DONOR SOLICITATION APPROVAL

STUDENT ORGANIZATION INFORMATION

ORGANIZATION NAME: ____________________________________________________________

PRESIDENT: ____________________  EMAIL ADDRESS: ________________________________

TREASURER: ____________________  EMAIL ADDRESS: ________________________________

PROSPECTIVE DONOR INFORMATION

COMPANY/INDIVIDUAL: __________________________________________________________

AMOUNT TO SOLICIT: $________________________

DATE TO BEGIN SOLICITING: __________

REASON FOR SOLICITATION:

On a separate sheet of paper, please include a detailed description of the project or event you are requesting fund for and an explanation of how you intend to contact the company. If you intend to contact a large number of individuals or companies, please supply a list. Be sure to include any and all packets/mailers/information you intend to send.

COMPANY CONTACT (if applicable): ________________________________________________

We, the undersigned, understand and agree that no contact will be made to the above individual(s) or corporation(s) until approved to do so. Should funding be received, I agree to contact said donor(s) within 5 business days of the event’s end with an appropriate note of thanks. I understand that all funds gained must be deposited to a university account and managed by university officials. In order to secure funding for expenses, I understand I must submit an Account Expense Form. Failure to do either of the above will suspend my organization’s funding eligibility.

Date: ______________ President Signature: __________________________________________

Date: ______________ Treasurer Signature: ________________________________________

PLEASE SUBMIT ALL THIS INFORMATION, ALL DONOR CONTACT INFORMATION, AND A SAMPLE OF YOUR SOLICITATION MATERIALS VIA EMAIL TO:

SR. ASSOCIATE DEAN, LOUISE YATES (yates@usc.edu)

A response to your application will be sent via email within 2 weeks. Please do not begin contacting potential donor(s) until you have received a response.