



Fundraising Authorization

Name of Department/Organization fundraising: _____

Intended use of the funds raised: _____

Period of fundraising activity: Begins: _____ Ends: _____ Other: _____

Type of fundraising activity: _____

How will funds be collected: (choose all that apply) Cash Check Credit Card

If funds are collected by credit card how will this occur: _____

Will this be a ticketed event: Yes No Will sales tax be collected: Yes No

| Solicitation Type | List of all external donors must be attached for approval from the Office of Institutional Advancement | Projected Amount To Be Raised |
|---|--|-------------------------------|
| <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Both | | \$ _____ |

Print Name

Signature

Date

Approved Disapproved

Sponsor

Date

Approved Disapproved

Director of Institutional Advancement

Date

Approved Disapproved

Vice President

Date

Approved Disapproved

President

Date

(if seeking donations over \$2,500)



Fundraising Follow-up Form

(Submit within 30 days after completion of event/activity)

Name of Department/Organization: _____

Name of Fundraising Activity: _____ Date of Event: _____

Gross Amount Raised: _____ Net Amount Raised: _____

Number of items sold (raffle tickets, shirts, bake sale items, etc.): _____

The following items should be attached to this report (if applicable):

- ✓ A list of all revenues and expenses
- ✓ Copies of all receipts and other applicable documents
- ✓ A list of names of sponsors or in-kind donors who contributed to your activity and what they contributed (**All amounts received over \$250 must have a copy of the check or receipt along with the donor's contact information**)
- ✓ A list of award recipients and prizes received

When and how did you thank/recognize your donors? _____

If funds were raised for an outside organization, when and how did you deliver the funds? _____

Did you find this activity to be a success? Why or why not? _____

Signature of Sponsor

Date

Return this form and all attachments to the Director of Institutional Advancement.