**Request to Solicit**

***University policy requires that prior to requesting gifts and/or donations, permission must be granted by the Office of University Advancement. Additional information: 256-233-8183 or*** [***keith.ferguson@athens.edu***](mailto:keith.ferguson@athens.edu)***.***

|  |  |
| --- | --- |
| **Name of Club or Organization Making Solicitation:** | Click here to enter text. |
| **Name of Club or Organization President or Chair:** | Click here to enter text. |
| **President or Chair Phone:** | Click here to enter text. |
| **President or Chair Email:** | Click here to enter text. |
| **Faculty Sponsor:** | Click here to enter text. |
| **Sponsor Phone:** | Click here to enter text. |
| **Sponsor Email:** | Click here to enter text. |

***Describe the nature of the solicitation/fundraising activity.***

Click here to enter text.

***State who will be solicited (individuals, alumni, businesses, foundation, etc.).***

Click here to enter text.

***Describe the type of contribution request(s) that will be made (cash, in-kind, materials, etc.).***

Click here to enter text.

***State the contribution/fundraising goal for the club or organization.***

Click here to enter text.

***Discuss how the contributions will be used by the club or organization.***

Click here to enter text.

***If cash contributions are sought, describe how and in what account funds will be deposited.***

Click here to enter text.

***Required Signatures:***

***Student Organization Representative (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_***

***Faculty Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_***

***Director of Student Engagement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_***

***VP for University Advancement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_***