UNION COLLEGE SOLICITATION & FUNDRAISING EVENT AUTHORIZATION

All faculty and staff are required to gain approval from the Advancement Office prior to the implementation of any fundraising plans or solicitations of any individuals, corporations, area businesses, or foundations. In addition, all faculty and staff are required to obtain approval of fundraising projects from their appropriate department chair, or area supervisor before approaching the Advancement Office for assistance or approval. Additional information can be found online at: [www.unionky.edu/departments/hr/employee-forms](http://www.unionky.edu/departments/hr/employee-forms) under “Requests, Prospects, and Gifts for Union.”

Please complete the following at least 30 days in advance to the Advancement Office. Form may be emailed (advance@unionky.edu) or mailed to CPO 4. Questions should be directed to Advancement Services, Glenda Schilt, ext. 1659.

- Who (group, class, department, etc.) is proposing the fundraiser?
  - Who is the contact person? Please indicate this individual’s contact information.

- Who (group, charity, team, etc.) will benefit from the fundraiser?

- What is the name and proposed date/s of the event?

- What is the proposed location for the event (please include the address of the venue if it is off-campus)?

- Please describe the proposed fundraiser in detail.
  - If you will be seeking cash donations and/or gifts in kind to underwrite the event cost, please provide a list of proposed individuals and/or organizations for solicitation. What is the per person cost/charge to attend this event? Is this fee required or only a suggested donation?
  - What goods or services, if any, will attendees receive in exchange for their payment?

- Will you require assistance from the following campus resources?
  - Office of Campus Communications
    * Request Summary
    * Number Requested
    * Distribution Audience
  - Physical Plant
  - Other (please describe)

APPROVAL:

__________________________________________________  __________________________________________________
Supervisor       Advancement Office

__________________________________________________  _________________________________________________
President       Office of Communications