Southern Utah University

Development Office

Project/Proposal Clearance Form

Instructions: Please complete and send to Mr. Marlo Jensen at AD 303B.

Date of Request:

Requested By:

College/Department:

Mail Code: Telephone Extension:

Purpose of Project:

Amount to be requested:

Type of Support:

 (e.g. program, operating, endowment, scholarship)

Name(s) of Potential Targets for Funding (if applicable)

Approval:

 REQUIRED SIGNATURES DATE

Dept. Chair/or immediate Supervisor

DEAN/or Appropriate Vice President

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FOR STEERING COMMITTEE OFFICE USE ONLY! (Applicable Signature)

 Steering Committee Chair

Southern Utah University

Development Office

Name Clearance Form

Instructions: This form is to be submitted prior to cultivation activities or solicitation. Please complete and send to Mr. Marlo Jensen, AD 303B. The Development Office will respond to you in an expeditious manner.

Date Submitted:

Requested By:

College/Department:

Mail Code: Telephone Extension:

Prospective Donor(s): (attach list if necessary)

Planned Solicitor(s):

Fund Raising Purpose:

 (e.g. program, operation, endowment, scholarship)

Type of Support:

Method of Solicitation: Personal Telephone Direct Mail

Time Frame (weeks/months): Solicitation Amount:

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 Development Office Use Only

The name clearance requested for is:

 \_\_ Approved \_\_ Denied \_\_ Needs Further Study

Reasons for study or denial

 Steering Committee Chair

Southern Utah University

Cultivation Activity Contact Report

Prospect Name: Staff Responsibility:

Location of visit:

Contacted by:

Date of contact: Duration of visit:

Purpose of visit:

Results of contact (Discussion items):

Action to be taken by whom & target date (Mo/Yr):

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SUU Contact Date