OFF CAMPUS SOLICITATION REQUEST FORM

Any student organization or department wishing to solicit funds off campus must complete this form. **UPPS 03.06.01** sets the guidelines for Off Campus Solicitation by Registered and Chartered Student Organizations.

Submit this form to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1. Forms are due at least ten (10) business days before the requested solicitation date (weekends/university closures due to holidays excluded) and fundraising cannot begin until this form is completed and approved by University Advancement. All forms, policies, and procedures are subject to change and found at http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html.

<table>
<thead>
<tr>
<th>Organization/Department:</th>
<th>Abbreviation:</th>
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<tbody>
<tr>
<td>Requested Dates:</td>
<td>Start and End Time:</td>
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Detailed description of event (e.g. vendor, sale, service, etc.): ____________________________________________________________

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

**Proposed Solicitation dates (pending approval):**

Begin Date: ___________  End Date: ___________

**Type of request (check all that apply):**

_____ Monetary  _____ Food  _____ Supplies  _____ Other (specify): ________________________________

**Funds will be solicited by (check all that apply):**

_____ Person to Person  _____ Email  _____ Mail  _____ Telephone  _____ Other (specify): ________________

Approximate size of donations being requested: $__________  Approximate total amount to be raised: $__________

**Area to be solicited (attach a list of vendors, organizations, individuals, etc. that are being solicited):**

_____ San Marcos only  _____ San Marcos and surrounding areas (specify): _______________________________________________________________________

_____ Other (specify): _______________________________________________________________________

Organization President (print): ___________________________  Phone: ___________  Date: ___________

Signature: ___________________________________________  TXST Email: _____________________________

Coordinating Organization Member (print): ___________________________  Phone: ___________  Date: ___________

Signature: ___________________________________________  TXST Email: _____________________________

Advisor or Department Representative (print): ___________________________  Phone: ___________  Date: ___________

Signature: ___________________________________________  TXST Email: _____________________________

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

Associate Director Approval: ___________________________  Date: ___________

Vice President for University Advancement Approval: ___________________________  Date: ___________

Student Involvement @ LBJSC  
LBJSC 4-2.1  
512-245-3219  
getinvolved@txstate.edu  
getinvolved.lbjsc.txstate.edu  
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