**Fundraising and Solicitation Approval Form**

**Fund raising and solicitation drives by faculty or staff or external groups involving employees and students of the University are permitted only for campaigns related to official civic ventures for community betterment.**

This form is to be completed and submitted in duplicate to the Vice President for University Advancement in compliance with the UWF Fundraising and Solicitation Policy. Applications from external groups will be accepted and reviewed from May 1 through June 30. Only **one external non-profit** group will be selected as the approved organization for the pending academic year, August 1 – April 30.

For External Groups: Due to the large volume of internal email – email solicitation to faculty and staff is not permitted. External solicitations may be made via written communications or announced via @UWF (internal Faculty/Staff newsletter).

Faculty or staff groups conducting a campus wide solicitation – please indicate how this solicitation will take place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Group seeking to raise funds:

Federal ID (must be non-profit, 501(c)3):

Please provide the mission statement of the organization:

Please describe the community impact and service provided by the benefitting organization:

Who will the donated funds benefit? :

For what purpose will the funds be utilized? :

Executive Contact for the organization:

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requesting Signature Email Phone

# INTERNAL USE ONLY:

**On-Campus Solicitation Signature from President:**

Approval Signature Date

# On-Campus Solicitation Signature from Vice President of University Advancement:

Approval Signature Date

(Approved 2014)