

SUNY Cobleskill
Fundraising Request Form

All intentions for formal and informal fundraising solicitations to foundations, businesses, individuals, or groups should be submitted to the Office of College Advancement, using this form, **at least two weeks in advance of the start date for fundraising efforts.** Please refer to the Coordination Policy for additional details.

Primary contact/individual coordinating the fundraising effort: _____

E-mail: _____ Phone: _____ Today's date: _____

Division, department or program benefiting from this effort: _____

Account (name and #) where raised funds will be deposited: _____

Specific individuals, groups, businesses, corporations to be solicited *(Add additional pages if necessary)*:

Intended ask amount per solicitation: \$ _____ Goal from this fundraising effort: \$ _____

Expected completion date: _____

Method of fundraising: ___ Personal ___ Direct mail ___ Special event ___ Written proposal

Brief summary of fundraising intentions: _____

Approvals (to be secured prior to submitting this form to the Office of College Advancement):

Advisor/Department Chair/other supervisor Date: _____

Dean Date: _____

Office of College Advancement approval:

Vice President for Development Date: _____