DATA REQUEST FORM

General:

*Today's Date: [   ]   *Project Name: [   ]

*Your Name [   ]   *Email: [   ]

*Phone [   ]   *Department: [   ]

*Brief Description of Request:

[   ]

*Criteria for the List:

[   ]

Criteria

Target Audience: ☐ Alumni ☐ Faculty/Staff ☐ Board Members Other: [   ]

☐ Solicitation? ☐ Include Soft Credits? ☐ Individual or Married Addressee? ☐ Merge Households?

Other Possible Criteria:

List Fund Names: [   ]

Giving Capacity (ex. donor has given ≤ or ≥ $5,000): [   ]

Gift Date Range (ex. donor has given in the last two years): [   ]

Organizations (ex. ROTC, greek life, dance): [   ]

Sport(s)/ Year(s) Played: [   ]

Degree Type: [   ]   Major/College: [   ]   Class Year/Range: [   ]

Location/Area (ex. counties/cities): [   ]   Radius (in miles): [   ]

Please choose which type of request and fill out the corresponding boxes:

☐ Mailing:

Due Date: [   ]   Amount of mail pieces: [   ]   Addressee: [   ]

Mailing criteria:

Who will be paying for the postage? [   ]   Who will be printing the mailings? [   ]

Who will be printing the labels? [   ]   Who will be stuffing the envelopes? [   ]

☐ Email: *Please attach a word document with the exact format and written text for the email you wish to send.*

eBlast date(s): [   ]

Email criteria:

From Name: [   ]   From Email: [   ]

Reply Name: [   ]   Reply Email: [   ]

Subject of Email: [   ]

☐ Call List: **Due Date:** [   ]   Who will be calling? [   ]

Purpose of calling? [   ]

I hereby declare that the confidential information requested is being used for official university business and only as the requested intent described below. I understand that shadow databases are <u>not permitted</u> and certify that the data I am requesting will not be used for future mailings.
<mark>(Allow a two week minimum for request to be completed)</mark>   *Please initial* [   ]

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ADVANCEMENT SERVICES USE ONLY

Query Name: [   ]   Number Exported: [   ]

Export Name: [   ]

Date Received: [   ]   Date Completed: [   ]

Completed by: [   ]

Comments: [   ]