



# 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_