

Student Fundraising Request Form



Please complete, print, obtain appropriate signatures, attach your completed [Fundraising Checklist](#), as well as **the items requested below** and submit these documents to the Office of University Student Affairs or COMP-Northwest Student Affairs **no less than two weeks** before solicitations are scheduled to begin.

This form is to be used to assist student clubs/classes with off-campus fundraising efforts

Club/Class Name:

Student Contact's Name:

Student Contact's Phone Number:

Event/Project Name:

Purpose of Solicitation:

Type of Solicitation:

Additional Information:

Yes, I have attached a draft of the:

- Student Fundraising Checklist (completed items 1-4)
- Fundraising Plan and/or Timeline
- Solicitation Letter/E-mail/Postcard/Phone Script/etc.
- Additional Items to be Sent to Donor (if applicable)
- Acknowledgement Letter

Club Advisor OR Student Affairs Professional (SAP)

Date

SAP = Dr. Schilling or Tiffany Witherspoon (CAHP: DPT), Roy Guizado or Angela Marcrum (CAHP: MSPA), Sean Rowan (CDM), Mitzi McKay (CGN), Ann Ellis (CO), Dr. Kalousek (COMP), Dirk Foley (COMP-Northwest), Mark Iannuzzo (COP), Amber Del Pozo (CPM), Dr. Bossong (CVM), Jodi Olson (GCBS)

REMEMBER

Please return this completed form to:
University Student Affairs **or** COMP-Northwest Student Affairs.

We will forward this request to the Office of University Advancement.
You can expect them to contact you within one week.