

Texas A&M International University

Preliminary Request to Seek External Funds

Student Organizations

This form must be completed delivered to the Office of Institutional Advancement, KL 261 for the final signature (Alumni Relations Director). Signed approvals must be collected before any fundraiser can take place. Please attach a sample solicitation letter, description of fundraising approach or any other pertinent information. 30 day lead time from initiation of efforts up to your event date is required. Thank you in advance for your cooperation and support.

Student Organization/Club Name: _____

Individual Completing Form: _____

Phone Number: _____ **E-mail:** _____

Date of Proposed Fundraiser: _____ **Date Form Submitted:** _____

Potential source(s) to be solicited	Items or amounts being requested	Name of student making contact	

Brief description of fundraising initiative:

Fundraising Plan Approvals:

Director for Student Affairs Date

Student Organization Account Number for Deposit

TAMIU Club/Organization Advisor Date

Institutional Advancement Date

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TEXAS A&M INTERNATIONAL UNIVERSITY Office of the Vice President for Institutional Advancement

All fund-raising activity at Texas A&M International University is supervised, coordinated, and directed by the Office of the Vice President for Institutional Advancement. A fully coordinated and communicated effort will eliminate multiple “asks” by the University’s staff and students to a single company/individual and or civic organization enhancing the overall success of the University’s fund-raising effort.

Pre- Solicitation

- Student Clubs and Organizations registered with TAMIU’s office of Student Affairs may seek donations from local and area companies/organizations and individuals.
- Student organizations must complete the Preliminary Request to Seek External Funds with signatures from Student Affairs personnel and Club/Organization Advisor prior to submission and consult with Institutional Advancement.
<http://www.tamtu.edu/adminis/vpia/forms.shtml> .
- Student members should have concrete ideas of the type of fundraiser they wish to hold prior to asking for donations within the community.
- Please come prepared to discuss the companies you wish to approach.
- A letter written to each individual you are seeking assistance from should state your organization’s mission, explain the type of fundraiser and provide the date, and the purpose your fundraiser i.e. attend conference, buy uniforms or equipment etc...
- Sample solicitation letters from student organizations as well as editing and proofing of your letter are provided at the office of Institutional Advancement.

Post- Solicitation

- Report your donation or “In-Kind”* gift to VPIA and bring your check to KL 261
- Reporting your gift allows student clubs and organizations to “borrow” the University’s tax exemption number which allows companies file their donation as tax deductible. The company is also acknowledged by TAMIU in publications and gifts are counted toward the University’s Annual Fund Program.
- Your donation will be deposited by university personnel into the account number designated on your “Preliminary Request to seek funds” . This account number is obtained at Student Affairs. Allow 3-5 business days for this transaction.

*an In-Kind gift is a donation other than but has a designated cash value. Any tangible item or goods qualifies as an In-Kind donation.