



Fundraising Project Request

Project Information

Project/Program Name: _____
Department/Office: _____
Submitted By: _____
Title: _____
Work Phone/Extension: _____
Email: _____
Date of Fundraiser: _____

Identify Appeal (See page 3 for descriptions)

Select the fundraising activity you wish to undertake or that you suggest be undertaken.

- _____ Special Events
_____ Targeted Appeals
_____ Direct Appeals (mailing)

Describe your fundraiser: (Describe the fundraiser to include date, time, duration, and location; who will supervise volunteers; and attach any documents that will be distributed).

Identify all beneficiaries of the fundraiser:

Provide names of all foundations, corporations or individuals that will be solicited to support the project: (attach additional pages, if needed).

Steps for Fundraising Submission

Below is a list of steps for completing a fundraising initiative.

1. The Fundraising Project Request shall be submitted to and approved by the Office of the President. (When applicable, the VP and Dean’s signature will also be required before submission).
2. Fundraising activities on campus through campus organizations should contact the Director of Student Activities to complete the ‘Event Form’ as documentation to attach to the Fundraising Project Request Form.
3. Upon approval, all documentation will be returned to the applicant requesting funding. The applicant will then submit a request for fundraising to the donor or begin the fundraising activity. A copy of all documentation will be kept on file in the Office of the President.
4. All funds must be submitted to the Business Office within two business days.

Signature and Approval

After completion, please sign this form and generate other appropriate signatures, and submit to the Office of the President.

By submitting this request, I, the applicant, affirm that the facts set forth in it are true and complete. I understand that any false statements, omissions, or other misrepresentations made by me on this form may result in a denial of my fundraising request.

Name (printed): _____

Signature: _____

Date: _____

Vice President/Dean: _____

Signature: _____

Date: _____

President: _____

Signature: _____

Date: _____

Appeal Types

- **Special Events:** Some units attempt to underwrite part of the expenses they will incur with a *Special Event* designed to raise money. If the unit intends to present the event as providing an opportunity for charitable donations or intends for the College to issue charitable gift credit to any participant or organizer in the event, the event falls under the purview of these guidelines.
- **Targeted Appeals:** Targeted appeals are solicitations on behalf of the College of a limited constituent base selected for their likely affinity to the proposed project.
- **Direct Appeals:** Individuals or program units may wish to appeal to one individual or one organization that they think would likely fund a project or program of interest to the College. With the endorsement of the Vice President or Dean related to that individual or unit, and of the President, an item may be placed on the fundraising agenda. If the solicitor has a potential donor in mind, the Office of the President will determine if that donor is likely to be interested in such a project and whether or not this particular proposed appeal complements or detracts from any relationship(s) already in place. In the cases in which no donor has been identified, the Office of the President, time permitting, will conduct cursory and limited research to provide a list of potential donors. Once the solicitor/applicant has prepared a proposal, the Office of the President will review it and prepare it for submission to the potential donor and/or develop a strategy to increase the likelihood of a positive response.