PROPOSAL FOR FUNDRAISING ACTIVITY

Submit proposal to: Development Office
Administration Building, Room 209

Name of organization or department making request _____________________________

Contact person - Name: ____________________________ Phone number: __________

Attachments:
1. Description of the activity
   a) Event or sale of items
   b) Date, time, and place of activity

2. Description of how the event or item is being funded:
   a) University budget
   b) Foundation account
   c) Donations
   d) Other

3. Description of how revenues from the activity will be used.

This request has been reviewed and is supported by the following for submission to the Development Office for evaluation.

_________________________________________  ____________________
Organization/Department Contact Person   Date

_________________________________________  ____________________
Organization Advisor/Department Head   Date

______________________________  ___________________________
Foundation Approval      University Approval