# HAWAI'I PACIFIC UNIVERSITY

Date Received: \_\_\_\_\_ By:

## **Request to Solicit Donations**

Use this form when soliciting donations beyond the HPU community. Do not contact any businesses or individuals without approval of this request.

#### **Prior to Solicitation:**

- Event solicitation must be submitted and approved via an ARF <u>before</u> solicitation takes place.
- List names you plan to solicit or attach a list with the information below. Only those listed and approved may be approached with this approval.
- Attach the solicitation letter, proposal, or other method of solicitation. Also attach a copy of the thank-you letter you intend to send sponsors.

#### Please type or print legibly.

Organization:	Fund:	Org:	Acct:
RSO Contact Person:	Phone or HPU Email:		
Description of Event/Project/Sponsorship/Proposal:			

Company/Individual to Contact	Relationship to HPU	Items or Funds Being Requested	Method and Approach

### Submitted by:

RSO Contact, Printed Name	Signature	Date
RSO Advisor, Printed Name	Signature	Date
Approval:		
Director, Student Activities	Signature	Date
Dean of Students	Signature	Date
Associate V.P., Alumni and University Relations	Signature	Date