

STRICTLY CONFIDENTIAL
CONTACT REPORT

Meeting with:		DARS No:
Job title/Organisation:		
Meeting date:	Location:	

Purpose:

Executive Summary: <i>[What's the opportunity?</i> <ul style="list-style-type: none">• <i>What was the objective(s) of the meeting and has this been met?</i>• <i>What's the potential and size of a gift and when is this likely?</i>• <i>What's the next step(s) and how does this fit in with the fundraising strategy for the prospect?]</i>
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Connection with Oxford:

Relationship Manager:	Clearance received:
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Level of visit:				
Prospecting	Cultivation	Solicitation	Stewardship	Volunteer

In attendance (Oxford):

In attendance (External):

Submitted by:	Date:
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CC: Nick Rawlins; Liesl Elder; Christine Jeffery; Ben Plummer-Powell; Kirstine Knox; Charlotte Dewhurst; Alex Cheetham; research@devoff; If alumnus: College DD [insert name] If student support activity: [pending appointment] If Trusts & Foundations activity: Nicola Pulman If corporate activity: Hugh Aldridge If Legacy activity: Caroline Reynolds If USA/Canada activity: NY; NY Research If Asia activity: Jeremy Woodall, Alison Beale, David Nicholson If Latin America activity: Amy Trotter If Middle East activity: Cliff Tapp If Europe activity: Nathalie Fontana
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This document should be stored at O:\Research\work\contact visit reports\year\by surname and attached to the relevant DARS interaction

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please contact Charles Kingston, UODO's Prospect Research Manager, on (6)11566 or at charles.kingston@devoff.ox.ac.uk or refer to the 'Rules for Participation' document at www.darscentral.ox.ac.uk/policies

Major Topics of Discussion:

College news discussed:

Additional Personal Information Discovered:

Follow up / action points: