

# 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 4<sup>th</sup> 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>.

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**Organization/Department:** \_\_\_\_\_ **Abbreviation:** \_\_\_\_\_  
**Requested Dates:** \_\_\_\_\_  
**Start and End Time:** \_\_\_\_\_  
**Detailed description of event (e.g. vendor, sale, service, etc.):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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): \_\_\_\_\_

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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: \_\_\_\_\_

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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](mailto:getinvolved@txstate.edu)

[getinvolved.lbjsc.txstate.edu](http://getinvolved.lbjsc.txstate.edu)

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