

Advancement News...

Awty Notes

This December 2007 issue of the eCommunique will be the last issue created.

Beginning January 2008, The Awty International School will streamline its electronic communication to parents, combining the Middle School / Upper School / APPA Notes and adding a section for Primary School. This combined electronic communication will replace the monthly eCommunique and will be sent to parents via email on a weekly basis. It will also be posted to the website.

The school's communication goal is to keep parents well informed, but to do so in an effective, efficient manner which makes it easy for parents to get and make use of the information that is important to them.

Awty Notes will be sent and posted every Friday, beginning January 11, 2008. Notes from each division (Primary, Middle, and Upper) as well as notes from all other areas including the parent volunteer groups (APPA, Booster Club, Dads' Club) will be due to the Associate Director of Communications by **10:00 a.m. on Thursday morning. Any updates received after 10 a.m. on Thursday will be posted the following week.**

Both English and French versions must be submitted at this time. **The Associate Director of Communications is not responsible for translations.** Please contact Joel Saint Martin, the Translation Coordinator, about translation deadlines and turnaround time. Please allow for at least three days for translations.

The Notes should contain a short, concise paragraph (no more than 5-6 sentences) per item with a heading for each item. These items should pertain to the week ahead.

New and Old Faces in the Advancement Department

We have several new staff members in the Advancement Department. Please stop by and say hello the next time you are on campus.



Ronald Jackson, Acting Director of Advancement

713-686-4850 ext. 5836

rjackson@awty.org



Gwen Cario, Associate Director of Communications

Ext. 5837

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Barbara Gallo, Associate Director of Events

Ext. 5852

bgallo@awty.org



Feven Kiflu, Advancement Associate

Ext. 5816

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Carol Nash, Advancement Associate

Ext. 5861

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Katherine Wade, Associate Director of Annual Fund and Alumni Relations

Ext. 5889

kwade@awty.org

End-of-the-Year Giving

It's not too late to give to the Annual Fund! If you would like to make an end-of-the-year gift to Awty during this period, and have it credited to the December tax year, you may select one of the following options:

1. **ONLINE** - go to <http://www.awty.org/advancementOG.php> and read the online giving instructions. Make your transaction on or before December 31 to have it count for the December tax year.
2. **BY CHECK** - Mail your gift or pledge to Awty in an envelope postmarked on or before December 31. Date your check prior to December 31. Your postmark will serve as your gift date.

3. BY CREDIT CARD – Email us at rjackson@awty.org on or before December 31, and indicate *all* of the following:

- specific amount you wish charged to your credit card
- the gift purpose (such as Annual Fund)
- your card number and type, expiration date
- your full name as it appears on the card
- your phone number

Your card charge will be processed when we return in early January; however the ‘sent’ date of your email will serve as your gift date.

4. STOCK TRANSFER - The following information will enable your broker to electronically transfer stock to our account on or before December 31: Your stock transfer date will serve as the gift date. The actual stock value at the time of sale will be included on your receipt.

- Simmons & Company International - Attn: Lyn Tanner
700 Louisiana, Suite 5000
Houston, TX 77002
Phone: 713-223-7899
DTC Number: 443
Account: The Awty International School
Account Number: 5ZD-004261

Again, please make sure to designate where your gift should go on your check/email/wire instruction (example: Annual Fund, Gala, “X” Memorial Fund, etc.)