

## **Alumni Mailing Lists**

Maintaining current addresses for the alumni members of your chapter is vitally important. A complete list of members with good addresses is an essential ingredient of your alumni communications program.

The Offices of the Grand Chapter can provide a computer printout or data disk of the total membership of your chapter which includes the best addresses we have on record.

Your chapter can keep a current alumni list too, but it should cross-check the list, from time-to-time, with the list provided by the Offices of the Grand Chapter, so that the General Fraternity address list can be updated. If you notice errors in spelling or other information, please advise the Offices of the Grand Chapter so the mistakes can be corrected.

You can order mailing labels for a chapter newsletter at any time. These services are available to ease the burden of your alumni correspondence effort.

## **Distinguished Alumni**

The International Fraternity maintains records of all members of Tau Kappa Epsilon, and of particular importance are the records of our alumni fraters.

Most of you have heard that TKE alumni include such successful people as: Ronald Reagan, William Shirer, Digger Phelps, Charles Walgreen, Terry Bradshaw, Conrad Hilton, and Danny Thomas.

Your help is needed in maintaining information on distinguished TKE Alumni. Take a few minutes and look through the membership list of the fraters from your chapter. When you notice alumni from your chapter who have distinguished themselves in their respective fields of endeavor, notify the Offices of the Grand Chapter.

We will follow-up with those fraters that you indicate, so we can obtain biographical information from them that can be used by the Fraternity to: (1) develop feature articles for THE TEKE Magazine on the accomplishments of alumni, (2) update our alumni records, (3) increase alumni involvement in our Fraternity, and (4) to help the Fraternity best utilize our most talented fraters.

Your help in the completion of this project will be appreciated.

## **Finding Lost Alumni**

A "lost" alumnus is one for whom we do not have any current address. There are several methods you can use to find these members. Here are a few:

1. Make sure returned mail was addressed correctly.
2. Use Address Correction Requested and ask the Post Office to furnish new addresses for you.
3. Use the telephone. Call information and verify an address or place a person-to-person call.
4. Contact the frater's father, mother, brother, etc.
5. Check with his last known employer.
6. Check with other members of his graduation class or other alumni. List him as "lost" in your newsletter.
7. Contact the Registrar's Office, Placement Office, and other departments within the University. (Most alumni offices will allow you to spend Saturdays and other time researching their files.)
8. Check with the Armed Services.
9. Check with the Internal Revenue Service district office in the state of his last residence.
10. Check with other organizations to which he belongs.

Try an internet search engine, like WWW.WHITEPAGES.COM. This free internet-based service will allow you to search telephone directories all over the world. There are other internet-based "finding services", but some carry usage fees or require subscriptions.

Finding lost alumni and communicating with your alumni members can be fine projects for your new members. Writing letters, calling alumnus, on the phone, or face-to-face interviews will do a lot to make your alumni members feel wanted. It will also help to instill in your new members that Tau Kappa Epsilon is, indeed, The Fraternity for Life!