



Fundraising Prospect Approval Form

Event Information	
Student Club Seeking to Raise Funds	
Contact Phone Number	
Contact E-mail Address	
Title and Format of Fundraising Event	
Proposed Date for Fundraiser	
Proposed Location for Fundraiser	
Intended Purpose for Funds Raised	
Solicitation Details (cash/equipment/prizes)	
Potential Prospects	A complete list of all potential prospects, including the name of the individual or organization; contact person; complete mailing address and phone number is to accompany this approval form.
Is there any previous relationship between the program or College and this/these prospect/s?	
Approvals	
Student Government President	
Director, Student Life	
Dianne Spencer, Executive Director, College Advancement/External Relations	
Checklist – once approval has been confirmed	
Gift-in-Kind form in process where required?	
Receipt or Recognition required?	
e-mail sent to Facilities (Lynda Seames) to confirm availability of cafeteria/gym? (Lynda will coordinate with Aramark/Athletics and Fran Nobes)	
College communication vehicles required? (e-mail Fran Nobes to request posting on: TV monitors, Wiki, main sign)	
<u>Please note:</u> All requests for news releases to be sent to media outlets must be approved by Dianne Spencer.	

Please submit to the attention of: Dianne Spencer, Executive Director, College Advancement, Room 3H1, at least two weeks in advance of the event or invitation.
For more information, call 969-1913, ext. 2235 or 2326.