

Fundraising Prospect Approval Form

STEP 1: Event Information	
Individual or Group Seeking to Raise Funds and Loyalist College Program of Study Name	
Contact Phone Number	
Contact email Address	
Title and Format of Fundraising Event	
Proposed Date for Fundraiser	
Proposed Location for Fundraiser Has location availability been confirmed with the Loyalist Events Coordinator (email loyalistevents@loyalistcollege.com)?	
Intended Purpose for Funds Raised	
Solicitation Details (cash/equipment/prizes)	
Potential Prospects	A complete list of all potential prospects, including the name of the individual or organization; contact person; complete mailing address and phone number is to accompany this approval form.
Is there any previous relationship between the program or College and this/these prospect/s?	
College communication required? (email marcom@loyalistcollege.com)	
Please note: All requests for News Releases to be sent to media outlets must be approved by Kerry Lorimer, Director, Marketing, Communications & Recruitment.	
Gift-in-Kind form in process where required?	
Receipt or Recognition required?	
STEP 2: Approvals	
Faculty Member	
Dean	
Fred Pollitt (Student Centre/Tim Hortons/Dining Hall events)	
Executive Director, College Advancement	

Please submit to the attention of: Fran Nobes, College Advancement, Room 3H1,
 at least two weeks in advance of the event or invitation.
 For more information, please call ext. 2326.