

**Request for Prospect Research  
Individual**

Name of individual to research: \_\_\_\_\_

Spelling of named confirmed:       Yes                       No

City: \_\_\_\_\_                      State: \_\_\_\_\_                      Zip: \_\_\_\_\_

Alumni?  Yes, Class Year: \_\_\_\_\_                       No

Phone: \_\_\_\_\_                      E-Mail: \_\_\_\_\_

Last contacted date (if applicable): \_\_\_\_\_

**PLEASE REALIZE THE IMPORTANCE OF PROVIDING THE ABOVE INFORMATION IN RESEARCHING THIS PROSPECT ACCURATELY.**

Requestor's Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Research needed for (check one):

- New Prospect               Update on an established prospect               Cultivation visit/activity/event
- Solicitation Visit

Date research is needed (**do not use ASAP**): \_\_\_\_\_

**Information Requested (check all that apply):**

- Verification of Address/Phone Number
- Brief Personal Bio (if applicable - Education, Family, Affiliation, Employment)
- Financial Information
- Giving History
- COMPLETE PROFILE (includes all of above)
- Other (please specify)

Please share any known background information ( i.e. degree and alma mater (non NCCU alum), business, title and/or position, family relations, hobbies and interests, ties to local or regional organizations, professional and community affiliations such as corporate and philanthropic boards).

Please list other persons you may have or have not contacted who may be helpful in this research.

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**Please submit form at least one week prior to due date. Please be specific as possible as the more information you provide the more information you will receive.**

**Mail to:** Office of Institutional Advancement, Attn: Helen Tannis, Rm. 39 Jones Bldg., Durham, NC 27707 or E-mail completed form to [htannis@ncsu.edu](mailto:htannis@ncsu.edu)