

Associate Alumnae of Douglass College 95th Anniversary Directory FAQ's - PCI Inc.

Frequently Asked Questions By Alumnae

1. I received an email/postcard/phone call from a company asking for my personal information. They said they were working on a 95th Anniversary Directory for Associate Alumnae of Douglass College.

Is this a legitimate project, or is it a scam?

We have partnered with PCI (also known as Publishing Concepts) to produce our new 95th Anniversary Directory. PCI is a company located in Dallas, TX, and Virginia Beach, VA, that publishes directories for educational institutions, fraternities, sororities and military organizations across the nation. This project allows the AADC to receive important updates to our database so we know more about our alumnae and how we can better serve you and future alumnae.

2. How do I know my information will only be used for directory purposes?

The Associate Alumnae of Douglass College has a contractual agreement with PCI that states:

a. The names, addresses and information provided to PCI by AADC for the publication of the 95th Anniversary Directory will be held confidential by PCI, except to the extent that they are utilized in, or in the preparation of, the 95th Anniversary Directory and except as required by court order or law.

b. The 95th Anniversary Directory will be made available only to the AADC sisterhood, comprised of alumnae from the New Jersey College for Women (NJC), Douglass College, and Douglass Residential College (DRC). Upon completion of the project, PCI will return to the AADC any and all electronic files that have been supplied by AADC or produced by PCI in connection with the production of the 95th Anniversary Directory.

3. I would like to verify and update my information. How can I do this?

If you have received a postcard or an email with a telephone number, you may call the number to speak with a dedicated representative for the Associate Alumnae of Douglass College project. The representative will verify all the information we have on file for you and make any updates where needed.

If you have received an email with an embedded link, you may go to the online site to review your information. If you have questions, you may call PCI's customer service desk at 1.800.982.1590.

4. Can anyone purchase a directory?

The Associate Alumnae of Douglass College 95th Anniversary Alumnae Directory Publication is available for sale only to AADC members from PCI .

5. Can I choose some or all of my information not to be printed in the directory?

When you call to update your information, you can tell the representative what information you would prefer to have excluded. You may also communicate this information to the PCI customer service desk (1.800.982.1590) or to the AADC.

6. I ordered a directory/package over the phone and would like to cancel my order. How do I do this?

Call the PCI customer service help desk at 1.800.982.1590, and they will take care of this for you.

7. Is the Directory project a fundraiser for the AADC? Will my purchase benefit the AADC mission?

No, the Directory project is not a fund raising effort. If you chose to purchase the directory, your purchase is not a tax deductible charitable contribution. The AADC receives a small royalty of \$5.00 per directory to off-set our costs for the project; our partners at PCI receive the remainder as part of their business.