

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: REQUEST FOR CONSTITUENT INFORMATION

NUMBER: 510

AUTHORIZING BODY: VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

RESPONSIBLE OFFICE: DEPARTMENT/UNIT

DATE ISSUED: NOVEMBER 1985

LAST UPDATE: MARCH 2009

RATIONALE: The Office of Development Information Services is responsible for access to and production of reports from the Banner Advancement module to meet the needs of University Departments for Constituent information. The production and circulation of Constituent information will only be given to school officials for purposes that support and advance the interests of the University.

POLICY: Approval of University Departmental requests for Constituent information will only be approved for fund raising appeals, surveys, program marketing materials, placement and admissions support programs, and the circulation of periodicals and newsletters.

SCOPE AND APPLICABILITY: This policy applies to all University personnel that require data on Constituents.

DEFINITIONS:

Constituent: A record in Banner that has a fundraising relationship to the University. Records may be person records or corporate and organization records where the relationship of the records could be that of a donor, an alumnus, or a potential donor.

PROCEDURES: All requests for Constituent information must be submitted using the "Banner Advancement Data Retrieval Form" (see [Exhibit A](#)), to the Director of Development Information Services in University Advancement for approval.



RELATED POLICIES AND FORMS:

[Exhibit A Banner Advancement Data Retrieval Form](#)

APPENDIX: