

Office of Development Information & Services Information Request Form

Thank you for requesting information from the Development Department. We are happy to serve you in all your information needs by providing reports and lists from our alumni and donor database. We have created this document to help streamline the process. All requests should be submitted via this form, and all questions completed before request can be processed. Requests should be submitted at least two weeks in advance to guarantee delivery when needed. Please feel free to contact _____ if you have any questions.

* Required

Type of Request Often you will need the same information on a recurring basis. We want to provide you with the most up to date information and are happy to refresh your list.

- New Request
- Request for Modification or Update of Previous Request
- Other:

How will this information be used? * List all intended specific uses [i.e. phone calls, mailing list, letters, e-mails]. This helps us clarify your request ***If a letter will be sent, please email a draft of the letter to:

- Solicitation [by Mail, E-Mail, or Phone]
- Thank You
- Mailing or Newsletter
- Survey
- Event Invitation
- Internal Use Only
- Other:

Who would you like to include? * Please check all that apply.

- All Undergrad. Alumni
- Only Honors College Alumni
- Graduate Alumni
- Seminary Alumni
- Current Parents

- Current Grandparents
- Trustees
- Board
- Former Parents
- Former Grandparents
- Friends
- Churches
- Foundations
- Faculty & Staff
- Other:

What records should we EXCLUDE? * Check all that apply.

- Deceased
- No Valid Address
- Do Not Solicit
- Do Not Email Solicit
- Do Not Mail
- Do Not Email
- Do Not Phone
- Non-Donors
- Addresses outside of Canada and United States
- ALL Foreign Addresses

What information do you need to see in your list or report? * Some possibilities include:

- First Name
- Middle Name
- Last Name
- Constituency [e.g. Church, Trustee, Alumni, Friend, etc.]
- Formal Addressee (used on envelope) e.g. Rev. Dr. William Scott
- Informal Addressee (used on envelope) e.g. William Scott
- Formal Salutation (used following Dear in a letter) e.g. Mr. and Mrs. Scott

- Informal Salutation (used following Dear in a letter) e.g. John and Louise
- Title, e.g. Mr.
- Other:

Please include the following geographic information: If all states, please say "all." otherwise specify: eg. Northeast Region, etc.

What contact info would you like to include? *

- Home Phone
- Cell Phone
- Business Phone
- E-Mail Address
- Mailing Address

Would you like to include individuals or organizations: *

- Individuals
- Organizations
- Both

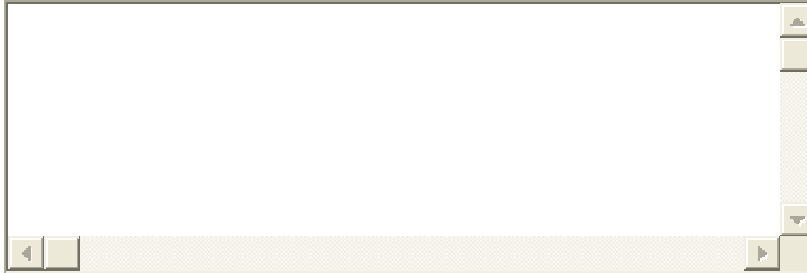
Would you like to filter the list by Individuals or by Head of Household? Married Alumni will list as two separate individuals if you choose Individuals

- Individual
- Head of Household

What specific Alumni Info do you need?

- Class Year
- Degree
- Athletics
- Clubs
- Major
- Joint Married Alum
- Other:

Include only the following Class Years e.g. for Homecoming and Reunions, etc.



Your list will be in alpha order in an excel spreadsheet unless specified otherwise. Please specify how you would like your list sorted:

- By Last Name
- By Class Year
- By Zip Code
- By Constituency Code [e.g. Alumni, Trustee, Friend, etc.]
- Other:

Requested by: * Your name

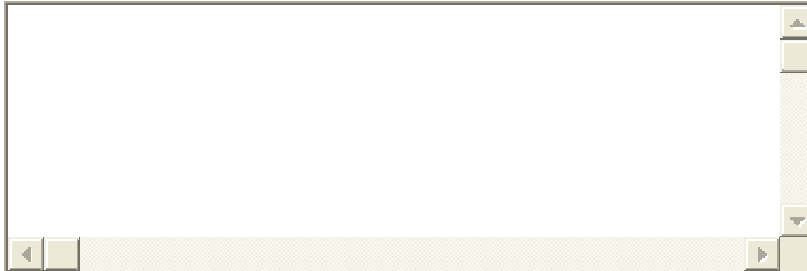
Department *

Contact phone number: *

What email address should the completed list be sent to? *

Please allow at least two weeks for processing your request. * When do you need the information? Date:

Please tell us anything else you think may be helpful. Type your Notes below



WHAT WE NEED FROM YOU:

1. Use your list only once. Information changes daily and an updated list can be provided when needed. 2. When you receive new/updated information or returned mail (especially from alumni), please notify Development so that this central database is as up to date as possible. 3. Notify the Development Office before you solicit alumni/parents/friends of the university. Coordinated efforts are better received and responded to by our constituents.