



Approval Form for Fundraising Efforts

All efforts within the college to raise funds and in-kind contributions from private sources (corporations, businesses, foundations, and individuals) for faculty, staff, and student events and activities must be approved by SFCC Foundation.

All fundraising efforts must have a Project Coordinator and a faculty/employee who agrees to serve as a Sponsor (see form below). If you are soliciting from more than one organization, business, individual, etc., please attach a list of those entities. When you receive a contribution, please send the donor's or business name of entity, name of contact, title, address, phone number, email, brief description and value for each contribution. This information will assist us in sending a letter(s) of acknowledgement which may be used for tax purposes.

Purpose of fundraising activity:

Estimated amount of funds to be sought: \$ _____ Estimated duration of project: _____

Source(s) to be contacted for fundraising purposes (attach an additional page for multiple contacts; see above):

Is this a raffle? Yes No

If yes, what is the anticipated start date of the raffle? Cost of raffle ticket: \$

SFCC Sponsor Name:

Project Coordinator Name:

Sponsor Title:

Address:

Department:

Phone:

Phone:

E-mail:

E-mail:

I understand and agree that all communication with donors and prospective donors, whether verbal or written, will be approved by Santa Fe Community College Foundation. I also agree to follow all SFCC policies and procedures while processing or expending any funds received on behalf of this project. Further, I agree to include the SFCC Foundation logo and the following language in all printed or electronic communications: ***"This (event/project/raffle/activity) is sponsored in part with support from the Santa Fe Community College Foundation."***

SFCC Sponsor

Date

Project Leader

Date

Please return this signed document with additional pages as needed to Kelly Smith, kelly.smith@sfcc.edu; (505) 428-1175 at least one month prior to the start of the fundraising effort.

Project Approval:

Executive Director, SFCC Foundation

Date