

DONATION REQUEST FORM

(to be attached to the Fundraiser Authorization Request)

Name of Program: _____

Your program or club's solicitation of donations must not be in conflict with Bellevue College's institutional fundraising activities or procedures. Once this form is completed it will be forwarded to the Bellevue College Foundation for review. If any conflicts are found, we will notify you and work with you to come up with an alternate donations plan.

Closing Date of Planned Fundraiser: _____

Whom will you approach for donations? Please attach a supplemental list of donors if there are to be more than one: _____

Type of Donation: ☐ **cash:** indicate total dollar amount your program is soliciting: _____
☐ **tangible goods:** describe what type _____
☐ **services:** estimate the value of the donation: _____
☐ **other:** describe: _____

Receipts: All donations require receipts. Indicate which of the following you will be using.

- ☐ **receipts:** Student Programs provides up to two free receipt books
- ☐ **donation tickets:** see the BC Print Services office in D171 for low-cost tickets
- ☐ **custom donation forms:** please provide a copy of the form for our records

Your program is responsible for providing all records and documentation and for making all deposits by the above Closing Date. Student Programs will reconcile the fundraiser after receipt of these items and will issue a report to your program while retaining a copy for Student Programs.