


# Solicitation Request Form

 **This form should be submitted a minimum of 30 working days prior to projected launch date.**

Requestor:	
Department/College/Division:	
E-Mail Address:	Work Phone:
Type of Solicitation (Check applicable box):	<input type="checkbox"/> Direct Mail <input type="checkbox"/> Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/> Other _____ <input type="checkbox"/> Newsletter <input type="checkbox"/> Website <input type="checkbox"/> Event
Name of Solicitation: _____	
Target Audience:	Projected Launch Date: _____ (Please allow a minimum of 5 - 7 business days to process <u>completed</u> forms)
Funds to be deposited in Foundation Account Number: _____ Account Title: _____	If a new Account is needed, attach a completed <a href="#">General/Student Org. Fund Auth. Form</a>
<p>✓ A draft of the solicitation letter, flyer, return device, e-mail, etc., should be attached to this form. If changes are needed to the solicitation pieces, the final copy is required before pre-coding numbers will be provided.</p> <p>✓ If the donor will receive something in return, i.e., golf, lunch, dinner, premium, etc., complete and attach the appropriate form: <a href="#">Solicitation with Premium Form</a> or <a href="#">Foundation Event Approval Form</a>. Referenced forms are available at <a href="https://www.wssu.edu/about/offices-and-departments/university-advancement/index.html">https://www.wssu.edu/about/offices-and-departments/university-advancement/index.html</a> Submit completed form to the University Advancement Office.</p> <p>✓ For assistance with a form, solicitation letter, flyer, etc., please contact University Advancement at 750D 2184.</p> <p>✓ <b>Mail returns to University Advancement, 311 Blair Hall, Winstonb Salem, NC 27110.</b></p>	
Department Chair/Dean Signature: _____	
University Advancement Officer's Signature: _____	
<b>Requested solicitation has been:</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
By: _____ Solicitation Launch Date: _____ Solicitation Code: _____ Denied: See explanation below:	
Denial Explanation:	

When any university fundraising mailing, promotion or event is planned, a copy of all materials related to the fundraising effort and the name of the group, individuals, or businesses to be solicited, must be sent to University Advancement for approval. We encourage you to work the Office of Marketing & Communications on the design of print collateral and the use of university marks. Upon receipt of the proposed solicitation, University Advancement will review the material in a timely manner, approve or deny the solicitation and return it to the party initiating it. If there are any technical or legal/tax issues with the mailing, the initiating department will be notified so that necessary changes can be made.