Submitted by (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**West Liberty University Foundation Fundraising Activity Proposal**

Please note: Fundraising Activity Proposals should be made at least 30 days before the Fundraising Activity is to occur. They must be submitted to the WLU Foundation at Campus Union Box 126 to the attention of Angela Zambito Hill. All fundraising activities must be approved. Add attachments as needed.

**Type of need/programming which will be met through fundraising (Please be specific):**

**What type of fundraising do you plan to do? For example, event, grant request, mailing, individual/corporate solicitation.**

**Who is your target audience?**

**When will the fundraising activity take place?**

**Do you want to request support from the WLU Foundation to carry out your fundraising initiative? If so, what type of support? Please answer yes and explain the ones that apply:**

* A mailing list of possible donors or event attendees?
* Grant writing or editorial support?
* Documentation from the Foundation regarding the tax ID number and what the Foundation does?
* A new fund created for the deposit of funds raised?

Approval:

Faculty, please request approval from the Dean of the College

Coaches, please request approval from the Athletic Director

Administrators, please request approval from the Department Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Supervisor*

All requests must be signed by the CFO and the Executive Director of the WLU Foundation below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CFO, WLU*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Executive Director, WLU Foundation*