

Donor Database Request Form

Please submit 2 weeks before deadline.

Requested by:	Purpose (mailing, internal review, financial report, etc.):			
Date of Request:				
Date Needed:				
Format:	<input type="checkbox"/> Access	<input type="checkbox"/> Excel	<input type="checkbox"/> CSV	<input type="checkbox"/> Custom Report
<input type="checkbox"/> Other:				
Criteria: (<i>who</i> should be on the list/report? If you want a list of GIFTS & not donors, please specify this below)				
Exclude: (who should NOT be on the list/report?)				
<input type="checkbox"/> Inactive		<input type="checkbox"/> Board Members		
<input type="checkbox"/> Deceased		<input type="checkbox"/> Other:		
<input type="checkbox"/> Bad address				
<input type="checkbox"/> Foreign Address				
<input type="checkbox"/> No Exchange				
<input type="checkbox"/> Do Not Solicit				
<input type="checkbox"/> Do Not Mail				
<input type="checkbox"/> Do Not Phone				
Output: (what information/fields should be on the list/report?)				
Sort by: (Last name, Zip Code, gift amount, etc.):				
How should the information be sent? <input type="checkbox"/> Printed <input type="checkbox"/> Email to:				

For Data Team use only:

Query name:	
Export name:	
File name:	
Completed by:	Date completed:
Attach Query control report(s) to this form	