Club Name________________________________________Date____________________

Purpose/Event_____________________________________________________________

If Event, Date(s)___________________________________________________________

Request by________________________________________________________________

Day Telephone ________________________ Evening Telephone___________________

E-mail Address____________________________________________________________

List Type:   File Format:    What Area:   
___All Alumni  ___ASCII Fixed width (default) ___ Club boundaries
___Dues Paying Members ___ASCII Comma delimited ___ Single Zip Code
___New Grad Comp ___Excel    ___Zip Code Range:                                
Starting:__________
Ending: __________

Note: Please make sure it is clear whether you want All Alumni (which automatically includes Non-Members, Dues Paying Members and New Grad Comps); or whether you want a list of ONLY Dues Paying Members; or whether you want two separate lists – one of ONLY Dues Paying Members (which will include New Grad Comps), and one w/All Alumni (which will include All Alumni, All Dues Paying Members and New Grad Comps)

Files will be sent directly to your E-mail account, unless specified otherwise.

*Please note: This information is considered CONFIDENTIAL by Michigan State University, and this information can only be used in conjunction with official business related to the Michigan State University Alumni Association and its officially chartered Regional Clubs and Constituent Groups. It is expressly forbidden to give this information to other parties or sell this information to other parties.*

*I understand that this information is CONFIDENTIAL and agree to the conditions listed above.*

Authorizing Club Officer Signature___________________________________________

PLEASE RETURN THIS FORM VIA FAX OR MAIL TO:

Tammy Pike, MSUAA
108 Union Building
East Lansing, MI  48824
Phone: (877) MSU-ALUM  Fax:      (517) 355-5265