

FUNDRAISING APPLICATION McMurry University

Policy:

1. McMurry University operates with a centralized fund raising philosophy. The Director of the McMurry Fund is to approve all fund raising efforts by McMurry faculty, staff, students or organizations at least two (2) weeks in advance.
2. Direct solicitation of University constituents for contributions or pledges will be conducted by (1) a member of the advancement staff of the university, or (2) another university staff member or a volunteer accompanied by an advancement staff member. In most cases, solicitation of university donors without the involvement of the advancement staff is not permitted.
3. Solicitation of gifts from prospective donors who are not part of the University's current support base may be approved if the names of the prospects are submitted to the Director of the McMurry Fund prior to solicitation. In doing so, the office of institutional advancement reserves the right to delete prospects from the solicitation list if they are prospects being solicited or cultivated by the advancement staff.
4. Fund raising projects (sales of products or services) are to be approved at least two (2) weeks in advance by the Director of the McMurry Fund. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of McMurry University.
5. Applications must be submitted by all university organizations; completed and signed by a representative of the organization; signed by the organization's sponsor, if applicable; signed by the vice president or dean who would have authority over the area of the University which the organization represents; and submitted for final approval to the Director of the McMurry Fund. Application forms are available from the advancement office (basement of Radford Auditorium, 793-4600).

Name of Organization: _____ **Date:** _____

Representative: _____ **Telephone:** _____

Address: _____

Name of Fund Raising Program: _____

Date(s) of Event/Program: _____

Fund Raising Application
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Please describe the nature of the proposed event/program, number of people involved, number of people to be contacted, method of fund raising, etc.

Fundraising Goal: \$ _____

Anticipated expense: \$ _____

(If individuals are to be asked for contributions, a list of all those who will be contacted **must** be attached to this form.)

Representative's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____
(If applicable)

Approval by appropriate vice president or dean (student affairs, academic affairs, religious life, enrollment management, business affairs):

Vice President/Dean's Signature: _____ Date: _____

FINAL APPROVAL

Director of the McMurry Fund

Approved **Disapproved**

Signature: _____ **Date:** _____

Comments: _____
