

NORTHEAST COMMUNITY COLLEGE
FUNDRAISING AND SOLICITATION REQUEST FORM
(NECC Employees & Students)

1. This Form must be completed for every activity proposed by the entity wishing to undertake a solicitation activity.
2. Submit form to the Director of Development.
3. Forms must be submitted at least 30 days prior to the start of the activity.

Name: _____ Department: _____

Phone: _____ E-mail: _____

Name of Solicitation Event/Activity: _____

Start & End Date(s) of Activity/Event: _____

Types of donations sought (check all that apply):

- Cash
- In-Kind Donations (describe) _____
- Equipment (describe) _____
- Other: _____

\$ Amount/Goal: _____

How will the donations you receive benefit NECC? _____

Who will conduct the activity and how will you proceed? _____

List businesses, organizations, individuals you plan to solicit (you may attach a list):

How do you plan to provide recognition for any donations received (i.e. thank you letters, etc.)?

Signature: _____ Date: _____

(This portion for _____)

Approved by: _____ Date: _____

Required Changes: _____

**NORTHEAST COMMUNITY COLLEGE
FUNDRAISING AND SOLICITATION REPORT FORM
(Submit within 30 days after completion of event/activity)**

Name of Solicitation Event/Activity: _____

Total Dollars Raised: _____

Total In-Kind Donations Received _____

Please list the names of donors who contributed to your activity and what they contributed:

When and how did you thank/recognize your donors? _____

Please return form to the Director of Development.