



SOLICITATION & FUNDRAISING APPROVAL FORM
(CSU Departments, Organizations, and Employees; excludes Recognized Student Organizations that require approval from Campus Life)

Please note: If you plan to solicit donations (monetary or in-kind) from external constituents (companies, individuals who are not CSU employees) to support your event, you do not need to submit this form, but you must first consult with University Advancement **BEFORE** contacting any potential donors. You will need to send Chase Moore (ChaseMoore@clayton.edu) the following information about your event and each donor: name/company, address, type of donation, description of any existing relationship or contract with potential donor, description of event.

PLEASE COMPLETE THE INFORMATION BELOW. THIS FORM MUST BE SUBMITTED TO KellyAdams@clayton.edu AT LEAST 10 BUSINESS DAYS PRIOR TO ACTIVITY.

Date of Request: _____

Individual Requesting Approval: _____

Department or Organization: _____

Phone number: _____

E-mail: _____

Event name: _____

Date(s) of activity: _____

Will this be an annual or periodic activity? ____ Yes ____ No

Purpose of activity/description (e.g., items being sold or collected, target audience, beneficiary, etc.)

Goal of Activity (e.g., total dollars raised, sponsorship amount, or donated items)

Where is raised money held? (Foundation account, CSU agency account, other – please describe)

Activity Approved _____ Activity Denied _____

Corlis Cummings or designee
Vice President for Business & Operations

Date

Please submit the completed form to: KellyAdams@clayton.edu