

SUBJECT: Fund Raising and Private Donor Solicitation

Prior to any solicitation for each event/project held by any division, department or student organization, the *Solicitation Report* (Shared\Forms\MC-SolicitationReport) must be completed by the faculty/department head or club advisor and placed on file in the Midland College Institutional Advancement Office.

Names of the donors and the amounts that may be solicited from any one donor must receive prior approval from the Vice President of Institutional Advancement.

The solicitations would include, but are not limited to gifts of cash, equipment, services, in-kind gifts, advertising and sponsorships.

Organizations are allowed one fundraiser per month. Organizations must complete and submit the Student Activity Request at least two weeks prior to the fundraiser.