

CARA INFORMATION REQUEST

Email completed form to JoAnn.Strommen@sdsmt.edu.

The undersigned, in [his] [her] capacity as _____ hereby requests from CARA Database Administrator the following UD information in the following format for the following purpose(s):

1. Information criteria (i.e. recent donors, EE alums, certain giving level, works at Microsoft):

2. Information requested (i.e. name, address, email, major, giving history):

- | | |
|----------|----------|
| a. _____ | f. _____ |
| b. _____ | g. _____ |
| c. _____ | h. _____ |
| d. _____ | i. _____ |
| e. _____ | j. _____ |

2. Format (i.e. excel, word, pdf): _____

3. For what purpose will the information be used?
(if this is for a mailing, please attach a copy of the mail piece)

4. Your Deadline: _____

The undersigned agrees that the UD information provided shall be used solely for the purpose(s) described in item 3 above and that [she] [he] will maintain the confidentiality and privacy of that information in compliance with all of the requirements of the Confidentiality and Non-Disclosure Agreement to which this Information Request is attached.

The undersigned agrees that upon completion of the use for which this request is made, [she] [he] shall use reasonable efforts to return all hard copies and to delete and destroy to a non- readable form any and all other copies in any other form of the UD information that were supplied to you pursuant to this request.

DATED THIS _____ DAY OF _____, 20_____

Printed Name

Phone Number

Signature