FUNDRAISING/SOLICITATION REQUEST FORM

(This form is for fundraising/solicitation approval only. Other approvals may be needed, such as room reservation.)

All fields below must be filled out.

Name of Student(s)/Student Organization/Team/Employee:

Contact Person: Contact's phone number:

Contact's email address: Campus/center for the event:

Date(s) of event (not to exceed 14 days): Beginning time and ending time:

Type of solicitation: □ Donation □ Admission □ Sale □ Fees □ Other _____

Dollar amount associated with the solicitation: Service or product rendered:

Purpose of solicited funds/donation_____
_____
_____
_____
_____

Information regarding affiliation with any non-campus groups/individuals is required. Describe below how you obtain products or goods if applicable. _____
_____
_____
_____
_____

1. Requests for approval to sell, solicit or in any way obtain funds/donations for related items must be approved by the vice president of the student experience, executive director of institutional advancement and president.
2. Student(s)/student organization(s)/team(s)/employee(s) must be in sole sponsorship of all fundraising/donation activities.
3. Solicitation in the residence halls will be permitted in the formal lounges only. There will be no resident door-to-door solicitation.
4. A list of off-campus prospective businesses/sponsors/donors, if any, **must be pre-approved** by the Executive Director of Institutional Advancement or designee.

In accordance with DHC (LOCAL) and FI (LOCAL), employee and student solicitation may be permitted in or on premises owned or controlled by the college district only if the solicitation does not violate a sole-source vendor contract clause and the solicitation meets all permitted solicitation requirements identified within policy. Student(s)/student organizations/employee(s) desiring to sell or offer for sale any property or service, whether for immediate or future delivery, which requires the receipt of or is a request for any gift or contribution by a student, registered student organization, or employee must comply with the solicitation policies and obtain approval through the approved process.

By completing this form, you certify that you are authorized to represent the organization/team/individual indicated above and that you have read the solicitation policies of Hill College.

REQUESTOR NAME: _____ TITLE: _____

REQUESTOR SIGNATURE: _____ DATE: _____

VP THE STUDENT EXPERIENCE SIGNATURE: _____ DATE: _____

ED INSTITUTIONAL ADVANCEMENT SIGNATURE: _____DATE: _____

PRESIDENT SIGNATURE: _____DATE: _____

08/2025