

The University of Tennessee at Martin Student Organization Solicitation Request Form

Date: _____

The Solicitation Request Form must be turned into the Office of Student Life
one week prior to the event, program, or activity with all of the appropriate signatures.

Name: _____

Campus Address: _____

Phone: _____ Email: _____

Name of Organization: _____

Date of Event: _____ Start & End Times: _____

Facility or Facilities Needed: _____

Program/Event Title: _____

Describe the program, event or activity and the product to be sold if any: _____

Describe how the funds will be used: _____

Signatures Required: *Signatures must be obtained in the order presented.*

President of the Student Organization: _____

Campus Advisor to the Student Organization: _____

Dining Service Director (**only if food items are being sold or given away**): _____

Assistant Vice Chancellor for Student Affairs: _____

University Official Responsible for Facility: _____