

# Raising Money? Looking for Prizes? **Here's your form!**

**The attached form is required when planning any fundraising project through a Knox club, organization, fraternity or sorority. Turn in the completed form to the Office of Advancement at least two to three weeks prior to when you'll be asking for gifts. If you're running late, turn the form in now!**

**The Office of Advancement will make sure your plan doesn't compete with fundraising plans of another student group or the College. You'll receive a response within a couple of days after receiving the form.**

**Remember, fundraising includes:**

Gift certificates and prizes • Soliciting faculty and staff • Fundraising for organizations other than Knox

**And don't forget:**

No fundraising is allowed during the months of May or June. The College is soliciting alumni donors and businesses during this time.

**The Office of Advancement is ready to work with you. We can help you meet your goal!**

**CLUB, ORGANIZATION AND GREEK FUNDRAISING AND PHILANTHROPY  
PLANNING FORM**

*Required for all club, organization, fraternity, and sorority fundraising and philanthropy. Turn this form in as soon as you make a plan to raise money, and at least two to three weeks prior to the start of your campaign. Fundraising includes solicitations for cash gifts, sponsorships, gifts of prizes, gift certificates, merchandise and services. Before you fill out this form, you should read the Policy on Fundraising Appeals, attached to this form.*

**1** Organization(s): \_\_\_\_\_ Campaign/Event Title: \_\_\_\_\_  
Organization Representative(s): \_\_\_\_\_  
Fundraising Start Date: \_\_\_\_\_ Fundraising End Date: \_\_\_\_\_  
Gifts to Benefit: \_\_\_\_\_

**2** How will you raise gifts? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Who will you solicit? \_\_\_\_\_  
\_\_\_\_\_

**3** What is your dollar goal? \_\_\_\_\_  
Or, are you seeking gift certificates or merchandise? How much? \_\_\_\_\_  
\_\_\_\_\_  
How will the donations be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4** Please **attach**:
- Letters, fliers or advertisements you plan to use, if any.
  - If soliciting businesses, a list of businesses you plan to solicit.
  - If soliciting alumni in a specific group, please be specific regarding the name of the group and the alumni class years you wish to solicit.
  - Results of last year's fundraising, if this is an annual event. Please include a copy of any program or other communication in which you recognized donors.
  - How you plan to thank your donors.

**What happens next?** Submit this form to Jennifer Gallas, Associate Director of Alumni/Constituent Programs, Box K-150. Your organization's representatives will receive either an approval of your plan, or a request to meet with the Office of Advancement.

\_\_\_ Requires Meeting w/ Advancement \_\_\_ Approved \_\_\_ Date \_\_\_ Staff Initials

**Office of Alumni Relations**  
**Box K-150**