



Fundraising Activity Approval Form

Please Submit Completed Form to Volunteer State Community College Office of Advancement.
This form must be approved prior to solicitation efforts of any business, vendor, or individual.

Submission Date: _____ Event Date (if applicable): _____ Event Location (if applicable): _____

VSCC Organization Name or Dept/Div _____

VSCC Project/Program to benefit from donations _____

VSCC Contact Name _____ Contact Title _____

Telephone (_____) _____ E-mail _____

Event/Program Specifics: _____
(Specifically outline the details of the event or activity)

Solicitation Specifics: _____

Local Businesses to be Solicited _____
(List all vendors to be solicited use additional sheet of paper if necessary)

Anticipated Income \$ _____ (Gross & Net income will be requested by Foundation)

Expected Costs of Project/Program _____

How will event be promoted? ☐ Social Media ☐ Email ☐ Phone Calls ☐ Mailing

To whom _____

When fundraising efforts are made on behalf of a department, student organization, or for the college; the fundraisers must be responsible for completing all in-kind forms and submitting to the Foundation Office in a timely manner.

All fundraising activities must be in compliance with VSCC Solicitation and Acceptance of Gifts policy 1:03:01.

Staff/Faculty Sponsor
(if fundraising is for student organizations)

☐ APPROVED

VP for Advancement & Executive
Director of College Foundation

☐ DENIED

Copies Sent To

- ☐ Department/Org
- ☐ Contact
- ☐ Foundation