



Approval Form for Fundraising Efforts

All efforts within the college to raise funds from private sources (corporations, businesses, foundations, and individuals) by SFCC faculty and staff must have prior approval by Santa Fe Community College Foundation (SFCCF). Additionally, all fundraising efforts must have a Project Coordinator and the approval of a Vice President or Dean (see form below).

If you are soliciting from more than one organization, business or individual, please attach a list to this form and include the name of the primary contact, his/her title, address, phone number, email, and include a brief description of the purpose and amount requested. When you receive a contribution, please bring checks to Ms. Maria Montoya, Operations Coordinator, Room 109 in the Foundation offices. The above information is needed for the Foundation to expedite an official letter of acknowledgement which the donor may use 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):

If yes, what is the anticipated start date of the fundraising project?

Name of SFCC VP or Dean: _____	Project Coordinator Name: _____
Title: _____	Address: _____
Department: _____	Phone: _____
Phone: _____	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 (name of activity) is sponsored in part by Santa Fe Community College Foundation.”***

Please return this signed document with additional pages as needed to Maria Montoya, maria.montoya3@sfcc.edu (505) 428-1175 at least one month prior to the start of the fundraising effort.

Foundation Approval:

Executive Director, SFCC Foundation

Date