

SFCC

SANTA FE COMMUNITY COLLEGE

Prior Approval for Fundraising Efforts

GROW Santa Fe Community College Foundation

All efforts within the college to raise funds and gifts in kind, from private sources (corporations, foundations, trusts, individuals) for annual, capital, endowment and planned-giving programs, whether permanently restricted, temporarily restricted, or unrestricted, will be coordinated by the GROW Santa Fe Community College Foundation (GROW).

Purpose for funds sought: _____

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

Sources to be contacted for solicitation purposes: _____

Note: All fundraising efforts must have a Santa Fe Community College employee sponsor approved in advance by the chief executive officer of the campus who agrees to serve as liaison and/or project coordinator (see agreement statement below)

Sponsor Name: _____	Lead person of fundraising project (if other than SFCC Sponsor):
SFCC Phone: _____	Name: _____
E-mail: _____	Address: _____
	Phone: _____
	E-mail: _____

I understand and agree that all communication with donors and prospective donors, whether verbal or written, will be approved by the Executive Director of GROW Santa Fe Community College Foundation, and all publicly distributed materials will be approved by the SFCC Marketing and Public Relations department. Further, I agree to follow all policies and procedures of the college while processing or expending any funds received on behalf of this project.

_____	_____	_____	_____
Project Leader	Date	SFCC Sponsor	Date

GROW Executive Director comments: _____

Project Approval:

_____	_____
SFCC Chief Executive Officer	Date

Please return to GROW in Room 206 after signature

