

# Illinois Valley Community College – Permission Request Form for External Fundraising

This form must be completed, signed, reviewed and approved before the requesting group may engage in any fundraising efforts external to the College.

Door-to-door fundraising is prohibited.

**Name of Requesting Group** \_\_\_\_\_

Check One:  Student Club/Organization  Athletic Team  Class Project  Department/Division  Other \_\_\_\_\_

**Name of IVCC Group Advisor/Coach/Instructor/Employee** \_\_\_\_\_

Contact Telephone # \_\_\_\_\_ Contact Email \_\_\_\_\_

**Describe below what is being asked to donate\* and its purpose\*\*, include dates of solicitation.** (attach separate sheet, if needed)

\*monetary, tangible items, sponsorships, etc. \*\*travel (explain), equipment/supplies, supporting a non-profit entity, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List all names of individuals who will directly be involved in the solicitation** (attach separate sheet, if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who will be contacted?** (Check all that apply)

\*A list must be provided of names and cities of businesses

Friends & family  Local Businesses\*  Out of District Businesses\*  Other\* \_\_\_\_\_

**Type of contact** (Check all that apply)

Attach copies of documents to be used for Mailings, Telephone Script, and/or Electronic Message

Mailing  Telephone  Electronic methods (i.e., email, social media, IVCC campus TV and marquee)

- I certify the information on this form and all attachments are correct to the best of my knowledge.
- I agree to notify the IVCC Community Relations & Development Office if any fundraising plans change and/or businesses/individuals not listed on this form are considered for solicitation.
- If a business/individual indicates they do not wish to be contacted in the future, this information will be forwarded to the IVCC Community Relations & Development Office.

\_\_\_\_\_  
Signature of Requestor Date \_\_\_\_\_

Reviewed by:  Supervisor of Requesting Employee Date \_\_\_\_\_  
 Associate VP for Student Services Date \_\_\_\_\_  
 College President Date \_\_\_\_\_

IVCC Foundation Office:  
 Approved  Denied

\_\_\_\_\_  
Date \_\_\_\_\_  
Fran Brolley, Director of Community Relations & Development