



Name _____

Date Submitted _____

Email _____

Phone _____

Division/Program _____

Type of Solicitation (check all that apply)

- Mail
- Email
- Fundraising Event
- Telephone
- Face-to-face
- Direct mail

Fundraising Activity Title _____

Purpose of Activity _____

Planned Date of Activity _____

- Multiple Prospects
- Single Prospect

*For multiple prospects, please attach a list of each individual, organization or corporation to be solicited.
If this is a solicitation of a single prospect, please provide the contact information below.*

Name of Individual or Organization/Corporation: _____

Contact Name for Corporation: _____

Address: _____

Dean or Department Director's Signature (required) _____

Data Categories for Advancement Generated Mailing Lists (check all that apply)

- Donors/friends
- Non-degreed alumni
- Foreign addresses
- Home address
- Preferred telephone
- Email
- Graduation Year
- Degree
- Employer
- Job Title
- Other _____
- Other _____

Special Instructions

Provide data as:

- Excel File Format
- Electronic File
- Mailing Labels
- Printed List

Deliver data to:

- Requestor
- Other _____
- Via Email
- Via Campus Mail

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- Approved
- Denied
- Additional Information Requested

Comments: _____

Director of Advancement

Date