



**This worksheet is intended for the use of students, staff, faculty and others who plan to solicit gifts or donations outside of the campus community and who plan to use the name of Taft College as part of the solicitation.*

(Please Print)

Name of Club, department or group: _____

Type of fundraising activity: _____

Dates of planned solicitation: _____

Name(s) of individuals, businesses or organizations being solicited (*use back for additional names*)

1. _____

2. _____

3. _____

Type of solicitation: Contribution____ Sponsorship____ Gift Certificate____ In-Kind____ Other____

Description of item or amount(s) of solicitation: _____

Fundraising activity contact person: _____

Phone number of activity contact: _____

Name of staff member overseeing activity: _____

Phone number of staff member overseeing activity: _____

Approved by Area Administrator:

Submitted by: _____ Date submitted: _____

(Signature)

Print Name: _____

Please send completed sheet via interoffice mail or email to: Taft College Foundation, Sheri Horn-Bunk, shorn-bunk@taftcollege.edu.