



Campus Request for Alumni Database Information

To request alumni addresses for a ONE TIME mailing or e-mailing for a campus department or organization, please complete the: entire form. Any requests from outside groups or questions regarding alumni information other than what is listed on this request form should be directed to the Director of Alumni Relations. This form should be completed for EACH mailing/e-mailing. Campus departments or organizations SHOULD NOT collect alumni addresses or other contact information as this information quickly becomes dated. The alumni database is the most comprehensive database on campus for alumni information and is routinely updated throughout the year.

Requested by: _____	Date of Report: ____/____/____
Date Needed: ____/____/____	Purpose of Report: _____

Please include alumni with these qualifiers:

- Class Year(s): _____
- Degree: _____
- Major: _____
- Minor: _____
- City: _____
- State: _____
- Organization: _____
- Activity: _____
- Other: _____

Send the information by:

- Pick up
- Campus Mail
- E-mail: _____
- Other: _____

Output format requested:

- Excel Spreadsheet
- White Mailing Labels (\$0.50 per page)
- Clear Mailing Labels (\$1.00 per page)

Addressee format requested:

- Alumni Couple (Bob '05 & Susan '07 Smith)
- Alumni Individual (Bob Smith '05)

If purchasing labels, please indicate the person or department responsible for the charges:

Sort order:

- Alphabetical
- Zip code
- Other: _____

Please make sure that both pages are completely filled out before returning this request

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Alumni contact information is requested for many purposes. In some cases, additional signatures are required. Please ensure that all required signatures (Department Director(s) and Dean(s)/Vice President(s) are received prior to returning this form to the University Advancement Offices.

All publications must be submitted with this form PRIOR TO PRINTING for review by the Office of Public Relations and Marketing.

All mailings which include solicitation requests must first be approved by the Campus Development Council. Please contact the Office of Development for dates of Campus Development Council meetings and approved mailing dates PRIOR TO PRINTING.

Please return the completed form to the Office of Alumni Relations, Spratt Hall Room 207, **along with a copy of all items to be mailed PRIOR TO PRINTING.** If you have questions regarding this form please call 816-271-5646.

Please note that it may take up to two (2) weeks to receive the requested information.

Required Signatures:

Requestor/Department Signature: _____

E-mail address: _____

Phone Number: _____ Date Requested: _____

Dean/VP or President: _____

For Internal University Advancement Use

Director of Public Relations (for Departmental Newsletters): _____

Director of Development (for Solicitation Requests): _____

Director of Alumni Relations (for all Requests): _____

Date Request Completed: _____ By: _____