Information Request Form for Benefactor Alumni Database

NOTE: *All requests should be submitted at least one week prior to the date needed to*

Advancement Services, MS 2701 or advancement@keene.edu

Date of Request: Date Needed: Requestor:

Purpose for Data Request: ☐ Mailing ☐ Report ☐ Other (please specify):

If solicitation, please what is purpose: If for an event, please list title & date:

Special Instructions: Specify items to ***include*** OR ***exclude***. There should only one choice per items.

1. WHO? Who do you want to include in this report/list/grouping?

Constituent Codes

	Include	Exclude
Alumni	☐	☐
Alumni Non-Degree	☐	☐
Corporation	☐	☐
Faculty	☐	☐
Friend	☐	☐
Parent	☐	☐
Staff	☐	☐
Other (specify):	☐	☐
Other (specify):	☐	☐

Special Codes

	Include	Exclude
Bad Addresses	☐	☐
Deceased	☐	☐
Other (specify):	☐	☐

Solicitation Codes

	Include	Exclude
No Solicitation	☐	☐
Do Not Phone	☐	☐
Do Not Mail	☐	☐

School Codes/Name

	Include	Exclude
School of the Arts & Humanities	☐	☐
School of Professional Studies	☐	☐
School of Sciences & Social Sciences	☐	☐

Major/Field

	All Majors	Specific Majors	Majors to Include*
School of the Arts & Humanities	☐	☐	
School of Professional Studies	☐	☐	
School of Sciences & Social Sciences	☐	☐	

***Note additional majors to include here:**

Class of inclusions:

Zip Code(s) Inclusions:

Giving Criteria (select one): ☐ Single Gift ☐ Total Giving

Gift Amount(s) to Include: $

Gift Date Range(s) to Include:

Include Soft Credit Gifts? ☐ Yes ☐ No

Gift Types to Include (check all that apply): ☐ Pledge ☐ Pledge Balance ☐ Cash ☐ Stocks ☐ Gifts In Kind

Specific Fund(s), Campaign(s), or Appeal(s):

Other Details or Qualifications (provide additional information that may be helpful in processing this request:

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2. What? What info do you need about the above group? Information needed on file/list/report.

Name format:

- ☐ Individual Name: John F. Kennedy
- ☐ Primary Addressee: Mr. & Mrs. John F. Kennedy, Jr.
- ☐ Primary Salutation: Mr. & Mrs. Kennedy
- ☐ Individual Salutation: Mr. Kennedy
- ☐ Individual Addressee: Mr. John F. Kennedy, Jr.
- ☐ Informal Salutation: John & Jacqueline
- ☐ Nickname
- ☐ Maiden Name
- ☐ Spouse's Name
- ☐ Other (specify):

Address:

- ☐ Preferred
- ☐ Home
- ☐ Business

Phone:

- ☐ Home ☐ Business
- ☐ Personal Email ☐ Business Email
- ☐ Other (specify):

Gift Information:

☐ Gift Amount (Individual gifts) ☐ Total Amount (Cumulative)

Same criteria as query? ☐ Yes ☐ No

If No, explain

☐ Fund ☐ Degree ☐ Appeal_____

Gift Date (ONLY FOR INDIVIDUAL GIFTS):

Any Other Information Needed:

Other fields:

☐ Position ☐ Class of ☐ Major ☐ Campaign ☐ Constituent Codes

Other (specify):

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3. How? How do you want the information presented?

Do you want a ☐ File** ☐ List ☐ Printed Report

☐ Other (specify):

****If File, then what format?**

Sort Order

1st Sort:	☐ ALPHA	☐ YEAR	☐ ZIP	☐ TOTAL GIVING
2nd Sort:	☐ ALPHA	☐ YEAR	☐ ZIP	☐ TOTAL GIVING

Combine Husband-Wife Records? ☐ YES ☐ NO

Please direct any questions regarding this form or data requests to Michelle Fuller, Development Office, at 358-2350 or mfuller@keene.edu

Office Use Only: Completed By: _____ Date: _____

This is a "fill-in" form that can be submitted electronically. Last updated February 12, 2009.