



Lamar State College-Port Arthur  
A Member of The Texas State University System

**Fundraising Project Request Form**

**Project Information**

Project/Program Name:	
Department:	
Submitted By:	
Title:	
Work Phone/Extension:	
Email Address:	
Date of Fundraiser:	

**Identify Appeal** (see page 3 for descriptions)

Select the one you think most closely describes the fundraising activity you wish to undertake or that you suggest be undertaken.

- Special Events
- Targeted Appeals
- Direct Appeals (mailing)

Please identify all beneficiaries of your fundraiser:

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Please provide names of all foundations, corporations or specific individuals you are intending to solicit for funding for your project: (attach additional pages, if needed)

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## Steps for Fundraising Submission

Below is a list of steps for completing a fundraising initiative.

1. The Fundraising Project Request Form shall be submitted to and approved by the Office of the President. (When applicable, the VP and Dean's signature will also be required before submission). Fundraising activities on campus through campus organizations should contact the Director of Student Activities to complete the 'Event Form' as documentation to attach to the Fundraising Project Request Form.
2. Upon approval, all documentation will be returned to the applicant seeking funding. The applicant will then submit a request for fundraising to the donor or begin the fundraising activity. A copy of all documentation will be kept on file in the Office of the President.
3. All funds will be submitted to the Business Office. If funds are originally received by the Office of the President, the applicant will be notified of the receipt of such funds immediately. All funds will be applied to the original appeal for their intended purpose.

## Signature and Approval

After completion, please sign this form and generate other appropriate signatures, and submit to the Office of the President.

By submitting this request, I, the applicant, affirm that the facts set forth in it are true and complete. I understand that any false statements, omissions, or other misrepresentations made by me on this form may result in a denial of my fundraising request.

Name (printed):	
Signature:	
Date:	

Vice President/Dean:	
Signature:	
Date:	

Signature:	
Office of the President	
Date:	

## Appeal Types

- **Special Events:** Some units attempt to underwrite part of the expenses they will incur with a *Special Event* designed to raise money. If the unit intends to present the event as providing an opportunity for charitable donations or intends for the College to issue charitable gift credit to any participant or organizer in the event, the event falls under the purview of these guidelines.
- **Targeted Appeals:** Targeted appeals are solicitations on behalf of the College of a limited constituent base selected for their likely affinity to the proposed project.
- **Direct Appeals:** Individuals or program units may wish to appeal to one individual or one organization that they think would likely fund a project or program of interest to the College. With the endorsement of the Vice President or Dean related to that individual or unit, and of the President, an item may be placed on the fundraising agenda. If the solicitor has a potential donor in mind, the Office of the President will determine if that donor is likely to be interested in such a project and whether or not this particular proposed appeal complements or detracts from any relationship(s) already in place. In the cases in which no donor has been identified, the Office of the President, time permitting, will conduct cursory and limited research to provide a list of potential donors. Once the solicitor/applicant has prepared a proposal, the Office of the President will review it and prepare it for submission to the potential donor and/or develop a strategy to increase the likelihood of a positive response.