



Donation Request Application

Any student organization seeking donations from either private or corporate entities must complete this form **prior to** requesting donations. This form must be submitted to the Student Activities Office no later than four (4) weeks prior to the fundraising campaign. The requesting of funds may not begin until after the approval of this form.

Today's Date (MM/DD/YY) _____

Student Organization _____

Student Petitioner _____

Student Contact Information (Phone Number, E-mail address)

1. Please list your prospects below. This includes company name, contact person and contact information including phone number and mailing address. You may attach additional pages as necessary.

2. By what manner will you solicit donations? (Check all that apply. All must be attached.)

Letter E-mail Phone Call

3. If seeking donations via letter, how will you deliver the letter? (Check all that apply.)

Mail service In person Specialty shipping (i.e. FedEx, UPS)

4. How much are you requesting per prospect (includes in-kind gifts)?

How much money do you want to raise? _____

5. By what means will you follow-up with your prospect? (Check all that apply.)

_____ Phone Call (If so, how often? _____) _____ E-mail

Please attach to this form a draft of your donation request letter, e-mails, and phone scripts that you will use during your fundraising process. **(Remember that this letter must state that your group is a student organization of the University of Arkansas - Fort Smith.)**

Printed Name of President _____
Date MM/DD/YY

Signature of President

Printed Name of Advisor _____
Date MM/DD/YY

Signature of Advisor

Printed Name of Dean _____
Date MM/DD/YY
(For Academic/Degree-Specific Organizations Only)

Signature of Dean
(For Academic/Degree-Specific Organizations Only)

For Student Activities Use Only
Review date: _____
Approved by Director of Student Programs: _____
Copy sent to Advisor? _____ Original in file? _____
FUNDRAISERS ONLY
Review Date: _____
Approved by Vice Chancellor of Academic and Student Support Services: _____
Review Date: _____
Approved by the Foundation Office: _____