

Office of University Advancement & Alumni Relations

Data Request Form

(Please submit two weeks before deadline)



Requested by:	Purpose:	
Date of Request:	<input type="checkbox"/> Mailing <input type="checkbox"/> Phone <input type="checkbox"/> Other: (Please Specify):	
Date Needed:	<input type="checkbox"/> Email <input type="checkbox"/> Event _____	
Name of Project:		Appeal Code:
Criteria: (Who should be included on the list/report) <input type="checkbox"/> Alumni <input type="checkbox"/> College <input type="checkbox"/> Undergraduate <input type="checkbox"/> COBE <input type="checkbox"/> CEHD <input type="checkbox"/> CHBS <input type="checkbox"/> Waldron <input type="checkbox"/> CSAT <input type="checkbox"/> CVPA <input type="checkbox"/> Graduate <input type="checkbox"/> Parents <input type="checkbox"/> Non-degreed <input type="checkbox"/> Current <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Former <input type="checkbox"/> Current <input type="checkbox"/> Varsity Athletes <input type="checkbox"/> Retired <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Friends Free text area		
Exclusions: (Who should NOT be included on the list/report) <input type="checkbox"/> Athletic Foundation Board Members <input type="checkbox"/> No Email <input type="checkbox"/> Board of Visitors <input type="checkbox"/> No Mail <input type="checkbox"/> Current Students <input type="checkbox"/> No Phone <input type="checkbox"/> Deceased <input type="checkbox"/> Real Estate Foundation Board Members <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Former Varsity Athletes Free text area <input type="checkbox"/> Foundation Board Members <input type="checkbox"/> International Addresses		
Output: (What information should be on the list/report) <input type="checkbox"/> Standard Output (Names, Addresses, <input type="checkbox"/> Other (please specify): Emails, Phone Numbers, etc.) Free text area <input type="checkbox"/> CampusCALL Data Load <input type="checkbox"/> Giving History (Last Gift Amount, Date <input type="checkbox"/> Household Out? and Designation)		

For Advancement Services Use Only:

Reviewed and Received by:	
Query name:	
Export name:	
File name:	
Completed by:	Date Completed:

