



# How to Request a Fundraising Project

## Directions

1. Read the corresponding administrative procedure for *Fundraising and Gift Acceptance*.
  2. Complete the two-page Fundraising Project Request Form and submit it to your dean/VP for approval.
  3. If approved, send your completed form to the Director of Development, located on the main campus, Suite 417B, for approval.
  4. If approved, the Director of Development will forward your request to the CFO.
  5. Please allow a minimum of five business days for the Director of Development and CFO to process your request. This means that you must plan ahead for your event.
  6. If approved, the Director of Development will email you a PDF copy of your request for your records. The Director will also notify the Marketing & Media Coordinator and Office of Student Affairs, when applicable. Then, you may begin your fundraising project!
  7. If your request is denied, the Director of Development will notify you and your dean via email and provide the reason for denial.
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## Frequently Asked Questions

### **When should I complete a Fundraising Project Request Form?**

Any time you anticipate that you will be soliciting private support on behalf of the College.

### **What is considered “private support?”**

Any monetary gift or physical property given to the College that does not come through a state or federal agency.

### **Why do I have to complete a request form?**

Communication is a critical component of success; the same is true for fundraising. We must ensure that donors receive appropriate recognition for their gifts and that all fundraising efforts of the College work collectively toward our mission.

### **Do I have to complete a request form for each event I conduct or donor I ask?**

Yes. You will need to submit a form for each new benefit, opportunity for sponsorship or gift-in-kind request. For ongoing projects, you will be required to resubmit a new request each semester.

### **I want to apply for a grant. Should I complete a Fundraising Project Request Form?**

No. There is a separate form for grant requests; please refer to the Administrative Procedure on Grants for more information.

### **I represent a student organization. Should I complete a Fundraising Project Request Form?**

Yes. Even as a student organization, you are representing the college and should follow the same process outlined above and in the *Fundraising and Gift Acceptance* procedure.

***This form must be submitted and approved prior to conducting any fundraising activity.***

<b>Contact Information</b>	Host Program/Group:	
	Division/Department:	
	Faculty Advisor ( <i>if applicable</i> ):	
	Submitted By:	
	Title:	
	Work Phone/Extension:	
	Email Address:	

<b>Project Information</b>	Name of Fundraiser:			
	Date of Fundraiser:			
		<input type="checkbox"/> One-time fundraiser	<input type="checkbox"/> Ongoing fundraiser	
	If ongoing, please indicate frequency of fundraising activities (i.e. 1st Thursday of each month).			
	Fundraising Goal:		\$	
	Please describe how the proceeds will be used.			
	<input type="checkbox"/> <b>Benefit:</b> Staging of a special event or fundraising activity for charitable purposes; all proceeds above expenses are designated as contributions to the charitable institution/department(s) concerned. <input type="checkbox"/> <b>Sponsorship:</b> Soliciting the support of specific individuals/organizations to fund a project/event of interest to the College. All funds raised through sponsorships are used to implement the activity. <input type="checkbox"/> <b>Gift In-Kind:</b> Soliciting specific individuals/organizations for equipment or other property on which the donor may place a monetary value and claim a deduction for income tax purposes.			
Please describe the event/activity.				

<b>Public Relations</b>	<i>All approved fundraising requests involving marketing/public relations will be forwarded to the Coordinator of Marketing and Media.</i>		
	Do you plan on promoting this fundraising project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, how do you plan to promote the project?		
	Will donors/sponsors receive recognition through these efforts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide the names of all foundations, corporations or specific individuals or groups you intend to solicit for project funding.

**SIGNATURE AND APPROVAL**

**After completion, please sign and submit to the Director of Development.**

*By submitting this request, I affirm that the facts set forth are true and complete to the best of my knowledge. I understand that any false statements, omissions or other misrepresentations made on this form may result in the denial of my fundraising request.*

*I understand that the timing of special events, fundraising projects and the use of prospective participant lists must complement other fundraising initiatives of Mountwest Community & Technical College and the Mountwest Foundation. I am familiar with the institutional procedures for Fundraising & Gift Acceptance and Advertising, Marketing & Public Relations and will adhere to those procedures during all phases of this project.*

Applicant Name (please print):	
Signature:	
Date:	

Supervisor/Dean/VP (please print):	
Signature:	
Date:	

OFFICE OF INSTITUTIONAL DEVELOPMENT USE ONLY		
Date Received:	<input type="checkbox"/> Approval Granted	<input type="checkbox"/> Request Denied
Comments/Reason for denial:		
Director of Development Signature:		Date:
CFO Signature:		Date: