

## FUNDRAISING AND SOLICITATION REQUEST FORM (KCC Faculty, Staff and Administrators)

1. This Form must be completed for every activity proposed by the entity wishing to undertake a solicitation activity.
2. Submit form to the Vice President for College Advancement (M-243) or via email to [aba.agolli@kbcc.cuny.edu](mailto:aba.agolli@kbcc.cuny.edu)
3. Forms must be submitted by October 29<sup>th</sup>, 2021.

Please print:

Date \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Team Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Purpose for which funds are to be raised:

\_\_\_\_\_

College Entity that will accept/manage the funds/gifts:

- KCC Foundation     KCC Association     KCC Auxiliary Enterprises     KCC College

Estimate amount to be raised:

\_\_\_\_\_

Description of Fundraising/Solicitation Activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will conduct the activity and how will it proceed?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will the activity take place?

\_\_\_\_\_

Start and End dates:

\_\_\_\_\_

Will any funds be spent on the fundraiser? If so, how much?

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Types of donations sought (check all that apply):

- Cash
- In-Kind Donations (describe) \_\_\_\_\_
- Equipment (describe) \_\_\_\_\_
- Other: \_\_\_\_\_

If applicable: List businesses, organizations, individuals you plan to solicit (you may attach a list):

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Please obtain all necessary signatures in the order below and deliver to the Office for College Advancement (M-243) for final approval.

\_\_\_\_\_  
 Name of person responsible for the collection of all funds raised and delivered to M-243

\_\_\_\_\_  
 Signature of Person Submitting this Form

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Department Supervisor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Area Dean/VP

\_\_\_\_\_  
 Date

**Approved By:**

\_\_\_\_\_  
 Signature of VP for Finance & Administration (A-209)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of the VP for College Advancement (M-243)

\_\_\_\_\_  
 Date

**For office use only**

**Required Changes:**

\_\_\_\_\_

\_\_\_\_\_

**FUNDRAISING AND SOLICITATION REQUEST FORM  
ITEMIZED LIST FOR IN-KIND DONATIONS**

Item Description	# of Item(s)	Total Value of Item(s)	In-Kind Donor	Do You Have A Completed In-Kind Donation Form?