



Student Organization Solicitation Request Form

*This form is to be completed by any group that wishes to conduct solicitation on Universities at Shady Grove (USG) property. All solicitation requests must be submitted **at least five (5) business days** prior to the proposed dates of solicitation. Please return the completed form to the Office of Student Services in Building II. The primary contact for each request will be notified by phone or email once a request has been reviewed.*

Organization: _____

Primary Contact: _____

Daytime phone: _____ Evening phone: _____

Email address: _____

Date(s) of Solicitation: _____

1. Please indicate the intended recipients (Your organization, local charity, etc...) of any proceeds generated by this solicitation.

2. Please indicate the location of the intended solicitation (classroom, table in lobby, etc...) *If you have not already secured space for this activity, please complete and submit a Room/Table Reservation form.*

3. Describe the proposed solicitation *(Please include a description of the event, any merchandise or goods that will be used, as well as the names of any vendors that will be linked to the solicitation.)*

Signatures and Agreements

I certify that the above information is accurate to the best of my knowledge.

Primary Contact Signature: _____ Date: _____

For Office Use Only

Request: _____ Denied _____ Approved _____ Date Notified: _____
_____ email _____ phone

Student Services Signature: _____