



VOLUNTEER STATE COLLEGE FOUNDATION

Volunteer State Community College

Fundraising Activity Approval Form

Please Submit Completed Form to Volunteer State Community College Office of Resource Development
Form must be submitted to the Foundation Office five (5) business days prior to event
and form must be approved prior to any solicitation efforts of any business/vendor.

Submission Date: _____ Event Date: _____ Event Location: _____

VSCC Organization Name or Dept/Div _____

VSCC Contact Name _____ Contact Title _____

Organization to benefit from donations _____

Telephone (_____) _____ E-mail _____

Event Specifics: _____
(Specifically outline the details of the event)

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

Expected Costs of Fundraising Event _____

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

Will a mailing be involved Yes No If yes, 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 I:03:01.

Approvals-FOR INTERNAL USE ONLY

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

Departmental Head/Direct Supervisor

Copies Sent To

- Department/Org
- Contact
- Foundation

VP for Resource Development
& Executive Director of the Foundation

APPROVED, contingent upon :

DENIED, due to the following reasons: