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**Email Subscriber Project** 

# Procedure to Obtain Data

## • All Subscribed Donors:

- o Imported contact data using a query that filtered to only donors with "Tag" "Is any of" "Weekly Briefing", "General Communication", or "PRI Insider Sub"
- o Included the fields Last Gift Date, Life to Date Giving, Contact Id, Primary Full Name
- o This table included all contacts who were subscribed to Weekly Briefing (WB), General Communication (GC), or PRI Insider Sub (PS)

## Non-Donor Subscribed Contacts:

- o Filtered "All Subscribed Donors" table to include only those subscribed contacts who had not given a donation
- o This table included all donors who were subscribed to Weekly Briefing, General Communication, or PRI Insider Sub AND had not given a donation

# • Donor Activity Status:

- o Filtered "All Subscribed Donors" table to include only those subscribed contacts who had given a donation
- Utilizing Power Query, calculated time (in days) between the current date and last gift date to produce the time since the donors last donation
- o Through conditional column, if time since last donation exceeded or was equal to 365 days, then categorized donor as "lapsed"
- o If time since last donation was less than 365 days, categorized donor as "active"
- o This table listed all contacts who had given a donation and were subscribed to WB, GC, or PS and categorized them as either "lapsed" or "active"

# • Lapsed Donors:

- o Filtered "Donor Activity Status" table to include only those donors who were "lapsed"
- o This table provided a list of all donors who had not given a donation in the past 365 days ("lapsed") and were subscribed to WB, GC, or PS

#### • Active Donors:

- o Filtered "Donor Activity Status" table to include only those donors who were "active"
- O This table provided a list of all donors who had given a donation in the past 365 days ("active") and were subscribed to WB, GC, or PS

#### • Donor Counts:

- Provided a count of all donors who were subscribed to WB, GC, or PS, all subscribed donors who had not given a donation, all subscribed donors who were "lapsed", and all subscribed donors who were "active"
- Lapsed donors, active donors, and non-donors did not add up to total subscribed donors due to the removal of a null value