



Division of University Advancement

Fundraising (Solicitation) Approval Form

Requirements for fundraising solicitation approval

1. Review the Solicitation Policy and Procedures for the Division of University Advancement.
2. All fundraising activities must be registered with the Division of University Advancement and receive all signature approvals at least 20 business days prior to the start of the fundraiser or any advertisement.
3. Signatures from the Dean/Department head must be obtained and/or the Advisors for student organization in connection with fundraising activities.
4. Once submitted, the Division of University Advancement will notify the contact person of the unit's decision.
5. A list of prospects/target audience must accompany the form for it to be considered by the division.
6. Email ua@savannahstate.edu with the completed form attached, or submit using the electronic version of the form.

Organization / Department Division

Name of Fundraiser

Purpose:

Describe Activity, Provide Fundraising Strategy & Target Audience
(Please attach a list of prospects)

Contact Person Responsible for Fundraiser

Name

Contact Number

Campus Department Representative Responsible for Collection/Allocation of Funds

Name

Office Extension

Fundraiser Details

Start Date End Date

Fund Designation

Fundraiser Goal (\$)

The submission of my signature below affirms my review, comprehension, and agreement with the Solicitation Policy, and procedures; and, my request for fundraising approval.

Submitted by:

Print Name:

Approvals:

Dean/Department Head/
Organization Advisor

Print Name

Division of University

Print Name

[] Approved by University Advancement

[] Denied by University Advancement