

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:_____