

FUNDRAISING AND SOLICITATION REQUEST FORM

To ensure there are no duplication of efforts or conflict of programs requesting funds from one source this Form must be completed by the entity wishing to undertake a solicitation activity. Please submit Form to the Virginia Western Educational Foundation, Fishburn Hall (540.857.7312). **Forms must be submitted before any fundraising and solicitation begins.**

Event/Activity Information

Name: _____ Department/Group: _____

Phone: _____ Email: _____

Name of Event*/Activity: _____

Start & End Dates of Event/Activity: _____

Types of Donations Sought (*check all that apply*):

- Cash
- In-kind Donation of Goods/Services (*describe*) _____
- Equipment (*describe*) _____
- Other: _____

\$ Amount/Goal:** _____ Purpose/Beneficiary: _____

Who will conduct the activity and how will you proceed? _____

Solicitation Information

List businesses, organizations, individuals you plan to solicit (*you may attach a list*):

**If tied to an event, organizer must present proof of approval for activity from College Executive leadership.*

*** Organizer may be asked to provide detailed revenue and expense budget, with the understanding the Educational Foundation will not be responsible for losses/shortfalls.*

For VWCCEF use only:

Approved by: _____ Date: _____

Required changes: _____