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:	☐ Access	☐ Excel	☐ CSV	☐ Custom Report
	☐ Other:			

Criteria: (*who* 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?)

☐ Inactive	☐ Board Members
☐ Deceased	☐ Other:
☐ Bad address	
☐ Foreign Address	
☐ No Exchange	
☐ Do Not Solicit	
☐ Do Not Mail	
☐ 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? ☐ Printed ☐ 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