Send as E-Mail Adobe Professional needed to send as e-mail. Print Form

Office of Development and Alumni Relations

Data Request Form

Date _____ **(Allow 72 hrs. to process)** Date Due _____

Requestor _____ School/Unit _____

Purpose _____ Format Needed _____
(Solicitation, Event Invitation, General Information) (CSV, Excel,Report, Word Merge, Email, Query)

Requesting the following information (check all that apply):

- ☐ Const./UTD ID
- ☐ Spouse Full Name
- ☐ Home Address
- ☐ HomePhone
- ☐ GiftAmount
- ☐ Title
- ☐ Informal Salutation (FN)
- ☐ Business Address
- ☐ Business Phone
- ☐ Gift Date
- ☐ Full Name
- ☐ Formal Salutation
- ☐ Preferred Address
- ☐ Email Address
- ☐ Gift Fund
- ☐ First Name
- ☐ UTD School(s)
- ☐ Degrees (s)
- ☐ Major(s)
- ☐ Class of
- ☐ Last Name
- ☐ Organization Name
- ☐ Other _____ (Please specify)

Criteria for query/report:

Constituency:

- ☐ Alumni
- ☐ Corporation
- ☐ Corporate Foundations
- ☐ Development Board
- ☐ Faculty
- ☐ Advisory Council _____ (Please specify)
- ☐ Former Student
- ☐ Foundation
- ☐ Other Individual
- ☐ Other Organization
- ☐ Religious Organization
- ☐ Staff
- ☐ Student
- ☐ United Way
- ☐ All

Location:

- ☐ City _____
- ☐ State _____
- ☐ Zip Code _____
- ☐ Country _____

Education:

School _____
Degree _____
Major _____
Class of _____

Donor Information:

Single Gift of: _____ Cumulative of: _____
Year(s) _____
Amount _____
Fund _____

Action:

Communication _____
Date _____
Type _____

Event:

Name _____
Date _____
Type _____

Attribute:

Past Advisory Councils _____
Dev. Board Committees _____
Donor Categ. _____
Prospect Research _____
Mailing List _____
Elected Officials _____
Business List _____
Others _____

Exclude:

- ☒ Do Not Mail
- ☒ Do Not Solicit
- ☐ Has No Valid Address
- ☐ Others _____

Additional Instructions _____

DEVELOPMENT SERVICES USE ONLY:

Date Completed _____ Completed By _____

Query Used _____ Export Used _____

Report Used _____ Saved To _____