

Quincy College Fundraising Approval Form

Any fundraising or solicitation activity that employs the name, image, or reputation of Quincy College in an effort to secure financial or in-kind contributions will be considered fundraising or solicitation in the name of the College. All fundraising activities must align with the overall mission statement of Quincy College in an effort to provide support for its students, academics, student support services, and facilities.

All proposed initiatives or grant opportunities intended to raise funds from private /public sources--including corporations, foundations, individuals, or other entities--must be approved by the Director of Institutional Advancement and the President of the College or the Provost.

Application:

Submit this form to the AVP of Enrollment for all proposed fundraising initiatives.

- Fundraising applications must be submitted and approved no less than two months prior to the date of the event. (concessions may be made to reflect depth of planning and lead time needed for successful implementation)

Applicant's Name: _____

Email: _____ Phone: _____

Department: _____

Department Dean: : _____

Name of Event / Grant: _____

Club/Organization Sponsoring Event (if applicable): _____

Event or Grant Description: (please describe in detail):

Who will benefit and how? How will the Event be implemented? Who will implement and manage Grant process? (Additional documents may be submitted with the Application)

When Application is received the Applicant will be notified and an interview will be scheduled with the Applicant, the Director of Institutional Advancement or Provost.

Approval or Denial will take place upon completion of the Application and Interview Process

Questions: Contact:

Tina Cahill, AVP of Enrollment via email at [/Tcahill@quincycollege.edu](mailto:Tcahill@quincycollege.edu) / or phone call at 617-405-5942