

1. SOLICITOR INFORMATION

Name of Requestor: \_\_\_\_\_

Organization, College, or Department: \_\_\_\_\_

Fund Raising Objective or Need: \_\_\_\_\_

2. PROSPECT INFORMATION

Please list names of persons and /or entities (i.e. businesses or foundations) you wish to solicit/or support (please include any relationship you have with any of the named persons or entities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state the approximate goal for your fundraising efforts. \_\_\_\_\_

Please state the time period date for your fundraising efforts: From \_\_\_\_\_ to \_\_\_\_\_

If your request pertains to gifts of equipment or other items, please describe the equipment and or items sought: \_\_\_\_\_

If your request pertains in any way to seeking grants from foundations, corporate funds or governmental agencies, please attach copies of any and all information pertaining to your grant proposal.

3. APPROVAL

Requestor Title Date

Chair or Director Title Date

Dean or Vice President Title Date

4. DEVELOPMENT APPROVAL

Status Request: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

If request is denied, state reason for denial:

\_\_\_\_\_  
\_\_\_\_\_

Should you have any questions, please contact the Office of University Development at 622-1583 or by email at [development@eku.edu](mailto:development@eku.edu)