

Carl Sandburg College Foundation

External Fundraising Approval Form

Sandburg students, employees, organizations and groups who wish to solicit gifts from external constituent groups (individuals, local businesses, foundations or community organizations) must complete this form and submit it to the Carl Sandburg College Foundation at least *two* weeks prior to the proposed activity. (Use of the *Fundraising Activity Approval Form* is not required for the sale of tickets or sale of small items or services, such as a bake sale or car wash, on or off campus.)

Student Group/Club Making Request _____

Contact Name _____ Phone # _____

Student Fundraising Activity Proposed for Approval by:

Signature, Faculty/Staff Advisor

Signature, Coordinator of Student Life

Or

Employee Group Making Request

Contact Name _____ Phone # _____

Employee Fundraising Activity Proposed for Approval by:

Signature, Cabinet Officer

Amount Expected to Raise / Fundraising Goal \$ _____

Proposed Fundraising Activity Date or Time Frame _____

Purpose of Fundraising Activity / Need for Funds:

*Required: Please attach a list of planned prospects along with anticipated donations from each.

After a fundraising campaign, or the receipt of any donation valued at \$50 or more (cash, products, equipment or in-kind services), the student or employee group is required to submit the name and address of any business or entity that donates. This information is required within 10 days of receipt of the gift. The Foundation will appropriately document the donation and recognize the donor. Thank you.