

Event Solicitation Request

Fill this out only if your organization is collecting funds or goods.

All Student Organizations may be contacted by the Events Services Office and/or the Kimmel Student Involvement Center with further questions about your event to ensure compliance with all rules and regulations

Student Organization Name: _____

Activity (Charity Donations, Ticket Sales, Etc.): _____

For what purpose are funds or goods to be collected? _____

SIUE Event Location: _____

Event Dates: _____ Hours Requested: _____

Funds or goods to be collected: _____

Chair of Event Signature

Fiscal Officer (Faculty Advisor **only**)

Name, address and phone number of the person who can verify the exact amount of money collected and provided receipts verifying either deposit or manner of use for goods collected.

Name: _____ Phone: _____ Campus Box Address: _____

I hereby acknowledge (1) that my organization is aware of and has been advised of the details concerning this event, (2) that I am aware of the policy regarding the use of University property for fund raising, canvassing, soliciting, vending, and allied advertising (Fund Raising/Soliciting University Policy can be found in the Student Organization Handbook), (3) that the activity will be conducted so as to conform to law and with the highest standards of accountability.

*Organization Billing Purpose #

Signature of Applicant.

*If you do not know your organization 8-account number, please reach out to the Kimmel Student Involvement Center. It is **not** the same as your 800 number.

-----**For Office Use Only**-----

____ Approved ____ Rejected

Date Received _____ University Center Staff Signature: _____

Date Received _____ Facility Administrator: _____

Special permission must be sought for areas not under the jurisdiction of Conferences and Institutes or the Event Services Offices, i.e. Vadalabene/Student Fitness Center, University Housing facilities, Lovejoy Library, University Center Building, or Multi-Purpose Events facility.

Additional Approval/Comments: _____