

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
3. Forms must be submitted by October 28th, 2022.

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?

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):

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:
