



**ALUMNI DATABASE REQUEST FORM**

**Date of Request:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_ *(Please allow at least three working days.)*

**Person Requesting Job:** \_\_\_\_\_

**Purpose of Job:** \_\_\_\_\_

- **How would you like this information given back to you: (please choose all that apply)**

\_\_\_\_ *Labels (please provide)* \_\_\_\_ *Disk for Mail House (please provide)* \_\_\_\_ *Excel Spreadsheet (Email)*  
\_\_\_\_ *Excel Spreadsheet (Print out)*

- **How would you like this sorted:**

\_\_\_\_ *Alphabetically by Last Name* \_\_\_\_ *Zip Code* \_\_\_\_ *Other* \_\_\_\_\_

- **Who would you like to include: (please choose all that apply)**

**ALUMNI:** \_\_\_\_ *All* \_\_\_\_ *Local* \_\_\_\_ *Class Range* \_\_\_\_\_ *State* \_\_\_\_\_

**City (specify)** \_\_\_\_\_

**STUDENTS:** \_\_\_\_ *All* \_\_\_\_ *Graduation Year(s)* \_\_\_\_\_

**TRUSTEES:** \_\_\_\_ *Current* \_\_\_\_ *Former*

**PARENTS:** \_\_\_\_ *All* \_\_\_\_ *Current* \_\_\_\_ *Alumni*

**State** \_\_\_\_ **City** \_\_\_\_\_ **Class Range** \_\_\_\_\_

**DONORS (for Reunion Class Agents and TCNAA Executive Board Members ONLY):**

\_\_\_\_ *Current Fiscal Year* \_\_\_\_ *Date Range* \_\_\_\_\_

\_\_\_\_ *Other Fiscal Year (specify)* \_\_\_\_\_ *Dollar Amount* \_\_\_\_\_

**TCNAA MEMBERSHIP ROSTER:** \_\_\_\_ *Annual Member* \_\_\_\_ *Life Member* \_\_\_\_ *Subscribing Life Member*

**OTHER: (please be specific)** \_\_\_\_\_

**Check here if you would like to include:** \_\_\_\_ *Deceased* \_\_\_\_ *Do Not Mail* \_\_\_\_ *Do Not Solicit*

**For Office of Institutional Advancement Use Only** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **No. of Records:** \_\_\_\_\_