

Please allow at least 7 business days for requests. Also, please be aware that any changes (deletions/ additions) to the original request will result in a delay of receiving your list.

Date requested _____	Date Needed _____	Phone _____
Department _____		Contact _____
Request Title _____		
Will this be a recurring request? If yes, check one: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly		

Purpose of Request *(What this list will be used for)*

Request For *(Check all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> Labels, pressure sensitive <i>(3 or 4 up)</i>
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Email to Requestor <i>(not formatted)</i>

<input type="checkbox"/> Count Only
<input type="checkbox"/> Email to mailhouse
Email Address: _____
Contact name: _____
Mailhouse
format: _____ | <input type="checkbox"/> Download to:
<input type="checkbox"/> Disk
<input type="checkbox"/> DAR Folder
<i>(Folder name):</i> _____ |
|--|--|

Define your request *(Who or what is to be included in this list. You must be specific in your request)*

Example: RSC alums for years ending in 1 or 6. **Example:** Capital Region alums for class year 1975.

If possible, give an example who would meet this criteria: _____ ID# _____

Exclude the Following *(check all that apply)*

- | | | |
|--|--|---|
| <input type="checkbox"/> Deceased | <input type="checkbox"/> Staff Members | <input type="checkbox"/> Foundations/Philanthropic |
| <input type="checkbox"/> Friends | <input type="checkbox"/> 5 th Year Students | <input type="checkbox"/> Foundations/Matching |
| <input type="checkbox"/> Bad Address | <input type="checkbox"/> Widowed | <input type="checkbox"/> Foundations/Family |
| <input type="checkbox"/> No Mail | <input type="checkbox"/> Corporations | <input type="checkbox"/> Foundations/Other-Inactive |
| <input type="checkbox"/> Requested Removal | <input type="checkbox"/> Government | <input type="checkbox"/> No Phonathon |
| <input type="checkbox"/> No Solicitation | <input type="checkbox"/> Organization | <input type="checkbox"/> No Reminder |

Sorting Requirements *(Report will not be sorted unless specified here)*

Output Fields (*Fields shown are commonly requested ones*)

<u>Name Fields</u>	<u>Address</u>	<u>Employment</u>	<u>Giving</u> (<i>please include</i>)	<u>Misc</u>	
<input type="checkbox"/> LFM	<input type="checkbox"/> Preferred	<input type="checkbox"/> Employer	<input type="checkbox"/> CYR	<input type="checkbox"/> Annual Fund	<input type="checkbox"/> ID Number
<input type="checkbox"/> FML	<input type="checkbox"/> Business	<input type="checkbox"/> Title	<input type="checkbox"/> YR 1	<input type="checkbox"/> Restricted	<input type="checkbox"/> Source
<input type="checkbox"/> Spouse	<input type="checkbox"/> Email		<input type="checkbox"/> YR 2	<input type="checkbox"/> Soft Credit	<input type="checkbox"/> Affil Type
<input type="checkbox"/> FML Suffix	<input type="checkbox"/> Phone		<input type="checkbox"/> YR 3	<input type="checkbox"/> Hard Credit	<input type="checkbox"/> Affil Role
(formerly Individual)		<u>Alumnae/i</u>			
<input type="checkbox"/> Joint	<input type="checkbox"/> Home	<input type="checkbox"/> Graduation year	<input type="checkbox"/> YR 4	<input type="checkbox"/> Match	<input type="checkbox"/> Affil Dates
<input type="checkbox"/> Nick	<input type="checkbox"/> Bus.	<input type="checkbox"/> Major	<input type="checkbox"/> YR 5	<input type="checkbox"/> Founders	<input type="checkbox"/> Mail Rules
<input type="checkbox"/> First	<input type="checkbox"/> Fax	<input type="checkbox"/> Degree	<input type="checkbox"/> Lifetime	<input type="checkbox"/> Sage Ring	<input type="checkbox"/> JHN.JNT

Pre-formatted Reports

DAR format DAR- with no giving info Mailhouse format

If you desire additional fields, please indicate them in the space below.

Additional Information (*Describe any special requirements*)

Notes:

- If you request Capital Region alums you will receive alums who live in the following counties: Albany, Schenectady, Rensselaer, Columbia, Greene, Saratoga, Warren and Washington. If you desire your list by zip code, we need the starting zip code and the radius to choose (MAXIMUM RADIUS – 40 MILES). For example, all alums within a 40 mile radius of zip code 12201.
- If you request your list to be sent as an email to be used in a Microsoft Office product or to be emailed to a mailhouse your request will not be formatted. It will be up to the requestor to pull the information in and format it.
- If you are requesting a report based on majors (i.e., Fine Arts), professions, etc. you must specify the populations to pull. If you are unsure of specific areas, we can provide you with a list to choose from.

Advancement Services Only Completed by: _____ Date: _____ # of Records: _____ Saved List Name: _____ _____

Please retain a copy of this form for your records