [Development Volunteer](#) page, or go to your [class volunteer](#) page.



Development Volunteers Page

This page shows the Mount Holyoke Fund fundraising totals to date and provides important links, tools and resources for your volunteer work. The page also contains the MHF Class Totals and Comparison Report.

MHF Class Totals and Comparisons Report

CLASS	GOAL	CASH	PLEDGE BALANCE	AMGS	TOTAL	#SOL	DONORS	PARTICIPATION GOAL	ACTUAL PARTICIPATION	ACTUAL DONORS NEEDED TO REACH PART GOAL	#LYB	LYBS	CURRENT MLS DONOR COUNT	FY21 CORNERSTONE DONOR COUNT	FY21 LCS DONOR COUNT
Parents	\$275,000	\$2,365	\$0	\$0	\$2,365	3,177	16	0	1	0	322	\$115,656	8	0	0
MHPB	\$0	\$0	\$0	\$0	\$0	48	0	0	0	0	0	\$0	1	0	0
MHMA	\$0	\$200	\$0	\$0	\$200	608	1	0	0	0	34	\$11,627	9	0	0
MHGS	\$0	\$0	\$0	\$0	\$0	1	0	0	0	0	0	\$0	0	0	0
MHFP	\$25,000	\$1,690	\$0	\$0	\$1,690	982	20	15	2	127	135	\$25,451	18	0	0
MHCG	\$0	\$0	\$0	\$0	\$0	332	0	0	0	0	10	\$1,114	1	0	0
2021	\$2,000	\$0	\$0	\$0	\$0	457	0	15	0	69	12	\$482	0	0	0
2020	\$5,000	\$250	\$0	\$0	\$250	528	0	10	0	53	39	\$2,265	0	0	0
2019	\$5,000	\$30	\$0	\$0	\$30	543	2	10	0	52	37	\$1,656	0	0	0
2018	\$5,000	\$100	\$0	\$0	\$100	507	5	10	1	46	32	\$2,049	2	0	0
2017	\$10,000	\$106	\$0	\$0	\$106	506	5	15	1	71	72	\$5,038	0	0	0
2016	\$10,000	\$1,990	\$700	\$35	\$2,725	504	11	16	2	70	37	\$3,207	1	0	0
2015	\$10,000	\$594	\$0	\$0	\$594	579	10	15	2	77	67	\$3,173	1	0	0
2014	\$7,000	\$1,230	\$0	\$0	\$1,230	558	4	13	1	69	56	\$4,701	1	0	0
2013	\$10,000	\$316	\$0	\$0	\$316	541	7	15	1	76	38	\$3,763	0	0	0

This report contains a list of all classes with the dollars raised, participation goals and progress to date for the current fiscal year.

- Above the report on the left-hand side, you will see three buttons for [Excel](#), [PDF](#) and [Print](#) which will allow you to download the report.
- You can sort the report by clicking on the arrow at the top of any column heading.

The Development Document Library

View examples of appeals, training materials and more. You can navigate to different materials by clicking on the name of the folder or document. To return to a different section of the library, you can click on the folder name in the navigation text at the top of the section.

Your Class MHF Volunteer Page

This page shows your class goals and fundraising to date, in both graph and chart form. You will also see class-specific announcements, a class discussion board and tools and resources

2007 - MHF Volunteers

Class Of 2007 Goals And Progress

2007 Class Goal

2007 Participation Goal

Announcements

My Volunteer Roles

CLASS DOLLAR GOAL	\$10,000	CLASS PARTICIPATION GOAL	15%
CASH RECEIVED	\$1,185	SOLICITABLE CLASSMATES	476
PLEDGE BALANCES	0	DONORS	11
ANTICIPATED MATCHES	\$0	PARTICIPATION	2%
CLASS TOTAL	\$1,185	DONORS NEEDED	60

Classmate Table

Provides contact and giving information for all of your assigned classmates in spreadsheet form. Each classmate's name is a live hyperlink. Click on a name to view the [Profile Report](#) which displays more in-depth information for each of your assigned classmates.

Class Of 2007 Classmates

Hide/Show Column

DOWNLOAD REPORT TO MICROSOFT EXCEL

ASSIGNMENT	ASK AMOUNT	MHF 2022-23	MHF23 PLEDGE BALANCE	SUSTAINING GIFTS	OTHER GIFTS 2022-23	MHF 2021-22	MHF 2020-21	MHF 2019-20	MHF 2018-19	MHF 2017-18	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE
Markarian, Audrey	\$500	\$45	\$0	Yes	\$0	\$305	\$240	\$300	Anon	\$215	Yes	09/15/2022
Markarian, Rebecca	\$500	\$45	\$0	Yes	\$0	\$300	\$276	\$298	\$302	\$215	Yes	09/15/2022

Showing 1 to 2 of 2 entries

- Use the green [Show/Hide Columns](#) button to personalize what information you see in your report. Click on any of the boxes and the appropriate information will appear in the report below. When done selecting which columns you want to see, click again on the show/hide button to minimize the list.
- Sort the report by clicking on the arrow at the top of any column heading.
- Download this information as an Excel spreadsheet by clicking the Excel icon on the top right-hand corner of the table.
- Click the plus sign next to each name for more detailed information about [giving history](#) and [contact history](#).

Class Of 2007 Classmates

Hide/Show Column

DOWNLOAD REPORT TO MICROSOFT EXCEL

ASSIGNMENT	ASK AMOUNT	MHF 2022-23	MHF23 PLEDGE BALANCE	SUSTAINING GIFTS	OTHER GIFTS 2022-23	MHF 2021-22	MHF 2020-21	MHF 2019-20	MHF 2018-19	MHF 2017-18	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE
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Markarian, Audrey	\$500	\$45	\$0	Yes	\$0	\$305	\$240	\$300	Anon	\$215	Yes	09/15/2022

2022-23 Giving Detail

Contact History

DATE	TYP	AMOUNT	SUSTAININ	DESTINATION	DATE	TYPE	AMOUNT	DESCRIPTION
MHF 2022-2023 GIFTS								
09/15/2022	Gift	\$15	Yes	Wherever Mount Holyoki	No data available in table			
08/15/2022	Gift	\$15	Yes	Wherever Mount Holyoki				
07/15/2022	Gift	\$15	Yes	Wherever Mount Holyoki				

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Hide/Show Column		ASSIGNMENT	ASK AMOUNT	MHF 2022-23	MHF23 PLEDGE BALANCE	SUSTAINING GIFTS	OTHER GIFTS 2022-23	MHF 2021-22	MHF 2020-21	MHF 2019-20	MHF 2018-19	MHF 2017-18	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE
<input type="checkbox"/>	+	Markarian, Rebecca	\$500	\$45	\$0	Yes		\$0	\$300	\$276	\$298	\$302	\$215	Yes
<input type="checkbox"/>	-	Markarian, Audrey	\$500	\$45	\$0	Yes		\$0	\$305	\$240	\$300	Anon	\$215	Yes

DATE	CONTACT TYPE	SUBJECT	NOTE	ENTERED BY
02/25/2022	Email	Make your gift and support students		Markarian, Rebecca
02/12/2022	Email	Thank you for your support of Mount Holyoke!		Markarian, Rebecca
02/08/2022	Email	March with me, March4MHC!		Markarian, Rebecca

You can use the Hub to send messages to more than one classmate!

Using the boxes on the left of the classmates table, you can select which classmates you want to receive your message. If you select more than one classmate, your email will be sent as a blind carbon copy so your classmates will not know who else is receiving the message. You can also use the box in the top row to select all of your classmates. (If you select all, a message will appear at the top of the screen.)

Hide/Show Column		ASSIGNMENT
<input type="checkbox"/>	+	Markarian, Audrey
<input type="checkbox"/>	+	Markarian, Rebecca

Showing 1 to 2 of 2 entries

my.mtholyoke.edu says

You have selected all classmates!

OK

Once you check the box next to at least one classmate, you will see icons above the classmate table that provide different options.

- **Red Checklist:** Add a contact note.
- **Yellow Envelope:** Write a customizable email.
- **Green A:** Edit and send a prepared “Ask” email.
- **Blue Happy Face:** Edit and send a prepared “Thank you” email.

Hide/Show Column		ASSIGNMENT
<input checked="" type="checkbox"/>	+	Markarian, Audrey
<input type="checkbox"/>	+	Markarian, Rebecca

Emails sent through the Hub will come from “mhc-volunteer@mtholyoke.edu” as the sender. Replies to emails sent through the Hub will automatically go to your preferred email address.

You can use the search bar to easily filter your classmate table.

Hide/Show Column		ASSIGNMENT	ASK AMOUNT	MHF 2022-23	MHF23 PLEDGE BALANCE	SUSTAINING GIFTS	OTHER GIFTS 2022-23	MHF 2021-22	MHF 2020-21	MHF 2019-20	MHF 2018-19	MHF 2017-18	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE	EMAIL
<input type="checkbox"/>	+	Markarian, Audrey													
<input type="checkbox"/>	+	Markarian, Rebecca													

Filter Options:

- **“NOAF”:** Displays classmates who have not made a MHF gift yet this fiscal year (No Annual Fund).
- **“LYBUNT”:** Displays classmates who made a Mount Holyoke Fund gift *in the previous fiscal year*, but have not yet made a MHF gift yet this fiscal year (e.g. in FY23, the LYBUNT filter will show classmates who last made a gift during FY22).
- **“SYBUNT”:** Displays classmates who last made a Mount Holyoke Fund gift *before the previous fiscal year*, but have not yet made a MHF gift this fiscal year (e.g. in FY23, the SYBUNT filter will show classmates who last made a gift between FY21 and FY17).
- **“Never”:** Displays classmates who have never made a gift to Mount Holyoke, inside or outside of the MHF.
- **“Agent”:** Displays any MHF volunteers in your list of classmates.
- **“Sustain”:** Displays all donors who made sustaining gifts during the current fiscal year