

**The University of Texas at Dallas
Office of Advancement
Data List Request Form**
Please allow 5 business days for processing

Date Due Date
Requestor School/Unit
List/Report Description

Purpose of this Request
 Event Invite Group Solicitation General Information Public Recognition Mass Mailings (newsletter, stewardship piece)
 Other

List will be used for:
 Mail Email sent via NetCommunity Email sent via Outlook Other

What format do you need? Excel RE Query RE Report (PDF) RE Export

Fields to include in the list/report

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Biographical
Age
Location/Address

Constituency
 Alumni - specify school, grad year, degree, and/or major (if applicable):
 Faculty/Staff Student Other Individual Corporation Corporate Foundation Foundations Other Org
Advisory Council or Development Board, specify:
Other:

Giving Societies
Fiscal year(s)
 Whoosh Trellis Love Jack Laureates Founders Legacy Other

Giving
Total Giving = \$ From: To:
Single Gift = \$ From: To:
Fund(s)/Cost Center(s)

Event
RE Event Name Invited Attended

Additional Info/Exclusions

Lists for solicitations will not include Presidential or Provost level prospects or donors with a major gift pledge balance.