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

**West Liberty University Foundation Need Request Proposal**

Please note: Need Request Proposals should be made at least 60 days before the anticipated need. They must be submitted to the WLU Foundation at Campus Union Box 126 to the attention of Angela Zambito Hill.

**Requesting organization/ team/ department?**

**Type of need/programming (Please be specific, include dates if applicable):**

**What is the estimated cost of this need?**

**How is this need critical to the success of your program/area?**

**How does this need support enrollment (if this applies)?**

**Are you requesting funds from the Foundation, the ability to fundraise, or support through fundraising for this need?** If you plan to fundraise or are seeking support to fundraise, you must also complete the Fundraising Activity Proposal.

**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 technology requests must be signed by the Director of IT Services.**

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

*Director of IT Services, WLU*

**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*