

FUNDRAISING APPLICATION
McMurry University

Policy:

1. McMurry University operates with a centralized fund raising philosophy. The vice president for institutional advancement must approve all fund raising efforts by McMurry faculty, staff, students or organizations at least two (2) weeks in advance.
2. In most circumstances, direct solicitation of University constituents for contributions or pledges will be conducted by (1) a member of the advancement staff of the university, or (2) another university staff member or a volunteer accompanied by an advancement staff member. In most cases, solicitation of university donors without the involvement of the advancement staff is not permitted.
3. Solicitation of gifts from prospective donors who are not part of the University's current support base may be approved if the names of the prospects are submitted to the vice president for institutional advancement prior to solicitation. The vice president for institutional advancement reserves the right to delete prospects from the solicitation list if they are prospects being solicited or cultivated by the advancement staff.
4. Fund raising projects (sales of products or services) must also be approved at least two (2) weeks in advance by the vice president for institutional advancement or his designated staff member. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of McMurry University.
5. Applications must be submitted by all university organizations; completed and signed by a representative of the organization; signed by the organization's sponsor, if applicable; signed by the vice president or dean who would have authority over the area of the University which the organization represents; and submitted for final approval to the vice president for institutional advancement. Application forms are available from the advancement office (Room 202, Maedgen Bldg, 793-4600).

Name of Organization: _____ **Date:** _____

Representative: _____ **Telephone:** _____

Address: _____

Name of Fund Raising Program: _____

Date(s) of Event/Program: _____

Fund Raising Application
Page 2

Please describe the nature of the proposed event/program, number of people involved, number of people to be contacted, method of fund raising, etc.

Fundraising Goal: \$ _____

Anticipated expense: \$ _____

(If individuals are to be asked for contributions, a list of all those who will be contacted **must** be attached to this form.)

Representative's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____
(If applicable)

Approval by appropriate vice president or dean (student affairs, academic affairs, religious life, enrollment management, business affairs):

Vice President/Dean's Signature: _____ Date: _____

DEVELOPMENT APPROVAL

Josh Poorman, Associate Director of Alumni Relations

Approved **Disapproved**

FINAL APPROVAL

Greeley Myers, Director of Alumni Relations

Approved **Disapproved**

Signature: _____ **Date:** _____

Comments: _____
