WESTERN NEVADA COLLEGE
FUNDRAISING AND SOLICITATION REQUEST FORM
(WNC 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 Vice President of Development & External Affairs.
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 WNC? ________________________________

____________________________________________________________________________

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: _____________________________________________________________
WESTERN NEVADA 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 Vice President of Development & External Affairs

FUNDRAISING AND SOLICITATION PROCEDURES

To maximize the college’s solicitation efforts, the following procedures shall be followed by any entity associated with Western Nevada College for all solicitation activities designed to benefit the college. For the purposes of this procedure, solicitation activities are defined as those that solicit funds from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts. College departments that seek service or equipment donations to supplement their programs are excluded from this policy.

Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college shall complete a Fund Raising and Solicitation Request Form. The Vice President of Development & External Affairs will determine if the proposed activity helps fulfill the College’s role and mission as well as the timeliness of the request in regards to other fundraising efforts. Thirty days after the completion of any approved activity, a Fundraising and Solicitation Report Form must be completed and submitted to the Development Office. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.