

**FUNDRAISING PROPOSAL – COVER SHEET**

**Submit form early in the planning stages for the proposed fundraiser...no later than 2 weeks prior to when you intend to advertise it and/or contact potential donors**

**For fundraising that includes merchandise/apparel sales: an approved, licensed vendor must be used and the design must be approved by Brandi Collins, Licensing Coordinator before the merchandise/apparel is purchased.**

Submit proposal to: Office of Development  
Administration Building, Room 209

Name of Department making request \_\_\_\_\_

Contact person – Name \_\_\_\_\_ Phone number: \_\_\_\_\_

Attachments:

- 1) Description of the fundraiser
  - a. Event or sale of item(s)
  - b. Date, time, and place
- 2) Description of how the expenses of the event/item are being paid:
  - a. University budget
  - b. Foundation account
  - c. Donations
  - d. Other
- 3) Description of how revenues from the activity will be used
- 4) A list of businesses/individuals you wish to contact for donations

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

\_\_\_\_\_ Date \_\_\_\_\_  
Department Contact Person

\_\_\_\_\_ Date \_\_\_\_\_  
Department Head

\_\_\_\_\_ Date \_\_\_\_\_  
Dean of College

Submitted for approval –

\_\_\_\_\_  
Foundation Approval

\_\_\_\_\_  
University Approval