Listed below are some best practices to remember while acting in the capacity of a WU network volunteer:

- WU volunteers are ambassadors of Washington University, representing and promoting the university at all times.
- WU volunteers are encouraged to make Washington University a philanthropic priority and contribute on an annual basis.
- WU volunteers should be proactive at events by introducing themselves, welcoming guests, and discussing their role.
- WU volunteers should encourage alumni, parents, and friends to make sure their contact information is updated so they won't miss out on any event.

**Confidentiality**

As a WU volunteer, you may have access to biographical and contact information about alumni in your region or network. This data is privileged and confidential. Volunteers are expected to handle it responsibly, discreetly, and with respect for each individual’s right to privacy.

All information given to you remains the property of Washington University, and may not be reproduced in whole or in part by any person or entity without the written permission of Washington University. The data provided to you is for purposes of alumni network activities only. Use of information provided to you for any other purpose—including, but not limited to, unauthorized reproduction or electronic storage, or unauthorized use of addresses and names and personal data—is prohibited and is in direct violation of copyright. In order to protect the usage of constituent data, many reports may only be available to the committees in paper format as opposed to electronically. Every effort has been made to verify and correctly state the information that we provide to you; however, the University disclaims all liability and responsibility for the accuracy of this information. In addition, circumstances may have rendered the information we provide obsolete at the time prior to distribution or prior to the time that the information is reviewed. If you believe any information is in error, please send corrected information in writing to your Alumni Association liaison.