Guide to MVP Classmate Selections

1. Click on the “Classmate Selection” button located under “My Assignments” on the MVP homepage. Once on the Classmate Selection page you will be able to view all of the unassigned prospects in your class. If a classmate has already made a gift this fiscal year, there will be a notation under their name in red, “Current FY gift received.” You should not select someone who has already made a gift this fiscal year. The page is categorized into four types of donor groups (see categories below).

2. Select the name of the classmate you want to call and rank your choice as Primary Selection, Secondary Selection, or Could call if needed. Rating each selection allows the Colby Fund the best chance of assigning the right prospects for you.

3. Click the Select button in the right column, and repeats steps 2 and 3 for all the names you want to call.

4. After you have selected all of your prospects, scroll to the very bottom of the page and click the Submit button.

Upon submitting your selections, the Colby Fund staff will review and assign prospects to you based on your personal ratings. In the event that a prospect is selected by more than one volunteer, the Colby Fund staff will use the ratings to determine proper placement. You should expect to view full information on your prospects in MVP within 2 business days of submitting your selections or your classes’ selection deadline.

**Prospect Groups**

**Leadership**
These classmates are being asked to make gifts at the President’s Leadership Society levels. If you are comfortable asking for a Leadership gift, please start your selections here.

**Consecutive Donors**
These classmates have given at least the last two years in a row and likely many more years than that. It is vital to our participation rates that as many of these classmates as possible are covered.

**Gave in FY 14**
These are classmates who made a gift last fiscal year. This group is likely to give again this year and is vital to our participation.

**Donors in the last 2-5 years**
Classmates in this group have given recently (some just last year), but do not give consistently yet! Selecting names in this group gives the class and Colby Fund a chance to grow participation.

**Non-Donors**
The folks listed in this group are non-donors. Unless there is someone you think you might be able to “convert” please avoid selecting from this group.