

The UND Alumni Association & Foundation (UNDAA&F), in partnership with the of the University of North Dakota, will provide assistance in special fundraising initiatives. The following process should be followed for planning and approval:

- 1) Complete and E-mail this form to webmaster@UNDalumni.net.
- 2) UND Alumni Association & Foundation to schedule a kick-off meeting once all approvals are received.
- 3) UND Alumni Association & Foundation will determine a timeline and schedule.

Date of Request: _____ Requestor: _____ Dept.: _____

Phone #: _____ E-mail: _____

Date of Proposed Initiative: _____ Is this initiative time sensitive? Yes No

Initiative Description:

Describe in detail the initiative purpose, goals and target audience.

Goal to raise: \$ _____ Budget (if any): \$ _____

Fund Information:

In support of fund #: _____ Fund Description: _____

Charge costs to Fund #: _____ Fund Description: _____

Message, Designs and Graphics:

Describe in detail any messaging, designs or associated graphics you will need.

Not Applicable Estimated Cost: \$ _____

Multi-Channel Communications:

All special initiatives will be multi-channel. They will utilize email, direct mail, phone, text & social media as needed to reach the goal. While the UND AA&F maintains a comprehensive database, support from the requestor, department and unit are a must for successful completion on any initiative. I understand that we will need to help spread the word through any channels (UND social media, department social media, UND Today, Campus e-news, etc) at our disposal.

Not Applicable Estimated Cost: \$ _____

Follow up Communications:

Describe in detail any reports, meetings, and/or communication pieces that you would like to see upon the conclusion of the initiative:

Partnership in Communications Approvals:

Upon submission of this form, UND AAA/F will contact the Dean, V.P. or Athletics Director for approval of your initiative.

Comments:

For UND Administration Use Only

UND Administration Approval: Approved Denied

Name (print) Title

Signature Date

For UND Alumni Association & Foundation Use Only

UND Alumni Association & Foundation Approval: Approved Denied

Name (print) Associate Vice President of Fundraising

Signature Date