



DATA REQUEST FORM

Please complete and return this form to Renita Dicks, rdicks@usca.edu Questions may be directed to Renita @ X3334
Please allow up to 5 business days for processing. Be as specific as possible, missing data could delay your report.

General Information:

Date Request Sent: _____

Date Request Needed: _____

Requested by: _____

Department: _____

Phone #: _____

Email: _____

How will this information be used?

Mailing

Cultivation

Contact

Other

- * Attach a copy or draft of the mailing, if available, (solicitation piece, newsletter, invitation) you plan to send.
- * If the mailing option is selected, all constituents denoted as "Do Not Mail" will be excluded and only good addresses will be included.
- * If the solicitation option is selected, all constituents denoted as "Do Not Solicit" will be excluded.
- * The list provided from this data request is for **Business Use Only**. The information provided cannot be shared with a third party.

***Be as specific as possible, incomplete forms will be returned**

Please provide an explanation of your request. List all information you wish to see in your report.

(Use a separate sheet and attach if necessary)

Title of Report: _____

Please answer the following questions:

Please select at least one:

Alumni___ Parents___ Individuals (non-alumnus)___ Faculty/Staff___

Clubs/Assn___ Students___ Corporations___ Foundations___

Do you want to exclude Faculty/Staff who are also Alumni? Yes___ No___

Would you want spouse information listed separately? Yes___ No___

Would you like to include: Foreign Addresses Yes___ No___

Majors/Concentrations to include: _____

Grad Years to be selected: From: _____ To: _____

***If you do not require gift information in your report, you may skip this section**

Include Gifts___

Gift amounts must be greater than or equal to: \$ _____

Gift dates should range between _____ and _____ (MM/DD/YYYY)

For Advancement Services Use Only

Processor: _____ Date Received: _____ Date Completed: _____

Report Name: _____