STUDENT SOLICITATION REQUEST FORM

Student(s)/Student Organizations desiring to sale 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 or registered student organization, must comply with the Solicitation Policies and obtain approval through Student Services. All fields below must be filled out.

Name of Student Organization:

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:

____________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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 student services or designee.

2. Student organization(s)/team(s) must be in sole sponsorship of all fundraising 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 must be pre-approved by the Coordinator of Development and Alumni Relations.

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

OFFICER/ADVISOR/COACH NAME: ____________________________________________

SIGNATURE: _______________________________ DATE: ____________________________

(This form must be completed by an officer of the organization, the organization’s advisor or the head coach of an athletic team)

□ Approved     □ Disapproved

VICE PRESIDENT NAME: ____________________________

SIGNATURE: _______________________________ DATE: ____________________________

MARKETING/COMMUNICATIONS: __________________

DATE: ____________________________

DEVELOPMENT: __________________

DATE: ____________________________

PRESIDENT: ____________________________

DATE: ____________________________

02/01/2020