



SOLICITATION MEMORANDUM

This memorandum is for club solicitation or fundraising within the community. Solicitation requests must be submitted with a signed solicitation letter and submitted two (2) weeks prior to the solicitation request date.

TO: Assistant Director of Student Activities
FROM: , Club Advisor or Club Officer of (Club Name)
SUBJECT: Student Activities Request for Solicitation Requested solicitation date:

The following individual(s) and/or business(es) will be contacted for solicitation:

Table with 4 columns: Business or Individual, Name of contact, Amount or item requested, E-mail. It contains four rows for listing solicitation requests.

Solicitation Letter

A copy of each solicitation letter must be provided for each participating individual(s) and/or business(es).

I, (Club Advisor or Officer), have attached a signed solicitation letter to this request on (Date).

Assistant Director of Student Activities
Approved Denied

Associate Vice President of College and Community Engagement
Approved Denied

Vice President, Advancement
Approved Denied