|  |  |
| --- | --- |
|  |  |
| 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.**

|  |  |  |
| --- | --- | --- |
| * Visits | * Telephone | * Direct Mail |
| * Event | * Electronic/Social Media | * 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, 9-4242

Revised July 2019