

# Event Solicitation Request

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: \_\_\_\_\_

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Organization Fiscal Officer Signature

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.

\_\_\_\_\_  
University 8-Account Number

\_\_\_\_\_  
Signature of Applicant

If you do not know your organization 8-account number, please reach out to the Kimmel Belonging and Engagement Hub (KBEH). It is **not** the same as your 800 number.

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

\_\_\_ Approved \_\_\_ Rejected

Date Received \_\_\_\_\_ KBEH Signature: \_\_\_\_\_

Date Received \_\_\_\_\_ Event Services Signature: \_\_\_\_\_

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: \_\_\_\_\_