



Office of Institutional Advancement and Development

Solicitation and Fund Raising Procedures and Application

Fund Raising and Solicitation Procedures

No entity external to the University may solicit any individual, firm or foundation until final approval has been received from the Office of the President. The request must be channeled through the Offices of Alumni Affairs and Institutional Advancement and Development to ascertain whether the prospective donor has a previous record of giving to Jarvis Christian University, and if so, for what purpose, after which the impact of the proposed solicitation can be weighed. Only when clearance has been obtained is solicitation permitted.

Fundraising and Solicitation Application

All fundraising and solicitation activities must be channeled through the Offices of Alumni Affairs and Institutional Advancement and Development, with final approval by the President.

Please complete the Fundraising and Solicitation Application and attach a copy of your event flyer. All chapters must submit a request for fundraising 30 days prior to the event. For events that are not on the annual calendar of events, the chapters are asked to submit an application at least 15 days in advance.

Date Application Requested: _____ Name of Event(s): _____

Name of Individual or Chapter Requesting Approval: _____

What is your fundraising/solicitation plan? Please note that the plan must support the mission of the University and priorities as designated by the University's Board of Trustees and all fund-raising activities must be controlled by the President of the University. Such plans can include soliciting funds to enhance academic programs; create endowed scholarships; address the needs of Pell-eligible students...including food insecurities through donations for the food pantry; and address infrastructure needs, etc. You may share your plan below or you may attach the plan, if more space is needed.

About how much do you expect to earn from this project? _____ How much do you project for expenses for this project? _____

If soliciting in-kind products and goods, what are you soliciting? _____

Are any contracts to be signed? _____ If so, by whom? _____

Please provide details below:

Signed _____ **Date** _____
Executive Director of Alumni Affairs

Signed _____ **Date** August 17, 2022
Chapter President

Signed _____ **Date** _____
Vice President, Institutional Advancement
and Development

Signed _____ **Date** _____
President