

When requesting a VIP List, consider the following groups:

1. Current members of the Alumni Association Board of Trustees
2. Emeriti members of the Alumni Association Board of Trustees
3. Current members of the UT Foundation Board of Trustees
4. Emeriti members of the UT Foundation Board of Trustees
5. Current members of the UT Board of Trustees
6. Emeriti members of the UT Board of Trustees
7. Deans
8. Senior Leadership
9. NWO Legislators within a 30 mile radius
10. Current members of Toledo City Council
11. Current Lucas County Commissioners
12. Donors in the **Presidents Club** (\$10K) with an end date greater than today
13. Donors in the **Arlington-Bancroft Society** (\$25K-\$99K) with an end date greater than today
14. Donors in the **Lannon Society** (100K-\$499K) with an end date greater than today
15. Donors in the **Tower Society** (\$500K-\$999K) with an end date greater than today
16. Donors in the **University Society** (\$1M-\$4.9M) with an end date greater than today
17. Donors in the **Blue & Gold Society** (+\$5M) with an end date greater than today
18. Donors in the **Heritage Oak Society** (Planned Gifts) with an end date greater than today

NOTE:

1. Select the groups you want to include and ask for them in a combined Excel data extract report. Ask that duplicates be eliminated.
2. Request that Companies, Corporations, Estates, Trusts and Foundations be eliminated from your list.
3. When asking for individuals in the various giving societies, it is very important to include in your request the phrase... ***"with an end date greater than today"***
4. Consider your coverage area. Asking for donors in the various giving societies will yield a list with addresses from across the country. You may wish to limit your search to 30/50/100 mile radius, or within certain zip code zones.
5. When including a donor list in your request, be sure to include the following in the request: ***"Do not stack names; Husband and wife should appear on one line."*** If you don't make this request, husband and wife will appear on two separate lines, doubling your final list count.