



Sales, Solicitation and Advertising Form Campus Union

Return to Office of Campus Life, Campus Union (CUB), Room 108, after completion.

Requestor's Information

Sponsoring organization: _____

Name: _____
Last First Middle

Mailing address: _____
Street City State ZIP

Email address: _____

Home phone: _____ Work phone: _____

Requestor's Solicitation

Event name: _____

Item to be sold: _____

Solicitation description: Flyer Poster Table tent Other: _____

Is any item to be sold on campus? Yes No

Amount to be charged: _____ per _____ Proceeds will be used for: _____

Note: Please attach exact copy of T-shirt/hat design or bring one for us to view if applicable.

Requested Location

Campus Union (CUB) Other: _____

Starting date: _____ Ending date: _____

Sponsoring Organization

The sponsoring organization agrees to abide by all pertinent University conditions and regulations pertaining to solicitation at Eastern New Mexico University. I, _____, certify on behalf of _____ that this Solicitation Request meets the requirements of the University's Solicitation Policy.

Applicant's Signature: _____ Date: _____

Advisor's Signature: _____ Phone number: _____ Date: _____

Solicitation Review (official use only)

Solicitations will be reviewed weekly by the Office of Student Activities and Organizations which reserves the right to approve, change, deny or cancel requests through consultation with various ENMU departments/offices and in accordance with University policies. In accordance with University policies, appeals of Solicitation Requests must be submitted to the Office of Vice President for Student Affairs, Student Academic Services Building, Room 194.

Approved solicitation: Approved with conditions: _____ Denied solicitation

Signature of director or designee _____ Date _____