



Advancement Officer Alumni/Donor Data Request

Please return completed form to Lori Kroening at kroening@uwosh.edu.

Requested by: _____ Date of Request: _____

Assign Appeal Code (required for solicitations): _____

Date of Mailing/Email: _____ Please allow a minimum of 14 days for your request to be processed.

What will this information be used for? _____

Data should be pulled from the following source/s (check all that apply):

Raiser's Edge 233 Accounts (selecting 233 accts may significantly increase response time)

Include: Alumni Parents Patrons Corps

Please include donors/alumni meeting these criteria: (Checked = filter on field as indicated; Unchecked = include all values)

Class Year/s: _____ College: _____ Degree: _____

Major/s: _____

Minor/s: _____ Student Organization: _____

City: _____ Radius: _____ miles State _____

Employer: _____ Business Title: _____

Other: _____

Giving History: Fund/s: _____ Dates: _____

Appeal/s: _____ Amt: _____ Single Gift Summary Amt

Do you want to SPECIFICALLY ADD any categories/boards? _____

Do you want to SPECIFICALLY EXCLUDE any categories/boards? _____

OUTPUT:

Mail Type: USPS Email *Unless otherwise indicated, you will receive the fields necessary for your mail type.

Additional fields requested: _____

If you need an online donation/payment form, please complete the OLX Request Form.

By requesting this list you agree to comply with the following:

- One time use – no repeat or reminder emails
- Email address will always be sent Blind Carbon Copy (BCC) to protect privacy
- Include correct unsubscribe language in email
- Provide Alumni Office with all data updates – alumni@uwosh.edu
- Forward unsubscribe requests, immediately upon receipt, to alumni@uwosh.edu
- An alumni office email and address will be added to your list

Completed by _____ Date _____ Appeal Assigned _____ Query Count _____ Export Count _____