

**Fundraising Project Request Form (Staff)**

Date:Click or tap here to enter text. Date/timeline:Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone Number:Click or tap here to enter text.Email Address:Click or tap here to enter text.

Type of Fundraising: Direct Mail Personal Ask Event

Fundraising Goal: $Click or tap here to enter text.

Project Description (Please describe the fundraising project for which you seek approval including who will conduct the fundraising if it is not you.):

Click or tap here to enter text.

Please describe what level of support is needed from the Center for Philanthropy:

Click or tap here to enter text.

Whom would you like to approach? IndividualsLocal BusinessesCorporations Foundations

**\*\*Please list or attach a list of the names of the individuals, businesses or corporations you would like to approach.** Click or tap here to enter text.

**Approval:**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Head or Dean**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice President, The Center for Philanthropy & Alumni Engagement**

\*\*Donations to Baldwin Wallace University are tax deductible when processed properly.  **All** gifts of cash and checks that benefit BW in any way must by processed by the Prospect Development and Data Analytics team (located in The Center for Philanthropy & Alumni Engagement). In-kind gifts valued at $250 or higher (i.e. gift cards, food donations, etc.) require a receipt for tax purposes. Please email a description of in-kind gifts valued at $250 or higher to: [gifts@bw.edu](mailto:gifts@bw.edu). Include the name of the donor, contact name if a business, complete address, value of gift and complete description.