

HUMBOLDT STATE UNIVERSITY

Solicitation Request Form

Office of Philanthropy - Nelson Hall West - (707) 826-5200

Instructions: Complete the form; attach a complete draft of your solicitation package. Forward all materials to the Office of Philanthropy for approval. You may email the required materials to *giving@humboldt.edu*. Prior to design/printing, we suggest contacting Marketing and Communications for assistance.

Communications

Department/Program

Date

Contact Name

Phone

Will you be requesting a mail merge of alumni data with you letter? **Yes** **No**

Method of communication: **Personal** **Phone** **Mail** **Email** **Other**

Date when communication begins

Name of Department Chair/Director

Signature

Fund Name

Fund Number

For Philanthropy Office Use Only

Date Received:

Received by:

Philanthropy Office Approval Granted: **Yes** **No**

Signature/Title

Date:

Craig C. Wruck, VP of Advancement

Requestor Notified of Approval by:

Date:

Campaign:

Appeal:

Fund:

Copy sent to Cashier's Manager, SBS 285, when approved:

Date:

Special Instructions: