



**APPLICATION FOR FUNDRAISING/SOLICITATION APPROVAL**

Fundraising is the active solicitation of goods, services or money including the sale of goods and services. The Division of University Advancement is the clearinghouse for all fundraising activities in behalf of and/or using the name, initials, tagline, or logo of Savannah State University. Any member of the University community – internal, external, affiliated support groups, and student organizations – must obtain advance authorization for fundraising initiatives by [the President through his designee], the Vice President for University Advancement.

This form must be submitted to the Division of University Advancement a minimum of 1 month prior to the start date of the fundraising initiative and written authorization is required before proceeding.

**Division of University Advancement**  
**Gardner Hall, Box 20439**  
**Savannah, GA 31404**  
**Tel: (912) 358-3059**  
**Fax: (912) 353-3194**

<b>Requestor Name:</b> _____	
<b>Dept./Org:</b> _____	<b>Contact Number:</b> _____
<b>Email address:</b> _____	

**PURPOSE OF FUNDRAISER/SOLICITATION:** Provide full details and attach supporting documents if required.


**DESCRIPTION OF FUNDRAISER/SOLICITATION:** Provide full details of initiative and attach any supporting documents (draft request letter, brochure, et al).


*If this is a student organization fundraiser, please note name [and obtain signature] of advisor as well as appropriate Office of Student Affairs authority.*

Advisor \_\_\_\_\_

Print name	Sign	Extension	Date
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Student Affairs \_\_\_\_\_

Print name	Sign	Extension	Date
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**Date(s) Fundraiser to be Held:**

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**Location of Fundraiser:**

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**Intended Audience:**

**BUDGET**

**Investment Needed** - If upfront money is required (e.g. deposit, purchase of items, etc., describe and explain how this risk will be managed):

**Funding Targets** - list **WHO YOU PLAN TO ASK** and ask amount; attach additional sheet if necessary:

Name Contact (if applicable) Amount	\$	
Name Contact (if applicable) Amount	\$	
Name Contact (if applicable) Amount	\$	
Name Contact (if applicable) Amount	\$	
Name Contact (if applicable) Amount	\$	

**Anticipated Expenses** (describe type of expense and amount; attach additional sheet if necessary):

Expense item (vendor name, description)	\$	Amount
Expense item (vendor name, description)	\$	Amount
Expense item (vendor name, description)	\$	Amount

**Projected Net Proceeds** - total anticipated revenue less total anticipated expenses: \$ \_\_\_\_\_

**SIGNATURES**

Faculty must obtain signature of Department Chair, Dean, and VPAA before submitting this request to the Division of University Advancement. I have read the Savannah State University Fundraising Policy and agree to ensure that, if approved, this activity complies with all requirements of that policy.

<b>Signature of Requestor</b>	<b>Date</b>
<b>Signature of Department Chair</b>	<b>Date</b>
<b>Signature of Dean</b>	<b>Date</b>
<b>Signature of Vice President of Academic Affairs</b>	<b>Date</b>

- This fundraising request has been reviewed and based on all information provided is approved. Note comments below, if any.
- This fundraising request has been reviewed and based on all information provided is not approved.

<b>Vice President for University Advancement</b>	<b>Date</b>
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**Comments** \_\_\_\_\_