DATA REQUEST FORM

NAME OF REQUESTOR:		DATE OF REQUEST:	
NAME OF EVENT / PURPOSE:		DATE OF EVENT:	
DATE REQUIRED:		DROP DATE:	

DATA LIST TYPE: ☐ Individuals Only ☐ Corporates Only ☐ Both [Individuals and Corporates]

DELIVERY METHOD:

☐ MAIL ONLY ☐ EMAIL ONLY ☐ PHONE ONLY ☐ MAIL AND EMAIL ☐ MAIL, EMAIL, PHONE

ADDRESSEE/SALUTATION TYPE: ☐ PRIMARY ADDRESSEE ☐ PRIMARY SALUTATION ☐ OTHER _____

Note: Spouse Name and Deceased status of spouse will be pulled for ALL lists requiring Primary Addressee and Primary Salutation

Section 1 Volunteer Relationships - ☐ Active Only ☐ If Inactive need to be pulled, please write "Inactive" beside them below

☐	1-1 Foundation Board	☐	1-6 Communications Committee
☐	1-2 Library Board	☐	1-7 Individual Giving Committee
			[Formerly Literary Circle Committee]
☐	1-3 Finance & Audit Committee	☐	1-8 Governor's Council
☐	1-4 Governance Committee	☐	1-9 AFTPL Board Member
☐	1-5 Corporate Committee	☐	1-10 New Collection Committee
☐	1-11 Book Lover's Ball Event Committee	☐	1-13 Author Sub-Committee
☐	1-12 Hush Hush Event Committee	☐	1-14 Foundation Volunteer

Section 2 Staff Relationships - ☐ Active Only ☐ If Inactive need to be pulled, please write "Inactive" beside them below

☐	2-1 Foundation Staff	☐	2-3 Library Directors
☐	2-2 Library Staff	☐	2-4 Foundation Directors

Section 4 Government - ☐ Active Only ☐ If Inactive need to be pulled, please write "Inactive" beside them below

☐	4-1 City of Toronto Politicians	☐	4-3 Local MPs and MPPs
☐	4-2 City of Toronto Senior Administration		

Section 5 Friends - ☐ Active Only ☐ If Inactive need to be pulled, please write "Inactive" beside them below

☐	5-1 Friends - TPL Board	☐	5-6 Friends - Old East York Committee
☐	5-2 Friends - North Chapter Board	☐	5-7 Friends - North Chapter Bookstore
☐	5-3 Friends - South Chapter Board	☐	5-8 Friends - South Chapter Bookstore
☐	5-4 Merill Collection Board	☐	5-9 Friends – Volunteers
☐	5-5 Osborne Collection Board	☐	5-10 ACD Collection Board

All requests for data should be made 3 weeks prior to "Required Date". Standard exclusions will apply unless specified.
Please forward one copy of this form to the Database Administrator. Retain one copy for your files.

Section 6 <u>Supporters</u>

☐ **6-1 Carnegie Societies**
☐ The Yorkville Society ($1,000,000 or more)
☐ The Annette Society ($250,000 - $999,999)
☐ The Riverdale Society ($100,000 - $249,999)
☐ The Weston Society ($25,000 - $99,999)

☐ **6-2 Annual Donors - Individuals**
☐ Philanthropist's Circle ($100,000 or more)
☐ Reserve List Circle ($25,000 - $99,999)
☐ Conservator's Circle ($10,000 - $24,999)
☐ Collector's Circle ($5,000 - $9,999)
☐ Avid Readers' Circle ($2,500 - $4,999)
☐ Reader's Circle ($1,000 - $2,499)

☐ **6-3 Annual Donors**
☐ Sustaining Friends ($500 - $999)
☐ Friends ($250 - $499)

☐ **6-4 Annual Donors – Organizations**
☐ Founders ($100,000 or more)
☐ Patrons ($25,000 - $99,999)
☐ Benefactors ($10,000 - $24,999)
☐ Leaders ($5,000 - $9,999)
☐ Partners ($1,000 - $4,999)

☐ **6-5 Planned Giving**
☐ Heritage Society
☐ Allied Professionals

☐ 6-6 **Capital Campaign – re:vitalize**

☐ 6-7 **Membership – New Collection**

☐ 6-8 **Gifts-in-Kind** Year(s):_____ Event(s): _____

☐ 6-9 **Sponsors** Year(s):_____ Event(s): _____

Section 7 <u>Prospects</u>

☐ 7-1 Prospect Classification: _____
☐ 7-2 Prospect Status (1-9): _____
☐ 7-3 Prospect by Solicitor: _____
☐ 7-4 Top Prospects: _____

Section 8 <u>Gift Amount and Date</u>

☐ 8-1 One Time Gift between date_____ and _____ for gift amount between $___ and $ ____
☐ 8-2 Total Gifts between date _____ and _____ for total gift amount between $_____ and $ ____
☐ 8-3 Last Gift between date _____ and _____ for last gift amount between $___ and $ ____
☐ 8-4 Any Gift between date _____ and _____ for total gift amount between $_____ and $ ____

Section 9 <u>Specific Campaign, Fund or Appeal</u>

☐ Campaign - _____ ☐ Appeal - _____ ☐ Fund - _____

Section 10 <u>Specified Data Request</u> (special instructions such as exclude pledges, include "Do Not Mail", etc. OR additional output data fields – total number of gifts, gift amount, gift date etc.)

_____
_____
_____
Standard output data: ConstID, Import ID, Individual/Corporate, First Name, Last Name, Name, Spouse Name, Spouse Deceased-status, Primary Addressee, Primary Salutation, Address [if mail only], Phone [if phone only], email [if mail and email or mail, email, phone], Constituent Code

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