



Facility Fundraiser Approval Policy and Form

The Fairmont State Foundation requires that all on-campus student, faculty, or staff-led fundraisers that involve new facilities or existing facility upgrades must go through an approval process to ensure they fit the university's needs and are within the scope of the university's overall facilities plan. The Fairmont State Foundation requires the following:

1. Has the appropriate dean, vice president or the athletic director approved of your initial plan? Have you reviewed with him/her what you want to fund raise for and how much you estimate the goal to be? Does the plan fit into the college/school/athletic department overall plans for growth and facility needs?

Appropriate Dean or Vice President or Athletic Director

Date

2. Once you have approval to move forward from the dean, vice president or athletic director, you can move forward with developing facility plans. You will need to work with Stephanie DeGroot, FSU Construction Manager, and Christa Kwiatkowski, Vice President of Administration and Fiscal Affairs. Please attach drawings and estimates and receive appropriate signatures if this plan has been approved by the construction manager and vice president of administration and fiscal affairs.

Stephanie DeGroot, FSU Construction Manager

Date

Christa C. Kwiatkowski, VP for Administration and Finance

Date

3. Once the plan is approved by the construction manager and vice president of administration and fiscal affairs, please have the Fairmont State University President review the finalized plans and determine if they are within the scope of university expectations. If the total amount of funds for the project are not raised, the president's office will either a.) cover the cost to finish the project b.) assign a designated party to contact donors to ask where they want funds to be utilized.

Dr. Mirta M. Martin, President

Date

4. Once the University has approved of the project, please submit all of the above documents and signatures to the Fairmont State Foundation President. You must also include a complete fundraising plan that includes delivery methods, tactics, and timelines. The Fairmont State Foundation will provide mailing labels, but all other deliverables will be sent via the Foundation on the student, faculty, or staff group's behalf. (See Solicitation Guidelines). The Fairmont State Foundation will confirm with the Fairmont State University President that the project is to move forward and will sign below before any fundraising begins. All parties will receive a full packet of information before the project begins.

Julie R. Cryser, Fairmont State Foundation President

Date