



# Division of University Advancement Office of Advancement Services

## Campus Fundraiser Registration Form

### Requirements for approval of campus fundraiser

1. All campus fundraising activities must be registered with the Division of University Advancement and receive all signature approvals at least **60 business days** prior to the start of the fundraiser or any advertisement.
2. Signatures from the Dean/Department Head must be obtained.
3. Once submitted, the Division of University Advancement will notify the contact person of the units decision.
4. A list of prospects/target audience must accompany the form for it to be considered by University Advancement.
5. A minimum goal of \$1,5000.00 is required by the Division of University Advancement for approval. Please also attach the fundraising strategy.
6. Email [AdvancementServices@uncfsu.edu](mailto:AdvancementServices@uncfsu.edu) with the completed form attached.

Organization/Department/Division

Name of Fundraiser

Purpose:

Description / Fundraising Strategy

Target Audience:

*(Please attach a list of prospects to accompany the form)*

### Contact Person Responsible for Fundraiser

Name

Contact Number

### Campus Department Representative responsible for collection/allocation of funds

Name

Office Extension

### Fundraiser Details

Start Date

End Date

Budget Code (FOAP)

Fundraiser Goal (\$)

*(Minimum \$1,500.00)*

### Approvals

Submitted by

Dean/Department Head/Organization  
Advisor

Division of University Advancement (UA)

(UA) Approved

(UA) Disapproved