



## Fundraising Activity Request Form

We welcome the creativity and willingness to raise funds for programs and projects across the Seattle Colleges district. The following guidelines are in place to help support you in your fundraising endeavors.

You have already taken the first step and met with your advancement liaison to discuss your idea, identify a strategy, and identify the resources you need to be successful. As the fundraising lead, you will be the one to complete the form. The next step is to complete this application.

Here's how to get started:

1. Read the "Seattle Colleges Foundation Fundraising Procedure"
2. Complete all sections of the "Fundraising Activity Request Form."
3. Obtain required signatures.
4. Check in with the designated advancement staff if you have any questions along the way.
5. Submit the completed "Fundraising Activity Request Form" to your designated advancement staff liaison.

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Date of Event

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Program / Project Beneficiary

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Name of Fundraising Activity Lead

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Phone/Contact Info

Target Goal (\$ dollar amount:) \_\_\_\_\_

### Purpose of Funds Raised:

- Program Support
- Specific Designation(s) Related to a Grant Proposal

### Type of Activity (Check One)

- Grant Writing
- Conducting a Time Limited, Online Fundraising Event
- Recruiting a Business or Individual Hosted Event
- Facilitating a Donation of Equipment or Supplies
- Requesting a SCF Hosted Event

**Solicitation Information** (Foundations and individuals you plan to solicit. Corporate and private foundations have varying submission due dates which effects arrival date of funding, if approved. Please attach a separate spreadsheet with additional names, if needed.)

By checking this box and signing below I acknowledge that I have read and understand the Seattle Colleges Fundraising Policy and Procedure.

\_\_\_\_\_  
Requester Signature Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
VP Signature Date

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**Advancement Approval Checklist:**

- Program/project has a fund agreement       Program/project needs a fund agreement
- Program/project fund designation: \_\_\_\_\_  N/A
- Solicitation prospect list does not conflict with established advancement staff portfolios

\_\_\_\_\_  
Executive Director Signature Date

\_\_\_\_\_  
Vice Chancellor for Advancement Signature Date