

ENMU-Roswell Sales, Solicitation and Advertising Form

www.roswell.enmu.edu

Return to the College Development Office after completion.

Requestor's Information

Sponsoring organization: _____

Name: _____
Last First Middle

Mailing address: _____
Street City State ZIP

Email address: _____

Home phone: _____ **Work phone:** _____

Requestor's Solicitation

Event name: _____

Item to be sold: _____

Solicitation description: Flyer Poster Table tent Other: _____

Is any item to be sold on campus? Yes No

Amount to be charged: _____ **per** _____. **Proceeds will be used for:** _____

Note: Please attach exact copy of T-shirt/hat design or bring one for us to view if applicable.

Requested Location

Instructional Buildings Other: _____

Starting date: _____ **Ending date:** _____

Sponsoring Organization

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to solicitation at ENMU-Roswell. I, _____ certify on behalf of _____ that this Solicitation Request meets the requirements of the University's Solicitation Policy.

Applicant's signature _____ Phone number _____ Date _____

Advisor's signature _____ Phone number _____ Date _____

Solicitation Review (official use only)

Solicitations will be reviewed by the College Development office, which reserve the right to approve, change, deny or cancel requests through consultation with various ENMU-R departments/offices and in accordance with University policies. In accordance with University policies, appeals of Solicitation Requests must be submitted to the Vice President of Student Affairs Office.

Approved solicitation: Approved with conditions: _____ Denied solicitation

Signature of Director or Designee: _____ **Date:** _____