

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: _____