

DATA REQUEST FORM

Submitted by:

Date submitted:

Department:

Date required:

Extension:

Purpose: Mailing - General
Mailing-Solicitation
Mailing-Publications
Mailing-Event
List-Biographical
List-Giving
List-Event

Include: Alumni-all
Alumni-degreed only
Parents*
Parents-current only
Faculty/Staff
Other individuals*
Corporations*
Foundations*
Other Orgs*

*Includes current and givers in past 5 years

Publication: Currents
Ventures
Artist Series
Other

Criteria: Reunions
Class Year(s)
Athletics team(s)
Campus group(s)
Other

All generated data lists will automatically include: LAST.NAME, FIRST.NAME, MAILING.NAME, ADDRESS.LINES, CITY, STATE, ZIP, COUNTRY, GREETING.LINE, REUNION.CLASS, EMAIL, MAIN.PHONE, SOURCES

Optional fields:

3 year giving

Prospect Info.

Employment Info.

Seasonal address

Family Info.

Sports

Greek Affiliation

SU Academic Info.

Lifetime giving

SU Activities

Post-Grad Info.

SU Affiliations

Other(s):

*All lists will be generated as MS Excel spreadsheets unless otherwise requested.

Special Request/Notes:

Advancement Services Use Only

Complete by:

Completion date: