

# Valdosta State University Foundation Contact Report

Submitted by: \_\_\_\_\_ Date of Contact: \_\_\_\_\_

Prospect/Donor Name: \_\_\_\_\_

INDIVIDUAL PROSPECT

BUSINESS PROSPECT

Home Address: \_\_\_\_\_

Business Address \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

Business Email: \_\_\_\_\_

Spouse Name; \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business/Employer Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Contact's Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Contact's Home Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Contact's Home Email: \_\_\_\_\_

Contact's Spouse Name: \_\_\_\_\_

**CONTACT INFORMATION:**     New Contact         Follow-up Contact

**Individuals involved in this contact:** \_\_\_\_\_

**CONTACT TYPE:**     Phone Call         Letter         Email         Event         Incidental         Visit/Meeting  
*Location* \_\_\_\_\_

**CONTACT PURPOSE:**     Cultivation         Solicitation         Stewardship         Identification

**CONTACT RESULTS:**     Completed         Interrupted         Deferred         Refused

Gift Made         Gift Declined         Gift Negotiated         Gift Deferred

**CONTACT DETAIL:**(Details of contact including such things as Assets/Financial Information, Donor Interests, Questions Asked, Connection to VSU)

**Additional information discovered through this contact:** (Such as Family Relationships or Personal Preferences)

**Next proposed step/action & date scheduled:** \_\_\_\_\_