

Please return to the Advancement Office via campus mail or email jessica.joplin@msutexas.edu.

Request Date: _____ Date Needed: _____ (allow at least 5 working days)
Requested By: _____ Department: _____
Contact Phone Number: _____

Type of outreach: Fundraising Event Fundraising & Event Other

Solicitation Type: Direct Mail E-mail Online

Goal (if a solicitation) (\$ amount, # of donors): _____

Give a brief description of what you need and what it will be used for (e.g., 'mailing to members'):

If for a mailing, anticipated mailing date: _____

Mark the items that you want included in your list.

Target Audience: Individuals **OR** Households **and/or** Organizations/Businesses
Contact Information Address Phone Email Other: _____
Categories Donors Faculty Staff Alumni (going back ___ years)
Additional criteria: _____
Alumni: Bachelor's Master's Associates
 Class Year Major Minor Degree: _____
Other: _____
Donors: Gift Date Range: _____ Gift Amt. Range: _____
Program: _____
Addressee Format: Primary (Mr. John Doe) Formal Married (Mr. and Mrs. John Doe)
Salutation Format: Primary (Dear Mr. Doe) Formal Married (Dear Mr. and Mrs. Doe)

This information may only be used for the purpose stated above and should not be given to any other University department or organization. If it has been more than 60 days since the list was run, please request a new one. Do not use an old/saved list as information changes over time.

I, _____, agree to the statement above and will return the final mail/outreach list to University Advancement so the appeal can be recorded on constituent records.

Requestor Signature: _____ Date: _____

Supervisor Signature: _____ VP Advancement: _____

below this line is for Advancement Office use

Completed by: _____ Date _____
Query/Export Name: _____ Date _____