

TENNESSEE TECHNOLOGICAL UNIVERSITY FUND-RAISING PROJECT REQUEST FORM

All formal and informal fund-raising solicitations to foundations, businesses, individuals, or groups are processed for approval through the Office of University Advancement, Box 5047. Refer to policy on the web at <http://www.tntech.edu/univadv/support/Section1.html#B>. Proposals by individual faculty members for project research are to be processed through the Office of Research using the Office of Research Proposal Endorsement Form. Please handle information on this form confidentially.

Individual requesting program:

Date:

College, department, or program involved:

Box#:

Phone#:

Account/Fund code number where funds will be deposited:

(account number)

(fund code)

Group to be solicited*

*To solicit a single individual, contact Tom Hamilton at thamilton@tntech.edu or 6150.

Intended request amount: over year(s). Estimated gift potential:

Anticipated company match:

Matching company:

Type(s) of solicitation: (Please attach a copy of the solicitation piece, if applicable)

Personal

Proposal

Direct Mail

Special Events

Telephone

Estimated Total Number:

Completion Date:

Will goods or services be provided?

If yes, value:

Brief project summary:

Signature: _____

Approved by: _____

(Chairperson, Advisor or Supervisor)

(Vice President, University Advancement)

(Dean, Organization Director, or Vice President)

(President)

(Associate Vice President of University Development)

TENNESSEE TECHNOLOGICAL UNIVERSITY
OFFICE OF UNIVERSITY ADVANCEMENT BOX 5047

White - Assoc. V.P. of University Development • Yellow - Department (to be returned after signatures) • Green - GRSC • Pink - Route to:
Annual Programs/Major Gifts/Planned Giving Offices