



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: _____