



APPLICATION FOR FUNDRAISING/SOLICITATION APPROVAL

Fundraising is the active solicitation of goods, services or money including the sale of goods and services. All faculty and staff are required to gain approval from the Office of Advancement prior to the implementation of any fundraising plans or solicitations of any individuals, corporations, or area businesses. In addition, all faculty and staff are required to obtain approval of fundraising projects from their appropriate supervisor, advisor, or department chair before approaching the Office of Advancement for assistance or approval.

This form must be submitted to the Office of Advancement a **minimum of 1 month prior** to the start date of the fundraising initiative and written authorization is required before proceeding.

**Office of Advancement
Director of Advancement Services
CPO D004
Phone Ext: 1659**

Requestor Name:	
Dept./Org:	Contact Number:
Email Address:	

PURPOSE OF FUNDRAISER/SOLICITATION: Provide full details and attach supporting documents if required.

DESCRIPTION OF FUNDRAISER/SOLICITATION: Provide full details of initiative and attach any supporting documents (draft request letter, brochure, et al).

If this is a fundraiser that requires a Union College logo, (t-shirt, products, etc.) a sample of the logo MUST be attached for approval.

Date(s) Fundraiser to be Held:

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Location of Fundraiser:

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Intended Audience:

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Funding Targets - list **WHO YOU PLAN TO ASK** List ask amount or type of goods to be requested; attach additional sheet if necessary:

Name	Amount or Type of Goods Requested
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Gifts of Goods – Should you solicit and receive goods, you must complete a gift-in-kind form, located in the employee forms section on the Union College website. The completed form **MUST** be sent to the Office of Advancement. All non-cash gifts (*Gifts-in-Kind*) to Union College must be properly recorded through the Office of Advancement to ensure accurate financial reporting and proper donor acknowledgement.

SIGNATURES

Requestor must obtain signature of Supervisor/Advisor/Department Chair before submitting this request to the Office of Advancement.

Signature of Requestor	Date
Signature of Supervisor/Advisor/Department Chair	Date
Signature of Executive Director of Development/Chief Communications Officer	Date

- This fundraising request has been reviewed and based on all information provided is approved. Note comments below, if any.
- This fundraising request has been reviewed and based on all information provided is not approved.

Comments
