

# Advancement Services Request Form

Phone: 509-963-1479 • FAX: 963-2301 • Mismith@cwu.edu • Mail stop: 7507

Please allow 5 business days to process your request.

**Date Requested** \_\_\_\_\_ **Date Numbers Needed** \_\_\_\_\_ **Due Date** \_\_\_\_\_

**Project Name** \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_ Mail stop \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail address \_\_\_\_\_

**Services Requested**  Solicitation  Nonsolicitation **Information Needed**  Name  Mailing Address  Contact Number  E-mail Address

*All solicitation materials must be approved by the Assistant Vice President for Development prior to any direct solicitation.*

## Criteria:

**Constituencies**  Alumni  Class Year  College/Department  Geographic Area  Activities  
 Board Members  Trustees  
 Retirees  Faculty/Staff  Former Employees  
 Parents  
 Other (friends and nongraduating alums) \_\_\_\_\_

**Donors**  Soft Credit  Both  Constituency Only  
 Matching Gift Credit  Both  Constituency Only  
 All Gifts Gifts over \$ \_\_\_\_\_  
 Cumulative Gifts Gifts over \$ \_\_\_\_\_  
 All Gift Dates Date range (specify) \_\_\_\_\_  
 All Funds Include funds (specify) \_\_\_\_\_  
 All Appeals Include appeals (specify) \_\_\_\_\_  
 All Campaigns Include campaigns (specify) \_\_\_\_\_  
 LYBUNTS  SYBUNTS  CWU Legacy Society  CWU Lifetime Assocs.  Alumni Dues Members  
 Other Description: \_\_\_\_\_

Yes, I would like an appeal created in Raiser's Edge.

Yes, I would like an action added in Raiser's Edge.

**Output** **Sort Data:**  Alphabetically  Zip Code order  Other \_\_\_\_\_

**Electronic file:**  Excel  CSV  Word Merge  Other \_\_\_\_\_

**Electronic Report** (specify format)  Crystal Report  Word  Excel  Other \_\_\_\_\_

**Mailing Labels** (30up)  **Printed Report/List**

Yes, I would like Advancement Services to send the list to mail services to be certified

Yes, I have received approval from the Assistant Vice President for Development for my direct solicitation.

Yes, I have read and signed CWU's Confidentiality Protocol statement.

For Office Use Only

Approval for information output

For alumni/donor records staff only:

Date completed \_\_\_\_\_