

University of Pittsburgh
Student Organization Solicitation and Fundraising Approval Form
(Form must be approved 30 days prior to solicitation activities and 5 days prior to fundraising events)
Submit the completed form to the
Student Organization Resource Center Business Office, 833 William Pitt Union

- Solicitation (a written request for consideration of a donation that is tax deductible)
- Fundraising Events (the collection of donations from events and program sponsorships that are **not** tax deductible)

Name of Student Organization: _____

Name of Project Coordinator: _____

Position Held in Organization: _____

Telephone: _____ Email: _____

Signature of Project Coordinator: _____

Purpose of Solicitation or Fundraising Activity: _____

Targeted Audience: _____

Date Submitted: _____

Solicitation Approval

Approved by: _____ Date: _____
Student Organization Resource Center Business Office

Approved by: _____ Date: _____
Director of Student Life

Approved by: _____ Date: _____
Administrative Director
Office of the Vice Chancellor for Institutional Advancement

Fundraising Approval

Approved by: _____ Date: _____
Student Organization Resource Center Business Office