**Georgia State University**

**Development & Alumni Affairs**

**Raiser’s Edge Constituent Attribute Request Procedure**

**Purpose**

The creation of new constituent attributes needs to be approved so that their importance and necessity can be assessed. This prevents the collection of unnecessary data in Raiser’s Edge (RE). This procedure provides a framework for the appropriate administration of constituent attributes in RE.

**Responsible Units**

Development Units

Development Information Services (DIS)

Gifts & Records Department (G&R)

Annual Programs (AP)

**Required Forms**  <https://netcommunity.gsu.edu/foundation>

1. Raiser’s Edge Constituent Attribute Request Form

**Process**

1. **Raiser’s Edge Constituent Attribute Approval.** Requests for approval require completion of the Raiser’s Edge Constituent Attribute Request Form. The form can be accessed on GSUF’s website and should be submitted to DIS. DIS will check that all required information has been provided. The DIS Director will make the first determination on whether the requested attribute should be added to the RE attributes table and actively tracked. DIS will then distribute the form to the G&R and AP Directors for their final determination. Should either one of them have additional questions, they will communicate these with the DIS Director. If a consensus on the request has been reached by all three directors, DIS will convey the result to the requester and inform the Development unit of the new attribute. If the directors were not able to agree on the determination, DIS will then bring the issue to the attention of the AVP for Finance and Operations and the AVP for Central Program so that they can render a final resolution.
2. **Raiser’s Edge Constituent Attribute Request Form.** The new attribute request form can only be submitted by development staff and requires the signature of the development employee and the senior development director when applicable. Forms missing signatures cannot be accepted. The following information is required:
* A detailed explanation of why the attribute is needed
* Name of position who will be responsible for submitting the necessary information
* Interval of data submissions
* Data Source