



Office for Philanthropy
Development House
700 Pelham Road North
Jacksonville, AL 36265

Request for Alumni Contact Information

Requestors Name

Email

Date

Department Name

Dean, Chair or Department Head Name

Date you plan to use the requested information?
(mail date, e-newsletter date, conference call date, etc.)

Protecting the privacy of alumni and donor contact information is crucial for maintaining trust and ethical fundraising practices. Respecting alumni and donor privacy not only adheres to legal and ethical standards, but also fosters a positive relationship between alumni and the organization, encouraging continued support.

Briefly describe why you need this information and how you plan to utilize it.

_____ I understand the legal and ethical standards for utilizing alumni contact information and I will only use the information provided as I described in my request above.

_____ I understand that if provided to me, I can only use the requested information for the project listed above. If I have an additional project or need alumni information outside of the scope of this request, I will submit a new request.

Requestors signature

Date

Approved by:

Kelli J. Holmes
Associate Vice President for Philanthropy

Date