

Hocking College Funds Solicitation Request Form

Name of Requestor :

Description of Request:

Target \$ Amount of Funds to be Raised:

Proposed Use of Funds:

Target Audience (check one)

Community

Local Businesses

Grants

Other (describe)

Start Date:

(Must be at least 14 days in advance of date of form)

End Date:

Description of College Resources Needed:

Is there a Budget? (if yes, attach):

Will cash raised be deposited daily with
Cashiers? If no, explain:

As the requestor, I agree to act as the project manager of this effort. I understand that the use of College resources as part of my funds solicitation requires pre-approval. I agree to provide the Fiscal Office with ongoing updates regarding progress of the funds solicitation and to make the Fiscal Office aware of any changes to the above information.

Requestor

Date

Supervisor

Date

Fiscal Officer

Date

President

Date