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 105) at least 30 days prior to any planned solicitation activity. The request will be reviewed and you will be notified 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/individuals you intend to solicit for this Project in MS Excel format. The list must be approved 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 Executive Director of Advancement.
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 Advancement Office.

Comments: ________________________________________________

________________________________________________________________

Authorized Signatures:

Executive Director of Advancement_________________________Date