

MWSU Fundraising/Solicitation Approval Form

Instructions: This form must be completed by all campus groups, clubs, organizations, students or employees wishing to conduct off-campus or on-campus solicitations of donations or engage in any kind of fundraising activity. The form should be submitted to the Development Office (Spratt Hall, Room 108) at least 30 days prior to any planned solicitation activity. The request will be reviewed by the Campus Development Council which meets the second Tuesday of each month. The Council will render its decision within 10 business days of meeting.

Today's Date: _____

Applicant Organization/Individual:

Note: In order for a student club, organization, or group to request permission to conduct a fundraising/solicitation activity, it must first be approved as a legitimate campus organization by the MWSU Student Government Association. Under no circumstances are "door-to-door" solicitations to be conducted.

Project Title: _____

Coordinator (if student organization please complete section b):

a. Name _____

Phone _____

E-mail _____

b. Faculty/Staff Advisor _____

Phone _____

E-mail _____

Solicitation Time Period: _____ Begin _____ End

Goal Amount: \$ _____

I. Description/Purpose of Fundraiser:

II. Type(s) of Donations Being Solicited (i.e. Cash, In-Kind, etc.):

III. Form(s) of Solicitation (i.e. face-to-face, written proposal, special event, auction, sponsorships, ticket sales, etc.):

IV. Names of Persons conducting the solicitations (attach a separate sheet if necessary):

1. _____
2. _____
3. _____
4. _____

V. Please attach a list of businesses you intend to solicit for this Project in MS Excel format. The list must be approved by the Director of Development prior to conducting any solicitations. Please include the following information:

- 1. Name of business**
- 2. Name of contact**
- 3. Address**
- 4. Telephone number**

In order to assist you with this requirement, the Development office maintains a “do-not-solicit” list of businesses. This list is developed and maintained to assist you in targeting your best contacts and to recognize the need to respect donor resources and conflicting requests. You are encouraged to review this list before submitting names in order to expedite your request. Please contact the Development Office at 271-5648 for a copy of the list. Exceptions to the “do-not-solicit” list will only be granted on a case-by-case basis.

NOTE: Permission to solicit individuals, foundations and trusts will only be granted after coordination with the Director of Development.

Required Signatures:

**signatures denote acknowledgement and approval of the fundraising project.*

Coordinator Date

Faculty/Staff Advisor (if applicable) Date

Director/Department Chair Date

Dean/VP Date

Provost (if applicable) Date



Request Approved **Request Denied**

Note: Approval denotes that the project is a sanctioned fund raising need for which solicitations may be conducted. It is not a guarantee that the project will be funded. The project coordinator should maintain regular communication with the Development Office.

Comments: _____

Authorized Signatures:

Director of Development Date

Member, Campus Development Council Date