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 funding for and an explanation of how you intend to contact the company. Please supply a list (spreadsheet) of companies you will or want to contact along with the name of the company, contact name, title, contact information, and amount you want to request. Include 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) with an initial and 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 follow appropriate VASE funding requests. Failure to do the above will suspend my organization’s funding eligibility.

Date: _____________ President Signature: _______________________________

Date: _____________ Treasurer Signature: _______________________________

PLEASE SUBMIT THIS FORM, ALL DONOR LIST/CONTACT INFORMATION, AND A SAMPLE OF YOUR SOLICITATION MATERIALS VIA EMAIL TO: Myra Fernandez (myrafern@usc.edu), Associate Dir., UG Programs and Women in Engineering

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.