**Accompanying Document to Off-Campus Solicitation by Student Organizations**

**UPPS 03.06.01**

**Permit to Solicit Funds Off-Campus**

PERMIT TO SOLICIT FUNDS OFF-CAMPUS

Date

Name of Organization name of organization

Person Making Request person making request PLID: PLID

Address address Phone phone

Representative E-mail: representative email

Type of Activity funds will be solicited for (event): type of activity

What exactly is the purpose of the fundraising activity? purpose

Solicitation Begin Date: begin date End Date: end date

Funds will be solicited by:

[ ] Person to Person [ ] Mail [ ] Telephone [ ]  Other (Specify) specify

Number of solicitors number of solicitors

Approximate size of donations being requested $ size of donations

Approximate total amount to be raised $ amount

Area to be solicited:

[ ]  San Marcos only [ ] San Marcos/surrounding area

[ ]  Other (Specify) specify

Which business are you going to be speaking to (specific names required – A list may be attached)?

What are you asking from them?

**The donation request letter must be attached to this form when submitted.**

This certifies that the bearer has the approval of Texas State University to solicit supporting gifts for the activity described above. This permit carries the endorsement of Texas State University only during the designated dates. Texas State can accept no responsibility in case of fraud or misrepresentation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Approved by LJB Student Center Director//designee

 Date:

Approved by Vice President for University Advancement

UPPS 03.06.01 M:8:54

**Texas State University**

A Member of the Texas State University System