

TO: *Director, Corporation and Foundation Relations, Office of Development*

FROM: _____
Name

Title

**PLEASE
ASSIGN:** _____
Name Corporation/Foundation Prospect

for the eventual solicitation of a gift. I understand this request must comply with the clearinghouse policy established by Florida Tech Office of Development. If the prospect is assigned to my project, I agree to actively pursue cultivation of this prospect and inform the Corporate and Foundation Office of my activities. Prospect assignments are reviewed every three months.

NOTE: To ensure the prospect can be properly entered into Raiser's Edge, or to update an existing prospect, please complete page 2 of this form.

Record for Office of Development Research and Prospect Management

_____ Assigned

_____ Not Assigned

_____ Other

_____ Rationale

Date Received _____

Entered in Raiser's Edge on _____ by _____

This prospect assignment will be up for review on _____

Director, Corporation and Foundation Relations

PROSPECT INFORMATION

Is this a new prospect Yes No

If this is an existing prospect, please use RED PEN to note the changes to the information currently listed in Raiser's Edge.

CORPORATION/FOUNDATION

Name _____

Address _____

Phone _____ Fax _____

Web address _____

PRIMARY CONTACT

Name _____

Title _____ Phone _____

Fax _____ E-mail Address _____

Address (if other than business) _____

Date this information was obtained _____

Additional information/notes (including secondary contact information)