

# LGL Mail Merge Field Reference

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The following merge fields may be used within **general and acknowledgment** mailings and emails. Note that the brackets ([[field\_name]]) are required and all fields are **case sensitive**.

## ***General Information***

|                      |  |
|----------------------|--|
| [[constituent_id]]   | The unique LGL system id for each constituent.   |
| [[letter_id]]        | The unique id of the letter in a particular mailing. Can be used as an invoice ID, for example.            |
| [[date]]             | The date the letter is sent. If no 'Date sent' value is set on the mailing, then today's date will be used |
| [[sender_signature]] | The signature block for the chosen sender. (Emails only)   |

## ***Address Information***

|                   |   |
|-------------------|---|
| [[address_block]] | The full address block, as defined in label options. Will ensure there are no blank lines.  |
| [[addressee]]     | The addressee from the constituent record   |
| [[alt_addressee]] | The alternate addressee from the constituent record. [[addressee]] will act as a fallback when no alt. addressee value is present |
| [[street]]        | The street value in the constituent's preferred address, for example '1234 Cyprus Avenue #35'                                     |
| [[address_one]]   | The first line of the street value in the constituent's preferred address, for example '1234 Cyprus Avenue'                       |
| [[address_two]]   | The second line of the street value in the constituent's preferred address, for example 'Apt. 310'                                |
| [[city]]          | The city value in the constituent's preferred address   |
| [[state]]         | The state value in the constituent's preferred address  |
| [[postal_code]]   | The postal/ZIP code value in the constituent's preferred address  |
| [[country]]       | The country value in the constituent's preferred address  |

## ***Constituent Information***

|                        |   |
|------------------------|---|
| [[salutation]]         | The constituent salutation: 'Nick' or 'Jane'  |
| [[alt_salutation]]     | The alternate constituent salutation - [[salutation]] will act as a fallback when no alt. salutation is present |
| [[first_name]]         | The constituent first name  |
| [[last_name]]          | The constituent last name   |
| [[maiden_name]]        | The constituent maiden name   |
| [[spouse_name]]        | The constituent spouse name   |
| [[org_name]]           | The organization name/employer  |
| [[title]]              | The constituent's job title   |
| [[annual_report_name]] | The annual report name for the constituent  |
| [[phone]]              | The constituent's phone number  |
| [[email]]              | The constituent's email address   |
| [[stewards]]           | The constituent's steward(s)  |

## ***Membership Information***

|  |   |
|--|---|
| [[membership.last.name]]               | The most recent membership level                              |
| [[membership.last.note]]               | The most recent membership note                               |
| [[membership.first.start.date_phrase]] | The first membership start date in January 1, 2015 format     |
| [[membership.last.end.date_phrase]]    | The most recent membership end date in January 1, 2015 format |
| [[membership.last.end.mmDDyy]]         | The most recent membership end date in 01/01/15 format        |

[[membership.last.end.month]] The month name of most recent membership end date (e.g., January)

### ***Appeal Information***

[[appeal.ask\_amount]] The ask amount for a particular appeal. Note this will only be populated for mailings that are connected to an appeal segment.

[[appeal.name]] The appeal name for a particular appeal. Note this will only be populated for mailings that are connected to an appeal segment.

### ***Goal Information***

[[goals.next.amount]] The amount of the next open goal.

[[goals.next.projection]] The projection amount of the next open goal.

[[goals.next.date\_phrase]] The ask date for the next open goal, in January 1, 2011 format

[[goals.next.mmDDyy]] The ask date for the next open goal, in 01-01-11 format

### ***Gift Ack. Information***

[[gifts.ack.amount]] For acknowledgments only, the amount of the gifts for a given acknowledgment/ mailing combination

[[gifts.ack.deductible\_amount]] For acknowledgments only, the deductible amount of the gifts for a given acknowledgment/ mailing combination

[[gifts.ack.list]] For acknowledgments only, lists gifts in a table format so that multiple gifts are listed together. This is useful when acknowledging more than one gift for a given constituent with a single letter.

[[gifts.ack.custom\_list]] For acknowledgments only, lists gifts in a table format so that multiple gifts are listed together. Format is like: [[gifts.ack.custom\_list:campaign,fund,category]]. Allowed columns are: campaign,fund,event,appeal,deductible\_amount,notes,payment\_type,category.

[[gifts.ack.count]] For acknowledgments only, the number of the gifts for a given acknowledgment/ mailing combination

[[gifts.ack.note]] For acknowledgments only, the note of the gift for a given acknowledgment/ mailing combination

[[gifts.ack.check\_number]] For acknowledgments only, the check number of the gift for a given acknowledgment/ mailing combination

[[gifts.ack.payment\_type]] For acknowledgments only, the payment type of the gift for a given acknowledgment/ mailing combination

[[gifts.ack.gift\_category]] For acknowledgments only, the gift category of the gift for a given acknowledgment/ mailing combination

[[gifts.ack.date\_phrase]] For acknowledgments only, the gift date for a given acknowledgment/ mailing combination, in January 1, 2011 format

[[gifts.ack.mmDDyy]] For acknowledgments only, the gift date for a given acknowledgment/ mailing combination, in 01/01/11 format

[[gifts.ack.deposit\_date\_phrase]] For acknowledgments only, the gift deposit date for a given acknowledgment/ mailing combination, in January 1, 2011 format

[[gifts.ack.campaign]] For acknowledgments only, the gift campaign name for a given acknowledgment/ mailing combination

[[gifts.ack.fund]] For acknowledgments only, the gift fund name for a given acknowledgment/ mailing combination

[[gifts.ack.fund\_description]] For acknowledgments only, the gift fund description for a given acknowledgment/ mailing combination

[[gifts.ack.appeal]] For acknowledgments only, the gift appeal name for a given acknowledgment/ mailing combination

[[gifts.ack.event]] For acknowledgments only, the gift event name for a given acknowledgment/ mailing combination

|                                  |   |
|----------------------------------|---|
| [[gifts.ack.tribute.name]]       | For acknowledgments only, the name that the gift was given in honor/memory of   |
| [[gifts.ack.tribute.dedication]] | For acknowledgments only, the dedication for a tribute gift   |
| [[gifts.ack.tribute.phrase]]     | For acknowledgments only, a convenient phrase you can use to combine the tribute type and tributee name. For example: 'in honor of John Smith' or 'in memory of John Doe'   |
| [[gifts.ack.donor.names]]        | For acknowledgments only, the name or names of the donor(s) who gave a gift in honor or memory of another constituent. Multiple names will be listed when multiple gifts in honor/memory of the same constituent appear in the same batch   |
| [[gifts.ack.donor.first_names]]  | For acknowledgments only, the first name(s) of the donor(s) who gave a gift in honor or memory of another constituent. Multiple names will be listed when multiple gifts in honor/memory of the same constituent appear in the same batch   |
| [[gifts.ack.donor.addresses]]    | For acknowledgments only, the names and addresses of the donors who gave in honor/memory of another constituent. Multiple names will be listed when multiple gifts in honor/memory of the same constituent appear in the same batch. NOTE: This information is shown in a table within Microsoft Word and as such should not be used within a sentence. |
| [[gifts.ack.donor.count_phrase]] | For acknowledgments only, a phrase describing how many donations were received in honor or in memory of a constituent. For example: '1 donation' or '3 donations'   |
| [[gifts.ack.payment_type]]       | The payment type of the last gift   |

### ***Gift Information***

|                                  |   |
|----------------------------------|---|
| [[first_gift_date.mmDDyy]]       | The first date that a constituent donated in 01-01-11 format  |
| [[first_gift_date.phrase]]       | The first date that a constituent donated in January 1, 2011 format   |
| [[gifts.last.note]]              | The note of the last gift   |
| [[gifts.last.type]]              | The type of the last gift   |
| [[gifts.last.check_number]]      | The check number of the last gift   |
| [[gifts.last.deductible_amount]] | The deductible amount of the last gift  |
| [[gifts.last.amount]]            | The amount of the last gift   |
| [[gifts.last.date_phrase]]       | The date of the last gift, in January 1, 2011 format  |
| [[gifts.last.mmDDyy]]            | The date of the last gift, in 01/01/11 format   |
| [[gifts.last_month.list]]        | The list of gifts with deductible amount, date, and payment type (in a table) for last month. To include campaign, fund, appeal, and/or event columns, use a format like: [[gifts.last_month.list:fund,campaign]] (this would include both fund and campaign columns) |
| [[gifts.consecutive_years]]      | Consecutive years giving based on criteria in "Gift settings".  |

### ***Pledge Information***

|                                     |  |
|-------------------------------------|--|
| [[pledge.total]]                    | The total pledge amount for a given pledge. Note, this is only available for pledge type gifts.                      |
| [[pledge.date]]                     | The date of a given pledge, in 01/01/11 format. Note, this is only available for pledge type gifts.                  |
| [[pledge.note]]                     | The note for a given pledge.   |
| [[pledge.date_phrase]]              | The date of a given pledge, in January 1, 2011 format. Note, this is only available for pledge type gifts.           |
| [[pledge.paid]]                     | The amount that has been paid for a given pledge. Note, this is only available for pledge type gifts.                |
| [[pledge.due]]                      | The amount that is due for a given pledge. Note, this is only available for pledge type gifts.                       |
| [[pledge.next_payment]]             | The amount of the next payment (installment) for a given pledge. Note, this is only available for pledge type gifts. |
| [[pledge.next_payment_date]]        | The date of the next payment (installment) for a given pledge. Note, this is only available for pledge type gifts.   |
| [[pledge.last_payment]]             | The amount of the last payment for a given pledge. Note, this is only available for pledge type gifts.               |
| [[pledge.last_payment_date_phrase]] | The date of the last payment for a given pledge. Note, this is only available for pledge type gifts.                 |
| [[pledge.campaign]]                 | For pledges only, the gift campaign name for a given pledge/ mailing combination                                     |

|                             |  |
|-----------------------------|--|
| [[pledge.fund]]             | For pledges only, the gift fund name for a given pledge/ mailing combination   |
| [[pledge.fund_description]] | For pledges only, the gift fund name for a given pledge/ mailing combination   |
| [[pledge.appeal]]           | For pledges only, the gift appeal name for a given pledge/ mailing combination |
| [[pledge.event]]            | For pledges only, the gift event name for a given pledge/ mailing combination  |

### ***Gift Summary Information***

|                                 |   |
|---------------------------------|---|
| [[gifts.2023.list]]             | The list of gifts with deductible amount, date, and payment type (in a table) for 2023. To include campaign, fund, appeal, and/or event columns, use a format like: [[gifts.2023.list:fund,campaign]] (this would include both fund and campaign columns) |
| [[gifts.2023.custom_list]]      | Similar to gifts.2023.list, but has more options. Format is like: [[gifts.2023.custom_list:campaign,fund,category]]. Allowed columns are: campaign,fund,event,appeal,deductible_amount,notes,payment_type,category.                                       |
| [[gifts.2023.total]]            | The total giving amount for 2023  |
| [[gifts.2023.deductible_total]] | The total deductible giving amount for 2023   |
| [[gifts.2023.count]]            | The number of gifts in 2023   |
| [[gifts.2022.list]]             | The list of gifts with deductible amount, date, and payment type (in a table) for 2022. To include campaign, fund, appeal, and/or event columns, use a format like: [[gifts.2022.list:fund,campaign]] (this would include both fund and campaign columns) |
| [[gifts.2022.custom_list]]      | Similar to gifts.2022.list, but has more options. Format is like: [[gifts.2022.custom_list:campaign,fund,category]]. Allowed columns are: campaign,fund,event,appeal,deductible_amount,notes,payment_type,category.                                       |
| [[gifts.2022.total]]            | The total giving amount for 2022  |
| [[gifts.2022.deductible_total]] | The total deductible giving amount for 2022   |
| [[gifts.2022.count]]            | The number of gifts in 2022   |
| [[gifts.2021.list]]             | The list of gifts with deductible amount, date, and payment type (in a table) for 2021. To include campaign, fund, appeal, and/or event columns, use a format like: [[gifts.2021.list:fund,campaign]] (this would include both fund and campaign columns) |
| [[gifts.2021.custom_list]]      | Similar to gifts.2021.list, but has more options. Format is like: [[gifts.2021.custom_list:campaign,fund,category]]. Allowed columns are: campaign,fund,event,appeal,deductible_amount,notes,payment_type,category.                                       |
| [[gifts.2021.total]]            | The total giving amount for 2021  |
| [[gifts.2021.deductible_total]] | The total deductible giving amount for 2021   |
| [[gifts.2021.count]]            | The number of gifts in 2021   |

### ***Constituent Categories***

|  |   |
|--|---|
| [[category.groups]]                    | Values from the Groups category for each constituent formatted as follows: Value 1, Value 2.                    |
| [[category.MailChimp Status]]          | Values from the MailChimp Status category for each constituent formatted as follows: Value 1, Value 2.          |
| [[category.Acknowledgment Preference]] | Values from the Acknowledgment Preference category for each constituent formatted as follows: Value 1, Value 2. |
| [[category.AJLI access groups]]        | Values from the AJLI access groups category for each constituent formatted as follows: Value 1, Value 2.        |
| [[category.AJLI membership status]]    | Values from the AJLI membership status category for each constituent formatted as follows: Value 1, Value 2.    |
| [[category.AJLI membership type]]      | Values from the AJLI membership type category for each constituent formatted as follows: Value 1, Value 2.      |
| [[category.Committee: position]]       | Values from the Committee: position category for each constituent formatted as follows: Value 1, Value 2.       |
| [[category.Giving Status]]             | Values from the Giving Status category for each constituent formatted as follows: Value 1, Value 2.             |
| [[category.Tags]]                      | Values from the Tags category for each constituent formatted as follows: Value 1, Value 2.                      |

### ***Custom Attributes***

|                            |   |
|----------------------------|---|
| [[custom.A]LI ID]]         | Custom attribute values for the constituent |
| [[custom.Background Info]] | Custom attribute values for the constituent |
| [[custom.Second ID]]       | Custom attribute values for the constituent |

### ***Volunteering Information***

|                                     |   |
|-------------------------------------|---|
| [[vol.committed.2023.total]]        | The total committed volunteer hours for 2023                                  |
| [[vol.committed.2023.completed]]    | The completed volunteer hours for 2023, against commitments                   |
| [[vol.committed.2023.remaining]]    | The remaining hours for 2023, against commitments                             |
| [[vol.hours.2023]]                  | The total hours volunteered for 2023  |
| [[vol.committed.sy.2023.total]]     | The total committed volunteer hours for 2022/2023 (7/1 - 6/30)                |
| [[vol.committed.sy.2023.completed]] | The completed volunteer hours for 2022/2023 (7/1 - 6/30), against commitments |
| [[vol.committed.sy.2023.remaining]] | The remaining hours for 2022/2023 (7/1 - 6/30), against commitments           |
| [[vol.hours.sy.2023]]               | The total hours volunteered for 2022/2023 (7/1 - 6/30)                        |
| [[vol.committed.2022.total]]        | The total committed volunteer hours for 2022                                  |
| [[vol.committed.2022.completed]]    | The completed volunteer hours for 2022, against commitments                   |
| [[vol.committed.2022.remaining]]    | The remaining hours for 2022, against commitments                             |
| [[vol.hours.2022]]                  | The total hours volunteered for 2022  |
| [[vol.committed.sy.2022.total]]     | The total committed volunteer hours for 2021/2022 (7/1 - 6/30)                |
| [[vol.committed.sy.2022.completed]] | The completed volunteer hours for 2021/2022 (7/1 - 6/30), against commitments |
| [[vol.committed.sy.2022.remaining]] | The remaining hours for 2021/2022 (7/1 - 6/30), against commitments           |
| [[vol.hours.sy.2022]]               | The total hours volunteered for 2021/2022 (7/1 - 6/30)                        |

### ***Class Affiliations Information***

|                              |  |
|------------------------------|--|
| [[class_year.Student.short]] | 2 digit year, you may also substitute "Student" for any other class year affiliation type. |
| [[class_year.Student.full]]  | 4 digit year, you may also substitute "Student" for any other class year affiliation type. |