

Institute of American Indian Arts

Policy on Fundraising Activities by IAIA Community Individuals and Groups

Fundraising Activity Proposal Form

**Instructions**

* Proposed Activity must support an Institutional Priority
* Proposal must receive all approvals prior to engaging in any fundraising or external activities
* Proposal must be submitted to the Office of Institutional Advancement (OIA):
  + At least 3 weeks prior to commencement of fundraising activity, or
  + At least 3 months prior to commencement of fundraising activity if the involvement of the OIA is requested.
* After proposal form is completed, it needs to be approved by:

1. The appropriate supervisor
2. Then the appropriate Cabinet member
3. Then the OIA (in some cases the OIA will seek the President’s approval as well)

* Communications information and design(s) for literature produced in connection with the fundraising activity must be submitted to the Marketing and Communications Director at least 3 weeks prior to the production of the literature.
* Please refer to the Policy on Fundraising Activities for the complete guidelines
* Attach additional sheets if necessary

**To be completed by the requesting individual or group**:

Contact Information

|  |  |
| --- | --- |
| **Name of individual/group**: | **Proposal date**: |
| **Contact name** (if different): | |
| **Contact email**: | **Contact phone**: |

Proposed Activity Information

|  |  |
| --- | --- |
| **Name**: | **Date**: |
| **Institutional Priority Addressed by the Activity** (refer to the most current Strategic Plan): | |
| **Purpose** (describe how Activity supports the Institutional Priority): | |
| **Activity Description** (including plans, activities, etc.): | |
| **Proposed donors/sponsors to be solicited** (who is the target audience): | |
| **Amount expected to be raised $** | |
| **Timetable and Budget** (if applicable): | |
| **Is fundraising assistance needed from OIA**?  (please note the deadlines listed in the instructions above) | |
| **If yes, please describe**: | |

Approvals

|  |  |  |
| --- | --- | --- |
| **Name** (print): | **Signature**: | **Date**: |
| **Supervisor** (print): | **Signature**: | **Date**: |
| **Cabinet Member** (print): | **Signature**: | **Date**: |

**To be completed by the OIA:**

OIA Approval:  Approved as is  Approved with changes  Not approved

|  |  |  |
| --- | --- | --- |
| **Special Instructions/Guidelines** (if applicable): | | |
| **Advancement Director** (print): | **Signature:** | **Date:** |
| **President\*\*** (print): | **Signature** | **Date:** |

\*\* The President’s approval is required only when the proposed activity’s revenue is expected to be $5,000 or more; or when otherwise requested by the OIA.