



Request to conduct a  
*Fund Raising Event and/or Solicitation*

Department	
Contact Name	
Phone Ext./Email	
Description of Event	
Location of Event	
Date of Event	
Description of Solicitation	
Time Frame	

Account number to be charged costs/expenses \_\_\_\_\_

Signature of Event Contact \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

All fund raising activities, events, and solicitations should be coordinated through the Office of Institutional Advancement (IA). Please do not initiate any activity, purchasing, solicitation, etc. until permission is granted. Please allow at least two weeks notice prior to the start of the drive/event. If any labels, mailing lists, or other items are needed, contact the IA Office

FOR OFFICE USE ONLY

Date Received by IA office \_\_\_\_\_ Signature of IA \_\_\_\_\_

Approved Date \_\_\_\_\_ Denied Date \_\_\_\_\_

Reason \_\_\_\_\_