



Office of Advancement & Alumni Engagement
The University of Virginia's College at Wise
Request for External Fundraising Approval

In an effort to be good neighbors with our alumni, friends and business partners, we require students, faculty and staff wishing to raise funds from individuals or businesses to complete this form before moving forward with fundraising. The Office of Advancement is responsible for coordinating all fundraising efforts at UVA Wise and has authority and responsibility over this process.

☐ Prior to submitting form to Advancement, student group has informed the Office of Student Engagement of the intent to submit this request. Name of Student Affairs Staff Contact: _____

Name of person submitting form: _____

Contact Phone Number: _____ Email Address: _____

Staff Member or Advisor/Coach of Group: _____

1. What is the purpose of the fundraiser? (e.g., Dept., Club, organization, baseball, softball, cheerleaders, etc.) _____

2. What is your dollar (\$) goal? _____

3. Date you would like to begin? _____

4. Please indicate below how you will approach prospects (individuals and/or businesses):

☐ Students (*in person*) ☐ Staff/Coach/Advisor (*in person*) ☐ Telephone calls (*attach script of call*)
☐ Letters/Email (*attach copy*) ☐ Other Please describe: _____

Who would you like to solicit for funds? (*List all you expect to solicit, attach additional sheets as needed.*) _____

5. What is the deadline for concluding fundraising? _____

6. When do you hope to approach these donors again? _____

7. What will happen if this request is denied? _____

If athletic related appeal, additional review is required:

- Reviewed by Athletics Director Kendall Rainey - Approved ☐ Yes ☐ No

Comments and suggestions: _____

Approved: ☐ Yes ☐ No

Valerie Lawson, Vice Chancellor
Advancement & Alumni Engagement

Date: _____

Please complete the form and submit to the Office of Advancement two weeks prior to beginning your fundraiser. For questions or additional information, please contact Bill Wendle, Associate Vice Chancellor for Advancement & Alumni Engagement (276/376-3434) or by email to wdw8m@uvawise.edu.