



Harvard College Student Organizations Fundraising Planning Form & Gift Account Request

Organization Name:		
Contact Name:		Email:
Description and Goals of Organization (if requesting a gift account, please address why you are making the request):		
Fundraising Purpose:	<input type="checkbox"/> Annual Fund <input type="checkbox"/> Special Project <input type="checkbox"/> Other	
Fundraising Plan:		
Documents Reviewed:	<input type="checkbox"/> Case statement, fundraising letter or other mailing to potential donors <input type="checkbox"/> Operating budget <input type="checkbox"/> Project budget, if fundraising for special project <input type="checkbox"/> Other:	
Data Needs:	<input type="checkbox"/> Tag alumni in database <input type="checkbox"/> Update alumni tags in database <input type="checkbox"/> Mailing labels <input type="checkbox"/> Send E-newsletter	
OSL Comments (OSL use only):		
OSL Recommendation:		Date:

Next steps: Organizations wishing to establish a gift account must submit this form along with a current budget, any drafted materials intended to be distributed for fund-raising, and a statement articulating the need for a gift account. Completed documents should be submitted to osl@fas.harvard.edu. Once reviewed, a meeting will be scheduled to further discuss the account request.

(Office of Student Life Use Only)

Contact Date	Notes
Assistant Dean Approval	Date: