

# UA FOUNDATION RESEARCH REQUEST

To: David Woodley, Researcher, 786-1373

DATE SUBMITTED: \_\_\_\_\_

Requested by: \_\_\_\_\_ PHONE NO/EXT \_\_\_\_\_

\*Please allow ten working days (excluding holidays and leave) to schedule and complete your request. For requests needing attention sooner, please submit the request to the research with the needed due date. Every effort will be made to meet the due date; however, the amount of time needed to complete your request may vary according to level of research requested, department work load and/or other priorities.

Feel free to contact David Woodley at 786-1373 or [sndsw@email.alaska.edu](mailto:sndsw@email.alaska.edu) to discuss an appropriate deadline.

1. **PROSPECT NAME:** \_\_\_\_\_ **ID** \_\_\_\_\_ **SPOUSE:** \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ E-mail \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Company: \_\_\_\_\_  
Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_  Private  Public  Unknown

2. **Choose type of Research. Select the FULL box for Individual or Foundation/Corporation to include all research areas, or select just the desired areas IN BOTH COLUMNS to be researched. Research requests are only for major gift prospects (\$25,000+).**

**FULL Information for Individual Prospect\*\***

- Biographical/Contact Info
- Civic/Professional Affiliations
- Company/Foundation Profile
- Salary/Income Estimate
- Property Records
- Stock Information
- Political Giving
- Giving to Other Organizations
- Significant UA Memberships/Awards
- Recent Articles

**FULL Information for Foundation/Corporation\*\***

- Prominent Employees
- Indications of Wealth
- Active Pledges/Gifts to UA
- Corporation Pledges/Gifts to UA
- Significant UA Awards
- Personal Relationships to UA
- Development Contact
- Industry Summary
- Notes/interests
- Analysis/Summary

\_\_\_\_\_ **Non Prospect Profile Research:**

- (Describe Request) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**\*\*Note: Every ethical effort is made to provide complete details; however, complete information may not always be available. Information is provided under the Association of Professional Researchers for Advancement's (APRA) Code of Ethics.**

3. **PURPOSE OF INFORMATION:**

Suspect Evaluation  Personal Contact with Prospect  Proposal  Other, please specify \_\_\_\_\_

Please provide ANY additional information (relationships, associates, family, friends, chapter affiliation, articles, correspondence, etc.) you may know about the subject - it REALLY helps! The more information you can provide, the better we will be able to serve you. Please add additional information in the body of your email.

**Ethics and usage agreement: The information provided from these requests is to be used only by internal staff and it is generally considered confidential unless the UA Foundation agrees it can be used for other purposes. Your signature indicates approval.**

\_\_\_\_\_  
Requester signature

\_\_\_\_\_  
Date