

REQUEST FOR DATABASE INFORMATION

Today's Date: _____

Job Identification: _____
e.g. Loyola Guild Nominations Flyer; Booster Crab Feed)

Date Needed: _____
(Note: please allow 4 working days)

Requested by: _____ Phone: (_____) _____

SEND DATA TO MAIL HOUSE

Mail House: _____

LIST (HARD COPY)

LIST (ELECTRONIC COPY)

AVERY LABELS

ONLY NEED A COUNT AT THIS TIME

TARGET GROUP/S:

GLOBAL (Includes entire data base, all constituencies)

LOCAL (Includes everyone in local zip codes 95600-95900)

OTHER (SPECIFY): _____

SELECTED CONSTITUENCIES (Check all desired groups:)

Current Parents ALL / or Class/es of: _____

Current Students ALL / or Class/es of: _____

Alumni ALL/ or Class/es of: _____
 Exclude last _____ Classes

Alumni Parents ALL / or Past _____ Years

Current Jesuit Employees

Jesuit Board of Trustees Former Trustees

Friends of Jesuit Grandparents

Former Jesuit Employees/ Faculty. Years: _____

Jesuit Community (Jesuits living at 1200 Jacob Lane)

Event Mailings (REV) Receives all Mailings (RAM)

Loyola Guild current Annual Members

LG Previous Year/s _____ (how many years?)

Loyola Guild Life Members

Booster Club current Annual Members

BC Previous Year/s _____ (how many years?)

Booster Club Life Members

Loyola Guild Board Booster Board Alumni Board

Christmas Tree Lane Attendees for past _____ years

PACE Auction Attendees for past _____ years

Booster Crab Feed Attendees for past _____ years

Other: _____

DATA SPECIFICATIONS:

MAILING TYPE: 1ST CLASS BULK MAIL

SORT BY: ALPHA (Last Name)

ZIP

CLASS OF (Graduating Year)

Other: _____

ADDRESSEE: Unless specified*, results will use the format:

Mr. and Mrs. John Doe
123 Main St
Sacramento, CA 95800-0000

*Alternate Addressee Options:

To the Parents of: (DOES NOT include 2nd parent)

Informal Addressee (John and Jane Doe)

Alumni only (does not include spouse)

SPECIAL INSTRUCTIONS:

Detail the information you need (e.g. both parents' first and last names, home address, home phone, son's name and class):

INTENDED END RESULT:

What specifics do you need (e.g. Loyola Guild members, both annual and life, who are alumni parents but not current parents):

Please submit this form to the Development Office, and allow 4 working days for completion. Your job will be ready by 5PM on the date requested. Data will be emailed directly to the Mail House you have specified.

HAVE YOU ORDERED POSTAGE FOR THIS MAILING?

A postage check to the USPS must be deposited before a job can enter the mail stream. Approximate costs are currently \$0.16 per piece for letters, \$0.30 per piece for flats.

Updated: JUNE 2009
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