



SUBJECT: List Request Policy Responsible Authority: Office of Advancement Services Scope: Defines the procedure for requesting lists from the Advancement Services Office.	Effective Date: 6/1/2018	Policy Number: 26	
	Supersedes: 6/24/2013	Page 1	Of 1

All requests must be submitted electronically using the electronic form: <https://fauf.fau.edu/MailingListRequest>. The electronic request protocol allows us to log a list request for processing order purposes. We require 2 weeks lead time for processing any list request, though it is unlikely to take more than a week to complete.

Please note that we cannot include the Board of Trustees in your list unless/until you get the ok from the President's Office. They will normally request that you send them a copy of your email or printed mail piece and they will forward it to the BOT members on your behalf.

Once the list is produced according to your specs, cleaned up and sent to you or the printing house, 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: _____
Name: Keith Fries

Date: 5/31/18

Chief Executive Officer, FAU Foundation
Signature: _____
Name: Danita D. Nias

Date: 5.31.18