

Stephen F. Austin State University Alumni/Donor Database Information Request Form

All requests for information from the Alumni/Donor Database known as Raisers Edge (RE) will be made to either the Office of Development or the Office of Alumni Affairs. All requests must come from a full-time employee of the university. No information can be prepared and shared externally or with a third party vendor.

Requested by: _____ Phone extension: _____

Department: _____ Date of request: _____

Date information needed: _____

Please allow a minimum of 10 business days for your request to be processed.

Purpose of Request:

Note: The purpose of the request must be stated. Any misuse of information will have consequences.

Available Information from RE:

Please select the information needed from the Basic Demographic Information:

<input type="checkbox"/> Title	<input type="checkbox"/> Employer	<input type="checkbox"/> Class Year	<input type="checkbox"/> Address
<input type="checkbox"/> First Name	<input type="checkbox"/> Position	<input type="checkbox"/> College	<input type="checkbox"/> City
<input type="checkbox"/> Last Name	<input type="checkbox"/> Spouse Name	<input type="checkbox"/> Major/Minor	<input type="checkbox"/> State
<input type="checkbox"/> Suffix	<input type="checkbox"/> Spouse Education	<input type="checkbox"/> Student Activities	<input type="checkbox"/> Zip
<input type="checkbox"/> Gender	<input type="checkbox"/> Ethnicity		

Additional Information - A strong explanation of intent is required to receive the following information:

Email Addresses Phone Numbers Any Gift Information

Explanation: _____

Information Format:

Microsoft Excel CVS TEXT PDF
 Microsoft Word – Label – please specify template

Note:

- All lists requesting email addresses, phone numbers or giving information must be approved by either the Executive Director of Development or the Executive Director of Alumni Affairs before distribution.
- You cannot use this list to build an internal database.
- Information from the RE database is cleaned every 90 days, therefore information received will become invalid at a certain date, which will be provided if the list request includes mailing information.
- If you are using this list for solicitations, according to SFA policy 3.17 *Gifts, Loans, Endowments and Bequests*, all solicitations must be coordinated with the Office of Development.

For Internal Use Only

Approved by: _____ Date: _____ Prepared by: _____ Date: _____

Return form to
Office of Development - Campus Mail Box 6092 or
Alumni Affairs – Campus Mail Box 6096