

DATA REQUEST: UFF-Q

EXTERNAL – ADVANCEMENT

To make a data request, please complete this form and send to DataHelp@uff.ufl.edu. Contact 352-392-0624 for support.

REQUESTOR INFORMATION

Name	Title	Unit
On Behalf Of (if applicable)	Phone and Extension	Email Address
Today's Date	Due Date	Previous Run Date
<input type="checkbox"/> Rush Approval Signature		(Audrey Geoffroy)

REQUEST INFORMATION

Request Description:

REQUEST PURPOSE

Items in blue can be completed in 5-10 business days and a list of standard output columns is attached. Additional criteria will take longer to process, *at least three weeks*.

Will this request be used for **Information Only** OR **Other**

If other, select all applicable purposes: **Mail** **Email** **Solicitation** **Event** **Travel** **Publication** **Honor Roll/Donor Wall** **Other (specify)**

Brief Description of Purpose:

REQUEST CRITERIA – TARGET POPULATION

Please select and specify all items that apply to your target population. *Leave irrelevant items blank.*

Record Type: <input type="checkbox"/> Alumni <input type="checkbox"/> Donors <input type="checkbox"/> Friends <input type="checkbox"/> Organizations <input type="checkbox"/> Faculty/Staff	Other Groups: <input type="checkbox"/> Activity <input type="checkbox"/> Affiliation (including board) <input type="checkbox"/> Employment (e.g., titles, employers) <input type="checkbox"/> Other
Location: <input type="checkbox"/> Region / Gator Club <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Country	Prospect Management: <input type="radio"/> Unmanaged OR <input type="radio"/> Managed <input type="radio"/> Already Qualified OR <input type="radio"/> Not yet Qualified
Constituency: <input type="radio"/> UF OR <input type="radio"/> Unit OR <input type="radio"/> Department/Degree <input type="checkbox"/> Specific Class Year(s) _____	Individuals or Households on each row*: <input type="radio"/> Individuals OR <input type="radio"/> Households <small>*Sometimes may be determined by the request type</small>
Rating Level: <input type="checkbox"/> Household <input type="checkbox"/> Research <input type="checkbox"/> Real Estate Between _____ and _____	
Giving Criteria:	
UF/Unit/Dept./Fund: <input type="checkbox"/> UF <input type="checkbox"/> Unit(s) <input type="checkbox"/> Department(s) _____ <input type="checkbox"/> Fund(s) _____	
Amount (in dollars): <input type="radio"/> Between _____ and _____ <input type="radio"/> In Total OR <input type="radio"/> Per each single gift	
Dates/Campaign(s): <input type="radio"/> Date Range _____ OR <input type="radio"/> Campaign(s) _____	
Type(s): <input type="radio"/> Outright Gifts / Total Commit / Deferred, etc. _____	
Other Criteria:	

STANDARD REPORT COLUMNS

EXTERNAL – ADVANCEMENT (UFF-Q Attachment – Informational Only)

STANDARD REPORT COLUMNS

Standard Reports provide the most commonly-requested information in a standardized format delivered in 5-10 business days. Output columns do not change. Requests for additional columns result in longer turnaround times, *at least 3 weeks*.

ALL	INFORMATION	MAIL/ SOLICIT & NON	EMAIL/ SOLICIT & NON
Issues	√	√	√
Advance ID, Household ID	√	√	√
SortName, Name, Anonymous, Age	√	√	√
Name 2 (Spouse)	√	√	
Salutation		√	√
Formal Name 1 (+Spouse)		√	
Advance ID 2 (Spouse)	√	√	
Address Information (Street Level)		√	
City, State, County Country, G Club	√	√	√
Zip		√	
Region	√	√	
Preferred Address Type	√	√	
Email			√
Mailable, Solicitable	√	√	√
Person/Org	√	√	√
Record Type 1	√	√	√
Preferred School, Year	√	√	√
Degrees	√	√	√
Record Type 2, Degrees 2 (Spouse)	√	√	
Preferred School 2 , Year 2 (Spouse)	√	√	
Manager, Type, Unit	√	√	√
Last Contact Date, DO, Unit	√	√	√
UF Total Commit, Giving Last 5 FY	√		
UF Last Gift, Date, Unit	√		
Total Unit Giving	√		
Proposal Record (ID, Expected Amt. & Date)	√		
Rating Information, Real Estate	√		
TCP, Presidential, PG Prospect(s)	√	√	
Legacy Society	√	√	
Board Affiliation (UFF/UFAA)	√	√	
UFAA Membership	√	√	
Parent of Current Student	√	√	

- Issues – Prospect has restrictions for mailing or solicitation, please review carefully prior to contacting. Key information below:
 - Mail: N - No Mail/Not eligible to receive mail from unit
 - Mail: Q - No Mail/Not eligible to receive mail from unit (they really mean it!)
 - Mail: X - No Mail/Not eligible to receive mail from unit (Foundation policy)
 - Solicit: Y/N

If you need additional fields beyond those listed above, you will require a customized report.