

STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Endorsement to Cultivate/Solicit Funds from Private Source

In accordance with Policy C-16, all solicitation of gifts from private sources by any University faculty or staff member will be coordinated in advance with the Office of Development. *This includes the solicitation of door prizes and "giveaways" for University events and programs, as well as the sponsorship of fund-raising events.*

To request approval to cultivate prospects, solicit funds, and to obtain support, please complete the information below and submit the form as far in advance of the intended solicitation period as possible. **PLEASE TYPE OR PRINT**

Department/Organization to solicit gift: _____

Purpose of cultivation/solicitation: _____

Type(s) of gifts to be solicited: Cash Donation Gift-in-kind (non-cash) Grant

Companies/individuals to be solicited (*if program solicitation is approved, only those listed below may be contacted*):

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Title and Name of person coordinating solicitation: _____ Phone: _____

Campus Address: _____ Email: _____

Account to be credited: _____

Please obtain signatures of the following before submitting this form to the Office of Development:

Chair/Director of Requesting Department Date Dean (for Academic Departments) Date

Provost or Appropriate Vice President Date

Mail/Deliver Solicitation Form to Office of Development, A303.

For Office Use Only:

The requested solicitation is APPROVED * NOT APPROVED (Reason: _____)

Office of Development Representative Date

***IMPORTANT NOTE: The project coordinator must consult with the Office of Development, phone 468-5406, prior to beginning solicitation to ensure that required documentation is obtained and the appropriate process is followed. All gifts must be processed through the Office of Development.**