

# Request to Raise Funds

Name of group: \_\_\_\_\_

Contact person: \_\_\_\_\_

Fundraising activity: \_\_\_\_\_ Fundraising goal \$ \_\_\_\_\_

Money raised will be used for: \_\_\_\_\_

Date of fundraiser: \_\_\_\_\_

Audience targeted: \_\_\_\_\_

## Services requested from Advancement Office:

- Mailing labels

*Specific criteria:* \_\_\_\_\_  
\_\_\_\_\_

- Envelopes printed

*Specific criteria:* \_\_\_\_\_  
\_\_\_\_\_

- Printout of selected contacts

*Specific criteria:* \_\_\_\_\_  
\_\_\_\_\_

- Solicitation mailing prepared & mailed

- Giving history for specific drive

*Specific criteria:* \_\_\_\_\_  
\_\_\_\_\_

- Other: \_\_\_\_\_  
\_\_\_\_\_

Date approved: \_\_\_\_\_

VCSU Advancement \_\_\_\_\_

## OFFICE USE ONLY:

Fund # \_\_\_\_\_

Campaign # \_\_\_\_\_

Appeal # \_\_\_\_\_

Fees Assessed: \_\_\_\_\_