

# 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: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date of Activity /Event: \_\_\_\_\_

Beginning & Ending Times: \_\_\_\_\_

Facility or Facilities Needed: \_\_\_\_\_

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

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Describe how the funds will be used: \_\_\_\_\_

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Signatures:

\_\_\_\_\_, Assistant Vice Chancellor for Student Affairs

\_\_\_\_\_, University Official Responsible for Facility

\_\_\_\_\_, President of the Student Organization

\_\_\_\_\_, Campus Advisor to the Student Organization

This form must be signed by all the listed parties prior to the one week deadline.