

FUNDRAISER REQUEST FORM

**SECTION 1: Name of Department or Program**

**SECTION 2: Proposed Activity**

**SECTION 3: Proposed Activity Day(s) & Date(s)**

**SECTION 4: Proposed Activity Location(s)**

**SECTION 5: Prospective Donor(s)/Sponsor(s)**

**SECTION 6: Approvals**

INITIATOR CONTACT: (Print Name, Dept. & Ext.)		DATE
INITIATOR CONTACT: (Signature)		
SUPERVISOR/DEAN: (Signature)		
EXECUTIVE DIRECTOR OF DEVELOPMENT: (Signature)		

## FUNDRAISER REQUEST FORM PROCESS

### Overview:

This Fundraiser Request Form is intended to maximize the effectiveness and efficiency of fundraising programs and to provide transparency and alignment of appeals for funds, resource development and prospective donor solicitation.

All formal requests to undertake fundraising initiatives or to solicit contributions shall be in writing and submitted at least 45 days prior to the actual event. Requests shall be submitted on the **College of Marin FUNDRAISER REQUEST form**. Requests will follow a review process beginning with the appropriate faculty or student advisor, division head, dean or vice president before submission to the Advancement Office.

Before pursuing formal discussions with any potential donor or event sponsor contact the Advancement office to discuss goals and objectives of the prospective solicitation.

Upon review and approval from the Advancement Office, it is understood that prior to submission of formal written request to potential donor(s) or sponsors, all supporting materials including mailing list, letter of request and other related documents shall be reviewed by the Advancement Office. The Advancement Office will assist with development and coordination of fundraising/solicitation strategy, plan and related activities where necessary.

### Form Instructions:

**Section 1: Name of Department or Organization** - Input the department or organization initiating the fundraiser.

**Section 2: Proposed Activity** – Enter a description of the proposed fundraiser.

**Section 3: Proposed Activity Date(s)** - Enter the dates of the fundraiser.

**Section 4: Proposed Activity Location(s)** - Enter the location(s) of the fundraising event.

**Section 5: Prospective Donor(s)/Sponsor(s)** - Enter a description of the potential donor(s)/sponsor(s) you hope to solicit with the fundraising activity.

**Section 6: Approvals** - Input the contact information and signature of the initiator contact. Obtain the supervisor or dean's authorization. Forward the completed form to the Advancement Office for final review and approval.

### Questions?

Contact the Advancement Office: (415) 485-9653