

FUND RAISING APPLICATION
Oklahoma Baptist University

Policy:

1. Oklahoma Baptist University operates with a centralized fund raising philosophy. All fund raising efforts by OBU faculty, staff, students or organizations must be approved at least 2 weeks in advance by the senior vice president for advancement.
2. In most circumstances, direct solicitation of University constituents for contributions or pledges will be conducted by (1) a member of the development staff of the university, or (2) another university staff member or a volunteer accompanied by a development staff member. In most cases, solicitation of university donors without the involvement of the development staff is not permitted.
3. Solicitation of gifts from prospective donors who are not part of the university's current support base may be approved if the names of the prospects are submitted to the senior vice president for development prior to solicitation. The senior vice president for development reserves the right to delete prospects from the solicitation list if they are prospects being solicited or cultivated by the development staff.
4. Fund raising projects (sales of products or services) must also be approved at least two weeks in advance by the senior vice president for development. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of a worthy program.
5. Applications must be submitted by all university organizations; completed and signed by a representative of the organization; signed by the organization's sponsor, if applicable; signed by the senior vice president or dean who would have authority over the area of the university which the organization represents; and submitted for final approval to the senior vice president for development.

NAME OF ORGANIZATION: _____ **DATE:** _____

REPRESENTATIVE: _____ **TELEPHONE:** _____

ADDRESS: _____

NAME OF FUND RAISING PROGRAM: _____

DATE(S) OF EVENT/PROGRAM: _____

Please describe the nature of the proposed event/program, number of people involved, number of people to be contacted, method of fund raising, etc.

(If individuals are to be asked for contributions, a list of all those who will be contacted must be attached to this form.)

Representative's Signature _____ Date _____

Sponsor's Signature _____
(If applicable)

Appropriate senior vice president or dean (student development, academic affairs, religious life, enrollment management, business affairs)

Senior Vice President/Dean Signature: _____ Date _____

FINAL APPROVAL

John A. Patterson, Senior Vice President of Development

Approved/Disapproved (Circle one)

Signature: _____ Date _____

Comments: _____
