

Attachment 1 – Fundraising Request Form



University Advancement Fundraising Request Form

Name of Project	Amount to be Raised
Name, Phone, and E-mail of Requester	Dept/College/Org
Purpose for which funds will be used	Account #
Begin: _____ End: _____ Dates of Campaign/Special Event	

Types of Solicitation. Attach sample letters, brochures, etc. University Advancement will review all materials.

- | | | |
|---------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Visits | <input type="checkbox"/> Telephone | <input type="checkbox"/> Direct Mail |
| <input type="checkbox"/> Event | <input type="checkbox"/> Electronic/Social Media | <input type="checkbox"/> Other _____ |

Fundraising Costs. Are funds available to support fundraising activities?

- University Account(s) Foundation Account(s)
 Other _____ Attach explanation, if necessary.

Attachments. Include the following:

- Prospects: list (by name) of those to be contacted
- Solicitors: list (by name) of who will contact prospects
- Samples of Solicitation Materials

Approval Routing (signatures indicate approval is recommended, unless otherwise noted)

Requester Name and Signature	Date
Unit Development Officer (if applicable) Name and Signature	Date
Chair/Director (if applicable) Name and Signature	Date
Dean/Vice President (if applicable) Name and Signature	Date
Provost (if applicable) Name and Signature	Date
Vice President for Advancement Name and Signature	Date
President (if applicable) Name and Signature	Date

Forward completed/signed form to University Advancement, Burgin Dossett Hall, Room 302, 9-4242

Revised May XX, 2016