

WSU FUNDRAISING/SOLICITATION APPROVAL

1. Applicant Group or Individual _____

2. Contact Person (Advisor/Supervisor)

_____ Address

_____ Phone

3. Type of Solicitation Planned: Please outline the proposal briefly and explain the type of donation (case, gift-in-kind, etc.) form of solicitation (drawing, contact businesses, etc.) and names of solicitors.

4. Who will be solicited: i.e., businesses, organizations, WSU faculty/staff, students

5. Date(s) of Solicitations: This form must be completed and signed at least one month prior to solicitation date for off-campus solicitations and one week prior for on-campus solicitations. _____

6. Goal of Solicitation: Amount expected to _____

7. Purpose of Solicitation: How are the funds to be used?

Signatures required for on campus solicitation: Advisor/Supervisor, VP for Student Affairs, and VP for University Advancement.

Signatures required for off campus solicitation: Advisor/Supervisor, Dean or VP supervising the applicant group, and VP for University Advancement.

Advisor/Supervisor Date Signed

VP for Student Affairs Date Signed

Dean or VP Supervising the Applicant Group Date Signed

VP for University Advancement Date Signed