

# 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 106) at least 30 days prior to any planned solicitation activity. The request will be reviewed by the Campus Development Council who will render its decision within 10 business days of submission.

**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**

*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