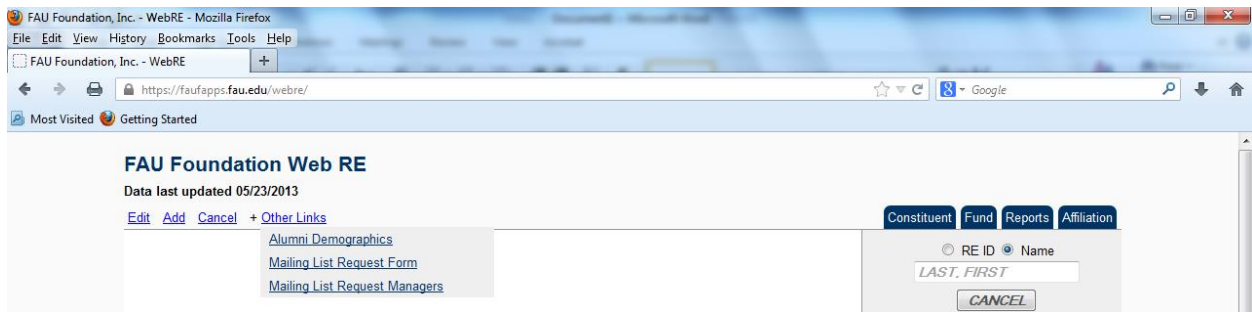


SUBJECT: List Request Policy Responsible Authority: Director of Advancement Services Scope: Defines the procedure for requesting lists from the Advancement Service Office.	Effective Date: 6/24/2013	Policy Number: 26
	Supersedes:	Page 1

All requests must be submitted electronically using the electronic form: <https://fauf.fau.edu/listrequest/>. The electronic request protocol allows us to log a list request for processing order purposes. We require 2 weeks for processing any list request.

The form makes it simple to choose groups by Affiliation and/or other specifications. If you are selecting Affiliations please check your desired Affiliation first in WebRE at <https://faufapps.fau.edu/webre/> to confirm that your Affiliations are updated and include the people you want to see on your list. If you spot an error or omission in any Affiliation(s) you can either update the group using the EDIT or ADD links or contact your assigned list manager to submit new changes.



Once the list is produced according to your specs, cleaned up and sent to you, our part is complete. The list cannot be “updated” after completion because the data pull is technically static at the time of your list request. Any changes to a completed list request will necessitate submitting a new List Request Form. Please note that a revised or updated list request will be subject to a new 2 week processing period.

Office of Advancement Services

Initiating Authority:

Assistant VP Advancement Services

Signature: _____ Date: _____

Name: Keith Fries

Interim Chief Executive Officer FAU Foundation

Signature: _____ Date: _____

Name: David Kian