### Database Request Form

*Note: For campus use only*

Please return to the Advancement Office via campus mail or email [jessica.joplin@msutexas.edu](mailto:jessica.joplin@msutexas.edu).

<table>
<thead>
<tr>
<th>Request Date:</th>
<th>Date Needed:</th>
<th>(allow at least 5 working days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested By:</td>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:

**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: __________