

ATTACHMENT 1

MOTLOW STATE COMMUNITY COLLEGE REQUEST FOR PRIVATE GIFT SUPPORT

TO: Foundation Office

FROM: _____
Name Department

Potential Private Supporter (s): _____
(Attach list if multiple)

Title of Project: _____

Nature of Project: _____

Fundraising Goal: \$ _____

Is State/College/Foundation support available for this project? _____ **If yes, How much?** _____

Project Leader(s)

ADMINISTRATIVE ENDORSEMENTS

Endorsement indicates approval of the project and approval to approach listed potential supporters.

Primary Administrative Unit(s)		
	Dean/Director	Date
	Vice President	Date
	Vice President for Finance & Administration*	Date
	Director of the Foundation	Date
	President (as appropriate)	Date

Please attach a copy of the project proposal and cover letter, if appropriate, to this form and bring or send it to the Foundation Office.

*Approval necessary when project will require College financial/space/or facilities support.