

DELTA COLLEGE EMPLOYEE REQUEST TO FUNDRAISE

Date submitted _____ Office Phone _____ Office Number _____

Submitted by (name and signature) _____

Proceeds of this event are intended to support: _____

A Delta College program/project

A Delta College student group/club

An external non-profit organization and does not directly benefit Delta College

Name of department, division, organization or athletic sport planning the event or fundraiser:

What is the funding needed for, what expenses will be incurred and what department is responsible for paying them if external funding can't be located?

Who will be involved in this event or fundraiser (community, faculty, employees, students, faculty, etc.)?

Event Date and Time: (Beginning) _____ / (Ending) _____

Location of fundraiser: External (Off campus project) Internal (On campus project)

On-campus Location Desired _____ Number Tables / Chairs _____

Has this type of fundraiser or event been held in the past? If yes, how much was raised (net)?

What type of advertising is planned for this event or fundraiser?

Other comments:

I have reviewed and approve the project being proposed:

1. Division Chair / Department Head Signature _____

2. Dean or Vice President Signature _____

*Faculty/staff Groups submit to the Delta College Foundation Office, #B-156
(Student Groups utilize a separate form and will submit to the Student Development Center)*

OPTIONAL: List of Donors you want to solicit if approved? (List below the specific names of business proposed for contact. Write on the back of this page or attach a separate page if needed for space.)

3. Foundation Executive Director Signature _____
(needed only if seeking external private funding)

4. President's Signature _____

It is the policy of Delta College not to discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its educational programs, activities or employment.