

## Corporate Contact Information Request Form

### REQUESTOR INFORMATION

Name: \_\_\_\_\_

College: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

### WHO DO YOU WANT INFORMATION ON? (Attach Excel file if supplying contact list.)

### WHAT INFORMATION DO YOU WANT?

Mail List                       Email List

### WHEN DO YOU WANT THE INFORMATION? (Allow extra time for manual lookup or matching of supplied lists. Please note any anticipated mail dates.)

### WHY ARE YOU REQUESTING THIS INFORMATION? (Example: to solicit corporate sponsorship for an event.)

If requesting information for solicitation purposes, a copy of the solicitation, with specific funding levels must accompany this request.

The Iowa State University Foundation (ISUF) releases information to facilitate university business while maintaining the trust and confidence of alumni, corporate representatives, and donors. The use of information maintained by the ISUF is restricted to official university business and no information is released for commercial, political or religious purposes. Information provided as a result of this request cannot be copied, transferred, assigned, conveyed or disclosed to any other party or to another database system without the consent of the ISUF. For more information about our privacy policy, please contact Rosa Unal (4-3714).

I understand that the Iowa State University Foundation is not responsible for costs incurred as a result of use of information provided.

### CORPORATE FUNDRAISING REQUESTS

All fundraising or gift solicitations of corporations at Iowa State University are carried out through the Iowa State University Foundation. This includes mail/email appeals, telephone solicitations and personal contacts. Therefore, lists are not provided for this purpose outside the Foundation. Specialized fundraising communications to corporations and/or their employees will be carried out only with authorization from the Corporate and Foundations Relations unit at the ISU Foundation.

Departments and other units desiring to solicit specific corporations or foundations should submit a Corporate Contact Information Request form to the Information Services unit who will obtain approval from the Corporate and Foundations Relations unit at the ISU Foundation.

Requestors agree to conform to the ISU Foundation confidentiality policy and not to release or use the information for other purposes than the one originally authorized. **The creation, storage and maintenance of databases originating from this data is strictly prohibited.**

If the purpose of the communication is for a student project, the request must be submitted by an ISU faculty/staff member who will take full responsibility for abiding by the above guidelines.

By signing below, I agree and verify that the requested information will be used in accordance with the Iowa State University Foundation's confidentiality policy and not to release or use the information for other purposes than the one stated above.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

7/18/2014

## Policy for E-Mail Contact List Requests

### THE FOLLOWING RULES APPLY SPECIFICALLY WHEN HANDLING E-COMMUNICATIONS:

1. The purpose of the e-mail communication must be for the benefit of Iowa State University.
2. Fundraising e-communications to corporations or foundations will be carried out only with authorization and supervision of the Corporate and Foundations Relations unit at the ISU Foundation.
3. If the purpose of the e-communication is for a student project, the request must be authorized in writing by the ISU faculty/staff member working with the student(s), such as the faculty advisor.
4. The target audience selected should be appropriately tailored for the communication in question.
5. Compliance with anti-spam laws will be observed at all times.
6. All existing requests to be unsubscribed or not to receive e-mail communications will be honored.
7. All unsubscribe requests must be collected by the sender and returned to the ISU Foundation for tracking purposes.
8. The e-mail list will be used for the authorized purpose only and no multiple or repeated e-mails should go out to the same audience.
9. Appropriate steps for handling the e-mail list and for configuring the message parameters will be taken (see guidelines, below).

### GUIDELINES FOR HANDLING E-MAIL LISTS AND CONFIGURING E-MAIL MESSAGES:

- Email lists older than two weeks should not be used.
- Email addresses should be listed in the BCC line of the message to prevent recipients from viewing and sending out responses to the whole list.
- The FROM address will receive responses, unsubscribes, bounces, etc. This address should be monitored by the email sender.
- The FROM address should not be the same as the TO, CC, or BCC lines (e.g., listserv address).
- Steps must be taken to avoid recipients receiving more than one copy of the e-mail message. That includes taking precautions to prevent re-sending the same message to the same list by mistake.

Please contact Clint Collins for questions or e-mail list requests ([ccollins@foundation.iastate.edu](mailto:ccollins@foundation.iastate.edu) or 515.294.6451)

Please forward all responses, unsubscribes and returned messages to ISU Foundation Records Department, at [arecords@foundation.iastate.edu](mailto:arecords@foundation.iastate.edu), to ensure that the central database is current.

## SPECIAL REQUEST PROCESSING FEES

While costs for managing, updating, maintaining, storing, and retrieving these records are the responsibility of the Foundation, fees for programming queries and creating special report formats are assessed to clients according to the following policy:

No charges will be incurred by clients for queries that may be processed within 15 minutes. A charge of \$25.00 per hour will be assessed for all other query programming or report formatting. The minimum programming charge will be \$15.00 (for projects that require more than 15 minutes, but less than one hour). Clients will be notified with cost and time estimates whenever their requests require more than 15 minutes, and therefore, are subject to processing fees.