



UNIVERSITY ADVANCEMENT REPORT-LABEL-COUNT REQUEST FORM

(Please allow seven [7] working days per request)

Requested By: Department/School: Campus Address: Telephone/Ext: Date Submitted: Date Needed:

Description and Purpose for Request (use attachment for additional information):

1. Request Type:

- Report/Data File
Pressure Sensitive Labels
Count

2. Report Information:

- Home Info (address & phone)
Business Info
Phone (cell)
Degree Info
Gift Amount
Gift Date
Allocation
Email
Prospect Manager
Appeal

Other:

3. Sort By:

- Last Name
Zip Codes
College/Department
Class Year
Gift Amount

Other:

4. Geographic Areas:

- U.S.A. Foreign Countries

Specify:

5. Spouse Pairing:

- Either Single Combination

6. Group Needed:

- Alumni (AL) Corporation (CO)
Friend (FR) Foundation (FO)
Parents (PA) Organization (OT)

Specify:

7. Status of Records: Select Omit

- Active
Lost
Deceased
Current Faculty/Staff
Retired Faculty/Staff
Emeriti Faculty
Do Not TeleMarket
Do Not Publish
Do Not Solicit
Do Not Mail
Do Not Email
No Annual Fund Solicitation
Prospect - No Contact
President Circle (current)
President Circle (lapsed)
Premier Donor
Robert Society
Special Handling (*)
No Vender/OO

Other:

8. Gift Information:

Amount: From: To:

Gift Period(s): From: To:

Gift Designated To:

Allocation Number(s):

College(s) / Department(s):

9. Degree Information:

College(s)

Department(s)

Degree Year(s)

Degree(s) Earned

Major(s)

Minor(s)

10. Other Designations:

- Athletics
Guardian Scholars Program
Morrison Chamber Music

Other:

Advancement Services releases information regarding constituents to official University academic/administrative units. Such confidential information is to be used for official University purposes only.

Signature: Title: Date:

* Special Handling is the group of entities (non-alumni/non-emeriti) that makes their donations only to the particular projects and programs and don't want to receive any mailings or solicitations from the Annual Fund or any other University programs.