

Donor Solicitation Approval Form

Prior to soliciting a donation from any individual or entity outside SLCC, complete the following information and return in hard copy to the Development Office (Redwood AD050) for review.

Your name (please print) Date

Academic Division and Program or Staff Office Daytime telephone

I would like to seek a donation from:

Corporation _____

Individual Donor _____

Foundation _____

Other _____

I would like to ask for:

Cash donation in the amount of \$ _____

In-kind donation Description: _____

Approximate value: \$ _____

Other donation Description: _____

Approximate value: \$ _____

Volunteers

Request Summary: *(How will this donation be used?)*

Required Signatures:

Faculty or staff member initiating request Date

Your administrative supervisor Date

Approved
Denied

Development Director

Date