

NORTHERN OKLAHOMA COLLEGE
INSTITUTIONAL FUNDRAISING ACTIVITY REQUEST FORM

FUNDRAISER REQUEST MUST BE SUBMITTED TO THE DEVELOPMENT OFFICE AT LEAST *2 WEEKS PRIOR* TO THE START OF THE FUNDRIASER.

NAME OF DEPT. / ORG. / CLUB: _____

FUNDRAISING COORDINATOR

EMPLOYEE RESPONSIBLE: _____ NEED RESPONSE BY: _____

PHONE: _____ EMAIL: _____ FAX: _____

STUDENT / ORGANIZATION / REPRESENTATIVE: _____

PHONE: _____ EMAIL: _____

FUND GOAL AMOUNT: _____

INTENDED USE OF FUNDS RAISED: _____

DESCRIPTION OF FUNDRAISING ACTIVITY; LOCATION, ETC (ATTACH ADDITIONAL INFORMATION IF NEEDED):

PROPOSED TIME: _____ DATE: _____

FUNDRAISING HISTORY: (LIST ANY CURRENT OR PAST MAJOR SPONSORS AND CONTRIBUTORS TO YOUR PROGRAM.)

I HEREBY ASSURE COMPLIANCE WITH STATE REGULATIONS AND THE NORTHERN OKLAHOMA COLLEGE FUNDRAISING GUIDELINES. I UNDERSTAND, AS FUNDRAISER COORDINATOR, THAT I AM RESPONSIBLE FOR FACILITY, INFORMATION TECHNOLOGY, MAINTENANCE REQUESTS, ETC. FOR THE PROPOSED FUNDRAISER.

FUNDRAISING COORDINATOR

DATE

INSTITUTIONAL APPROVALS:

DEPARTMENT CHAIR / PROGRAM DIRECTOR / ATHLETIC DIRECTOR / VICE PRESIDENT

DATE

☐

APPROVED

☐

NOT APPROVED

☐

NOC DEPT FUND

☐

NOCF FUND

DATE RECEIVED _____

ACCT _____

ACCT _____

VICE PRESIDENT FOR DEVELOPMENT AND COMMUNITY RELATIONS

DATE