

**Data Export Format Specification for  
Acknowledgement Export**

<b>Field #</b>	<b>Field Name</b>	<b>Data Type</b>	<b>Maximum Length</b>	<b>Format</b>	<b>Description</b>
1	OrganizationName	Text	50		Organization Name
2	OrganizationNumber	Text	15		Organization number
3	CampaignName	Text	100		Campaign name
4	CampaignNumber	Text	20		Campaign number
5	CampaignCode	Text	20		Campaign Code
6	DonorIdentifier	Text	50		Donor identifier
7	EmployeeNumber	Text	14		Donor's employee number
8	SSN	Numeric	18		Donor's social security number
9	NamePrefix	Text	8		Donor's name prefix
10	FirstName	Text	50		Donor's first name
11	MiddleName	Text	50		Donor's middle name
12	LastName	Text	50		Donor's last name
13	NameSuffix	Text	4		Donor's name suffix
14	WorkEmailAddress	Text	80		Donor's work email address
15	Gender <sup>A</sup>	Text	1		Donor's gender
16	DonorGroupName	Text	100		Donor group name
17	DonorGroupLabel	Text	50		Donor group label
18	AcknowledgementQuestionLabel	Text	50		Acknowledgement Question Label
19	AcknowledgementQuestion	Text	255		Question
20	Answer	Text	50		Answer

<sup>A</sup> Values for Gender are:

M - male

F - female

N – choose not to disclose  
or no value provided

### **Other Notes**

- The comma delimited export (csv) uses the double quote (") as the text qualifier and the comma character as a field delimiter.
- The tab delimited export (txt) uses the tab character as a field delimiter.
- Field names may be included as the first row of the file, the first row of the file is optional.