

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.