SUNY COLLEGE AT ONEONTA
ALUMNI DATABASE REQUEST

OFFICE USE:
RECEIVED _____
APPROVED/DENIED _____
COMPLETED/SENT _____

REQUESTER'S NAME: _____

TITLE/POSITION:_____DEPARTMENT:_____

CAMPUS PHONE:_____ CAMPUS EMAIL:_____

CAMPUS ADDRESS:_____

PURPOSE**:** _____ EVENT _____SURVEY_____NEWSLETTER _____OTHER _____ RECURRING? _____

Describe: _____

A copy of your communication piece is required in order to complete the request.

_____Would you like to have a notice of your event posted on our online community **(www.oneontaalumni.com),** Facebook or announced to our Alumni group on LinkedIn.com?

DATE NEEDED**:** _____ Allow a minimum of 20 days for processing.
Requested date also provides you with the most up-to-date information.

ALUMNI INFORMATION REQUESTED: ____Undergraduate Degrees only ____Include Graduate Degrees

Class Year or Range _____
Major/Activity/Club,etc._____
Geographic Region (unless indicated below, all USA addresses will be provided)
Only these states or counties:_____

_____Include Maiden Names
_____Home Address (Alumni who have specified not to receive mail will be excluded)
_____Counts only. Counts provided by state or region when specified above.

INFORMATION FORMAT:

___ Mailing Labels*: ___One address name per household ___ One name per label

___ Broadcast Email (Sent from the Office of Alumni Affairs--Excludes those who have opted out of email contact.)

Requested send date: _____ (Tuesday-Thursday dates preferred, but not required)
Who will this be from? _____
Reply-to email address _____
Subject Line _____

SORT ORDER: Mailing labels will be provided in preferred zip code order unless otherwise specified below.

_____

*The Alumni database of mailing addresses meets USPS Move Update standards and is processed through fully licensed National Change of Address (NCOA) a minimum of 4 times per year in order to remain compliant.