

PROPOSAL FOR FUNDRAISING ACTIVITY

Submit proposal to: Development Office
Administration Building, Room 209

Name of organization or department making request _____

Contact person - Name: _____ Phone number: _____

Attachments:

1. Description of the activity
 - a) Event or sale of items
 - b) Date, time, and place of activity

2. Description of how the event or item is being funded:
 - a) University budget
 - b) Foundation account
 - c) Donations
 - d) Other

3. Description of how revenues from the activity will be used.

This request has been reviewed and is supported by the following for submission to the Development Office for evaluation.

Organization/Department Contact Person

Date

Organization Advisor/Department Head

Date

Foundation Approval

University Approval