

FUNDRAISING PROPOSAL – COVER SHEET

NOTE: Submit form early in the planning stages for the proposed fundraiser...no later than 30 days prior to when you intend to advertise it and/or contact potential donors. Submit your brochure, any material being mailed out, and/or other promotional materials to the Advancement Office before having them printed.

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

Submit proposal to: Advancement Office
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) Draft of brochure/material to be mailed out/promotional materials
- 3) Description of how the expenses of the event/item are being paid:
 - a. University budget (note that if University funds are used for the expenses, any funds raised will have to go back into your University budget)
 - b. Foundation account
 - c. Donations
 - d. Other
- 4) Description of how revenues from the activity will be used
- 5) 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 Advancement Office for evaluation.

Department Contact Person

Date _____

Department Head

Date _____

Dean of College/Athletic Director

Date _____

Advancement Office Use Only

Foundation Approval

University Approval