



Solicitation Request Form

www.enmu.edu

Return to Office of Student Activities and Organizations, Campus Union Office, Room 108, after completion.

Requestor's Information

Sponsoring organization: _____

Name: _____
Last First Middle initial

Mailing address: _____
Street City State ZIP

E-mail address: _____

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

Requestor's Solicitation

Solicitation description: _____

Event name: _____ **Event type:** _____

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

Campus Union Building: _____

Other: _____

Requested Day(s), Date(s), Times(s)

Date: _____
Include day of the week for the event.

Starting time: _____ **Ending time:** _____

Sponsoring Organization (if on campus)

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to solicitation at Eastern New Mexico University. I, _____, certify on behalf of _____ that this Solicitation Request meets the requirement 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 weekly by the Office of Student Activities and Organizations which reserves the right to approve, change, deny or cancel requests through consultation with various ENMU departments/offices and in accordance with University policies. In accordance with University policies, appeals of Solicitation requests must be submitted to the Office of Vice President for Student Affairs, Student Academic Services Building, Room 194.

Approved solicitation: **Date:** _____ **Denied solicitation:** **Date:** _____

Approved with conditions: **Date:** _____

Conditions include: _____

