

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.