

**CLUB, ORGANIZATION, DEPARTMENT , 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 months 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, www.knox.edu/Offices-and-Services/Student-Development/Student-Handbook/Fundraising-Policy.html.

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 the Office of Advancement, Box K-230. Within two business days, 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