West Georgia Technical College - Request for Fund-Raising Activity

Organization/Group: ________________________________ Internal / External

Campus: _______ Student Organization Activity _____ Faculty/Staff Solicitation Activity _____ Other____

Name of person submitting request: ____________________________________________________________

Your association with the organization or department: ____________________________________________

Type of fund-raising activity: _________________________________________________________________

If this is an event or will include an event, please complete the following:

Date of Event: _______________ Place: __________________ Time: ________________________________

Facilities: ________________________ Have you obtained proper facilities? ____________________________

Will this require a contract with any outside organizations? _____ No _____ Yes

If yes, explain & attach copy of contract_______________________________________________________

Projected attendance: ______ Cost of Admission: ________ Projected amount to be raised____________

Name of person responsible for handling money: __________________________ Account_________________

Purpose of fund-raising event: ________________________________________________________________

If internal or external promotional or advertising material will be used for your event, please get the approval of
the IA Office. Approved by: __________________________ Date: __________________________

NOTE: Please complete a separate form for each fund-raising activity.
If the activity involves solicitation in person or by mail, please complete the following:

Projected date of mailout: _______________ or personal solicitation: ______________________________

Amount or item to be requested from each donor: ________________________________________________

Name of donors to be solicited (Please attach list of businesses and organizations to this form)

__________________________________________________________

*Please attach a copy of your proposed fund-raising letter and/or case statement.

__________________________________________ Date: __________________________ Extension

Approvals

Student Life: ___________________________ Approve/Deny Date: __________________________

Vice President: _________________________ Approve/Deny Date: __________________________