Request for Alumni Information

Please print clearly:

Name _________________________________________ Phone _______________________________
E-mail _____________________________________________________________________________
Organization ________________________________________________________________________

Output desired:
☐ E-mail (no charge) — Needed if you plan to send Bulk Mail through Campus Mailroom.
☐ Printout ($0.02 per name)
☐ Labels ($0.04 per name)

Should list include all class years:
☐ Yes
☐ No/Designate class years to include: _____________________________________________

Include deceased, bad and foreign addresses:
☐ Yes
☐ No

Please check one of the following options (select one option):
☐ Show spouses together (for invitations, mailings, etc.)
☐ Show spouses separately (surveys by degree, affiliation, etc.)

Information requested: (check all that apply):
☐ Mailing address*
☐ E-mail address
☐ Phone number

* If requesting “Mailing address” in your request, do you want the list in zip code order
for ease in sorting for Bulk Mailings:
☐ Yes
☐ No

Bulk Mail Reminder: It is your responsibility to run the information you receive through
the Mailers+4 program that is required for bulk mail discounts.

How will the list be used:

__________________________________________________________________________

(A copy of the material being distributed must be attached to this sheet.)

Details concerning the request:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Signature of requester __________________________ Authorized Signature __________________________
(Applicable Dean or Faculty Advisor)

Print name of requester __________________________

Please send alumni address updates or any other new alumni information to the
Advancement Office (McClain Hall 205) so we can update our records. Thank you!

Fax this form and support materials to the Advancement Office at fax number (660) 785-7519

Questions: Contact Diane Bloskovich, (660) 785-4125, dblosko@truman.edu