

THE EVERGREEN STATE COLLEGE & THE EVERGREEN STATE COLLEGE FOUNDATION REQUEST TO RAISE PRIVATE FUNDS

This form should be used by any staff or faculty member who is interested in seeking gifts from individual donors or corporations. If you intend to seek a grant from a Foundation or Governmental Agency, please seek approval using the form entitled: 'Request to Apply for Grant Funding'.

Date	
A. About you	
Name of person making request	
Title	
Division	
B. Are you ready? In order to raise funds from private sources, you must complete the College's mandatory fundraising training.	
Date training completed	
Trainers	
C. About your project	
What project and/or activity will be supported by the funds raised?	
How much do you need to raise?	
Who else will be working with you on your project or activity?	
Who would you like to be authorized to spend funds once raised?	

D. Your plans for raising funds Explain your plans for raising funds. Complete each section that applies to your situation. Often fundraising plans encompass several activities or approaches.

<p>Send letters or emails to prospective supporters? If so, please describe and complete section E.</p>	
<p>Ask people to give in person? If so, please describe and complete section F.</p>	
<p>Organize an event. If so, please describe and complete section G.</p>	
<p>Other. Please describe.</p>	

E. Raising funds through letters, emails

<p>Describe your target audience.</p>	
<p>When do you intend to ask your target audience (timeframe)?</p>	
<p>How much will this cost? How will the costs be covered?</p>	
<p>How much do you expect to raise?</p>	
<p>How many hours of college staff time will be used to facilitate this initiative? Estimated cost of staff time? Please give your best estimate.</p>	

F. Raising funds by asking prospective donors directly	
Everyone involved in directly asking donors must have received fundraising training at Evergreen. Please list all individuals who will be making asks and indicate when s/he received fundraising training.	
Describe your target audience.	
When do you intend to ask your target audience (timeframe)?	
How much will this cost? How will the costs be covered?	
How much do you expect to raise?	
How many hours of college staff time will be used to facilitate this initiative? Estimated cost of staff time? Please provide your best estimate.	
G. Raising funds through events	
What will your event entail?	
How much will it cost to attend?	
When will it occur?	
Who will be involved?	
Have you completed a risk assessment? If approved by Risk Assessment Team, please attach approval form. For further information, visit: http://www.evergreen.edu/policies/policy/eventsecurityandsafety	

Will it involve a raffle?	
Will alcohol be served? If yes, have you obtained a liquor license? If yes, please attach details. Further details of permits needed can be found at: http://liq.wa.gov/licensing/special-licenses-and-permits	
Who is your target audience?	
How much do you plan to spend putting on the event and how will you cover the costs?	
How much do you expect to raise?	
APPROVALS Prior to pursuing any fundraising events or activities, you will need approval from the following:	
Your Vice President	
Signature	
Name	
Title	
Approved/Disapproved	
VP for College Advancement	
Signature	
Name	
Title	
Approved/Disapproved	
For Staff Members Only: Your supervisor	
Signature	
Name	
Title	
Approved/Disapproved	