



Division of Institutional 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 Institutional 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 Institutional 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 Institutional Advancement.
5. A minimum goal of \$1,5000.00 is required by the Division of Institutional Advancement for approval. Please also attach the fundraising strategy.
6. Email 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 Institutional Advancement (IA)

IA Approved

(IA) Disapproved