

Alumni communications and data request

This form is designed for University staff and committee members of our alumni networks and chapters who wish to request an email (or other communication) with alumni and donors and/or require data insights about our community.

Please note requests received from outside the University community are not considered.

Please complete the form below with as much detail as possible.

For general inquiries, please contact the Alumni Relations team via email:

alumni@adelaide.edu.au

Purpose of alumni communications

The Alumni Relations team communicates with alumni on behalf of the University's Faculties and Alumni Networks. Generally, the team distributes electronic direct mail communications (EDMs) with the following purposes:

- To inform a specific alumni audience about an event, activity or offer that is relevant or interesting to them.
- To offer a specific alumni audience information or provide value that is likely to be interesting or beneficial to them.

We don't generally distribute if:

- The EDM is too broad in audience or content. It is important to target your EDM to the appropriate alumni audience and to consider the specific value the EDM will offer to your alumni audience.
- The EDM is too narrowly focused, or the audience criteria are so specific that the email will only be relevant to a small handful of alumni.
- The content isn't complete and confirmed. For example, the location and date of an event must be fully confirmed prior to the EDM being sent.

Purpose of alumni data requests

We can provide insights and data about our alumni community to help with decision making and strategic planning. We can also offer certain data that can be published more publicly.

Your full name: _____

Email address: _____

Phone number: _____

Which best describes you?

Academic staff

Professional staff

Alumni Network or Chapter committee representative

Alumni representative wishing to organise a reunion

Other: _____

What is the name of your faculty, school, network or chapter:

What do you want to do?

Host an event specifically for alumni

Invite certain alumni to my upcoming event

Send communications to alumni

Request data about the alumni community for internal purposes (review)

Request data about the alumni community for external purposes (publication)

Other: _____

What is the intended audience for your task?

For example, email recipients may be all alumni of a certain course, graduates from a particular school or faculty who graduated between certain years, or the members of a specific network or chapter.

Please describe your request in more detail

Please include as much detail as possible so that we can understand your intention and service your request.

By checking this box, I confirm I understand that:

- All the information I have provided in my submission is accurate and correct.
- Submission of this communication request does not guarantee that the Alumni Relations team will service my request.
- The Alumni Relations team will be in touch within 5 business days to discuss my request in more detail.

Please submit this form to Alumni Relations via alumni@adelaide.edu.au