



# GLENVILLE STATE UNIVERSITY

## Glenville State University Foundation Fundraising Event Form

Please complete and return this form no later than 3 weeks prior to your event. We are here to offer you support and want to help promote your event so that it can reach its full potential. There are often numerous fundraising events going on at the same time, and we want to ensure you aren't competing with another campus organization.

Person Responsible: \_\_\_\_\_ Today's Date \_\_\_\_\_

Department/Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fundraising Goal: \_\_\_\_\_

Event Date (if it is an on-going fundraiser list the dates it will be occurring between): \_\_\_\_\_

Time: \_\_\_\_\_ Location (ex. Online, WACO Center...): \_\_\_\_\_

Businesses you will be soliciting:

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Purpose of Fundraiser (please include the team, organization, etc., it is intended to benefit):

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Please explain how you will be promoting and marketing your event:

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to Heflin Administration Building Suite 215 or email to [vada.woodford@glenville.edu](mailto:vada.woodford@glenville.edu) For questions or additional information, call Vada Woodford at (304) 462-6382.