**Sauk Valley Community College / Sauk Valley College Foundation**

**Procedure for Request for Permission for External Fundraising**

In an effort to organize the solicitation for funds, goods and services to support Sauk Valley Community College, its programs or its students, it is required that the Request for External Fundraising form be completed and signed prior to beginning fundraising efforts.

This form is to be maintained by the Foundation Office and will be used to provide answers to questions that outsiders may have and declares that the college is in compliance with any required county ordinance or state or federal regulation. This form will also monitor solicitation of business and industry to ensure that support requests are appropriate.

All funds collected and expenses incurred are the responsibility of the fundraising group. All established college procedures related to purchase orders and approvals must be followed. Funds raised should be deposited into the appropriate account with the business office as soon as reasonably possible.

If the external fundraiser is tied to a raffle, there is a separate raffle procedure and additional licensure requirements that must be followed. Please see the Sauk Valley Community College Raffle Conduct Procedure for additional information. The Foundation office maintains all raffle licensure documentation.

**Sauk Valley Community College / Sauk Valley College Foundation**

Request for Permission for External Fundraising & Internal Fundraising/Donations to Outside Agencies

This form must be completed and approved before **any** individual or group (including student groups) may engage in any fundraising events external to the College. If this form is on file in the Foundation office and we are contacted by police, city, or county officials, we will be able to confirm that it is an authorized SVCC initiative.

**Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SVCC Faculty/Staff Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name(s) of individual(s) who will be involved:**

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**Reason for Solicitation (why are you seeking funds, what are you selling & from where) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Who will you be contacting? Check all that apply:**

\_\_\_\_\_\_\_Friends & family only [Please sign & date below. No further action is needed]

\_\_\_\_\_\_\_ Business & Industry [Please provide a list of all the businesses who will be contacted, how they will be contacted (in-person; phone), timeframe, and amount of each “ask.”]

\_\_\_\_\_\_\_ Mailings [Please attach a copy of all documents that will be mailed and the mailing list]

\_\_\_\_\_\_\_ Phone [Please provide a list of all who will be contacted and the telephone script]

\_\_\_\_\_\_\_ Electronic means, e.g. email, Facebook, other [Please attach copy of solicitation message.]

**NOTE:** Neighborhood door-to-door fundraising is prohibited for safety reasons.

I confirm by my signature that all the information on this form and attachments is true to the best of my knowledge. If my/our fundraising plans change and additional individuals will be solicited, I/we will contact the Foundation office and update this information. If I/we receive information from any individual indicating he/she does not wish to be contacted in the future, I/we will notify the Foundation office.

**The Foundation office must be notified of all donations/sponsorships, including addresses and amounts/donation received. Acknowledgements must be provided for notable contributions.**

**Please keep a copy of this approved form during fundraising as proof of SVCC authorization.**

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SVCC Coach/Club Advisor Date Supervisor Date

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Dean/Student Activities Coordinator Date Foundation Date

\*If this event has a raffle associated with it, please contact the Foundation Office for the appropriate licensure forms.