

LGL Mail Merge Field Reference

Printed on: 11/21/24

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)

Account Information

[[account.name]]	The name of the current account.
[[account.address]]	The main address (not billing) for the current account.
[[account.ein]]	The EIN for the current account.

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.hon.honorary_name]]	For acknowledgments only, the honorary name of the constituent in whose honor a gift has been given. For example: Thank you for your gift in honor of [[gifts.ack.hon.honorary_name]]. Pulls first from the 'Honorary Name' field
[[gifts.ack.hon.first_name]]	For acknowledgments only, the first name of the constituent in whose honor a gift has been given. For example: Thank you for your gift in honor of [[gifts.ack.hon.first_name]].
[[gifts.ack.mem.honorary_name]]	For acknowledgments only, the honorary name of the constituent in whose memory a gift has been given. For example: Thank you for your gift in memory of [[gifts.ack.mem.honorary_name]]. You can also use these in the records for constituents who should also be acknowledged, in the case of memorial gifts
[[gifts.ack.mem.first_name]]	For acknowledgments only, the first name of the constituent in whose memory a gift has been given. For example: Thank you for your gift in memory of [[gifts.ack.mem.first_name]].
[[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.2024.list]]	The list of gifts with deductible amount, date, and payment type (in a table) for 2024. To include campaign, fund, appeal, and/or event columns, use a format like: [[gifts.2024.list:fund,campaign]] (this would include both fund and campaign columns)
[[gifts.2024.custom_list]]	Similar to gifts.2024.list, but has more options. Format is like: [[gifts.2024.custom_list:campaign,fund,category]]. Allowed columns are: campaign,fund,event,appeal,deductible_amount,notes,payment_type,category.
[[gifts.2024.total]]	The total giving amount for 2024
[[gifts.2024.deductible_total]]	The total deductible giving amount for 2024
[[gifts.2024.count]]	The number of gifts in 2024
[[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

Constituent Categories

[[category.groups]]	Values from the Groups category for each constituent formatted as follows: Value 1, Value 2.
[[category.Constant Contact Status]]	Values from the Constant Contact Status category for each constituent formatted as follows: Value 1, Value 2.
[[category.Constant Contact Lists]]	Values from the Constant Contact Lists 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.AJLI ID]]	Custom attribute values for the constituent
[[custom.Background Info]]	Custom attribute values for the constituent
[[custom.Civic Champs ID]]	Custom attribute values for the constituent
[[custom.Second ID]]	Custom attribute values for the constituent

Volunteering Information

[[vol.committed.2024.total]]	The total committed volunteer hours for 2024
[[vol.committed.2024.completed]]	The completed volunteer hours for 2024, against commitments
[[vol.committed.2024.remaining]]	The remaining hours for 2024, against commitments
[[vol.hours.2024]]	The total hours volunteered for 2024

[[vol.committed.sy.2024.total]]	The total committed volunteer hours for 2024/2025 (7/1 - 6/30)
[[vol.committed.sy.2024.completed]]	The completed volunteer hours for 2024/2025 (7/1 - 6/30), against commitments
[[vol.committed.sy.2024.remaining]]	The remaining hours for 2024/2025 (7/1 - 6/30), against commitments
[[vol.hours.sy.2024]]	The total hours volunteered for 2024/2025 (7/1 - 6/30)
[[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 2023/2024 (7/1 - 6/30)
[[vol.committed.sy.2023.completed]]	The completed volunteer hours for 2023/2024 (7/1 - 6/30), against commitments
[[vol.committed.sy.2023.remaining]]	The remaining hours for 2023/2024 (7/1 - 6/30), against commitments
[[vol.hours.sy.2023]]	The total hours volunteered for 2023/2024 (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.