

Project Title:

Project Purpose:

Project Deadline:

(distribution/event date)

Project Contact Name:

Contact Phone/Email:

Strategic Reason(s) for Project: *(select all that apply)*

- Engagement *(relationship building)*
- Event
- Fundraising
- Internal Report
- Stewardship *(expression of gratitude)*

Target Audience: *(select all that apply)*

- Alumni
- Donors
- University Boards
- Other *(If "Other" is selected, please specify constituents in the boxes below)*

What services would you like the Foundation staff to provide for this project?

- Data Request
- Email *(Online Express)*
- Direct Mail
- Video Message *(Thankview)*
- E-Newsletter Feature
- Registration /Donation Page

For Event and Solicitation Requests Only

Please complete this form a minimum of 6 weeks before your proposed event or solicitation so we can determine if and how the Foundation can help.

1. List all giving levels, registration fees, and/or sponsorship levels.

For Data Requests Only

1. Select information being requested.

- Mailing Address
- Phone Number
- Email Address
- Graduation Year
- Degree Information
- Other

2. Will the donor receive goods or services in return for their donation/fee? Yes No (If yes, complete section below.)
List goods/services donor will receive and cost of each.

2. Specific criteria to be used when pulling data:

Examples: class year range, academic college, major, minor, alumni affinity group, geographic area

If the attendee/donor will receive a benefit (something in return), ie tickets, clothing, gift, etc. the charitable portion of the fee/gift must be determined. The contribution will not have to be reduced if the benefit received is not more than 2% of the payment, or \$50, whichever is less.

Department Approval:

(Dean/VP/Athletic Director)

President's office Approval:

(FSU President/Chief of Staff)

Required for all Requests

Required for Event/Solicitation Requests