

GADSDEN STATE COMMUNITY COLLEGE FUND-RAISING ACTIVITY REQUEST FORM

LIST REQUESTING ORGANIZATION AND NAME AND LOCATION OF ADVISOR/SPONSOR. IF SOMEONE OTHER THAN ORGANIZATION ADVISOR/SPONSOR IS SUBMITTING REQUEST, PLEASE LIST THE ASSOCIATION WITH THE ORGANIZATION: _____

DESCRIBE FUND-RAISING ACTIVITY: _____

PURPOSE OF FUND-RAISING ACTIVITY: _____

IF THIS IS AN EVENT, PLEASE LIST: PROJECTED ATTENDANCE: _____, DATE: _____,

TIME: _____, AND LOCATION OF EVENT: _____

WILL THIS REQUIRE A CONTRACT WITH ANY OUTSIDE ORGANIZATIONS? _____ NO _____ YES

IF YES, PLEASE EXPLAIN: _____

COST OF ADMISSION: _____ PROJECT AMOUNT OF MONEY TO BE RAISED: _____

PLEASE LIST NAME, TITLE AND LOCATION OF PERSON RESPONSIBLE FOR HANDLING MONEY: _____

IF THE ACTIVITY INVOLVES FUND SOLICITATION IN PERSON OR BY MAIL, PLEASE COMPLETE THE FOLLOWING INFORMATION:

LIST AMOUNT TO BE REQUESTED FROM EACH DONOR: _____

PROJECTED DATE OF MAILOUT AND /OR PERSONAL CONTACTS: _____

PLEASE ATTACH COPIES OF ANY PROPOSED FUND-RAISING INFORMATION (LETTERS, LIST OF THE NAMES OF DONORS TO BE SOLICITED, ETC.)

ALL FUNDS RAISED WILL BE DEPOSITED IN THE GADSDEN STATE'S BUSINESS OFFICE UNLESS APPROVED OTHERWISE AND USED FOR THE ABOVE STATED FUND-RAISING ACTIVITY.

ADVISOR/SPONSOR SIGNATURE

DATE

CABINET MEMBER

DATE

DEAN OF FINANCIAL AND
ADMINISTRATIVE SERVICES

DATE

DEAN OF INSTITUTIONAL EFFECTIVENESS, DATE
GRANTS, & SPECIAL PROJECTS

GADSDEN STATE COMMUNITY COLLEGE
FUND-RAISING FOLLOW-UP FORM

AMOUNT RAISED FROM ACTIVITY: _____

AMOUNT OF PROFIT FROM FUNDRAISER: _____

ATTENDANCE (IF APPLICABLE): _____

WOULD YOU CONSIDER DOING THIS FUNDRAISER AGAIN? EXPLAIN. _____

WHAT WOULD YOU DO DIFFERENTLY IF THIS FUNDRAISER WAS CONDUCTED IN THE FUTURE?

IF THE ACTIVITY INVOLVED FUND SOLICITATION IN PERSON OR BY MAIL, PLEASE LIST THE
CONTRIBUTORS AND DONATIONS. ATTACH THE LETTER USED IF APPLICABLE.

ADVISOR/SPONSOR SIGNATURE

DATE

cc: CABINET MEMBER
DEAN OF FINANCIAL AND ADMINISTRATIVE SERVICES
DEAN OF INSTITUTIONAL EFFECTIVENESS, GRANTS, AND SPECIAL PROJECTS