

SOLICITATION/FUND-RAISING REQUEST

Today's Date: _____

ORGANIZATION: _____

TYPE OF SOLICITATION/FUND RAISER: _____

LOCATION: _____

DATE AND TIME OF EVENT: _____

PURPOSE OF EVENT: _____

CONTACT PERSON: _____

ADDRESS: _____ PHONE: _____

ADDITIONAL INFORMATION: _____

STUDENT DEVELOPMENT OFFICE ACTION **(for office use only)**:

_____ APPROVED (College Advancement_____)

_____ NOT APPROVED (College Advancement_____)

STIPULATIONS: _____

SIGNATURE: _____ DATE: _____

SOLICITATION/FUND-RAISING REPORT

ORGANIZATION: _____ DATE: _____

EVENT: _____

AMOUNT COLLECTED: _____ NUMBER OF PEOPLE IN ATTENDANCE: _____

COMMENTS: _____

Policy regarding solicitation/fund-raising at Hope College

1. All projects must be approved by the Director of Student Life or the Dean of Students and the Advancement Office.
2. Solicitation will not be allowed door-to-door within residence halls.
3. Each organization assumes responsibility for the fund-raiser which they conduct.
4. Information may be posted inviting people to a specific place for solicitation. This space must be reserved through the Events and Conferences Office, and a rental fee will be charged for activities not sponsored by a recognized college organization.
5. The Solicitation/Fund-Raising Request Form must be turned in at least five days prior to the event. Upon completion of the event, the project report section of the request form must be returned to the Student Life Office. Failure to complete and return the report will result in the loss of future fund-raising privileges.
6. Public areas on campus may be used only if the activity is sponsored by an academic department or recognized organization, and if appropriate arrangements are made in advance.
7. Commercial organizations may not advertise on campus, except through paid advertisements in the college's publications.
8. Hope College does not permit any solicitation of alumni or friends of the college by any college organization without permission from the College Advancement Office.