University of Mary Hardin-Baylor
Fundraising Activity Request

Prior to any University fundraising activity, submit this form to the Advancement Division for APPROVAL

REQUESTOR'S INFORMATION		
Last Name:	First Name:	CHECK ONE
Mailing Address:	City/State/Zip:	☐ UMHB Student
Office Phone Number:	Cell Phone Number:	☐ UMHB Employee ☐ UMHB Alumni
Organization Affiliation:	Office Held or Title:	☐ Other (Specify) _____

FUNDRAISING ACTIVITY		
Specific purpose of fundraising:		
Fundraising Dates (if applicable):	Is this proposed fundraising for a UMHB approved student organization?	☐ Yes ☐ No
List any timeframe constraints or deadline for proposed fundraising:		

List of prospective donor(s) – businesses, individuals or foundations – and the type of support requested.

	Prospective Donor	Proposed Donation Request	Solicitation Amount
EXAMPLES	*ABC Corporation*	*In Kind Donation*	*15 Desks*
	John Doe	*Monetary Donation*	*$100.00*
	XYZ Foundation	*Monetary Grant*	*$2,000*

The Advancement Division will review the request and list of prospects and approve those prospects that are permissible for solicitation. Certain prospects may be disallowed for solicitation due to existing donor or prospect relationships or other restrictions. In some cases, the Advancement Division may assign a gift officer to assist in the cultivation and solicitation of prospects if the purpose meets with the overall fundraising objectives of the university. In other cases, a gift officer may be able to provide guidance on proven solicitation methods that will make fundraising efforts more productive and result in lasting positive relationships.

To Be Completed by Advancement Division	
Received on:	Assigned To:
Disposition: (Check One) activity	☐ Assigned Advancement Division staff will directly coordinate this fundraising ☐ Assigned Advancement Division staff will provide guidance and direction to the requestor