

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