



REQUEST FOR CLUB OR CHAPTER LABELS OR LISTS

DATE OF REQUEST:

REQUESTED BY

CLUB/CHAPTER NAME:

FOR WHAT WILL THIS DATA BE USED?

OPTIONS:

- MEMBERS ONLY
- ALL ALUMNI IN CLUBS AND CHAPTERS AREA
- ALL ADDRESSABLE ALUMNI, FRIENDS, PARENTS & FORMER STUDENTS
- ALL ADDRESSABLE ALUMNI AND FRIENDS, PARENTS & FORMER STUDENTS WHO ARE MEMBERS

GRADUATION YEAR RANGE (i.e. all years, last 10 graduating classes, etc.)

IN WHAT ORDER WOULD YOU LIKE TO RECEIVE YOUR LIST?

- ALPHABETICALLY
- ALPHA BY YEAR
- ALPHA BY ZIP CODE

All requests for lists and/or labels must be requested 10 working days prior to the date needed. If an applicable Club or Chapter mailing yields any updated address information, please share promptly with the Alumni Office to insure that records remain as up-to-date as possible for future mailings. Any items mailed using Alumni Association records must be reviewed and cleared by the Alumni Office at the time the request is made. I HAVE READ AND AGREE TO ABIDE BY THE UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION RECORDS RELEASE POLICIES.

By signing this document, you will be accepting responsibility for the confidentiality and proper use of the address information. The University of Memphis alumni address databases may ONLY be used for approved University purposes. All contact, mailings and the content of such must be approved by the Executive Director, Alumni Association, in writing. The Executive Director has the right to refuse the use of contact information for Clubs, Chapters or individuals that are not in good standing with the Alumni Association or the University of Memphis. It is illegal to impart or sell another person's information without their consent. To misuse the database information could result in officer privileges being revoked, removal from the club board and possible Club or Chapter probation.

SIGNATURE OF APPLICANT

DATE

PHONE

Please mail or fax this form to:

University of Memphis Alumni Association
Alumni Center
Memphis, TN 38152

Fax: (901) 678-3035
Phone: (901) 678-2586
E-mail: alumnievents@memphis.edu