



Sales, Solicitation, and Advertisement

Office of Campus Life | ENMU Station 39

Email: portales.campuslife@enmu.edu | Phone: 575.562.2108

The Office of Campus Life reviews requests for sales, solicitation and advertising in accordance with University policies and in consultation with other ENMU departments. The Office of Campus Life reserves the right to approve, change, deny or cancel requests.

Appeals of denied sales, solicitation and advertising requests must be submitted to the Office of Vice President for Student Affairs located within Student Academic Services (SAS), Room 194.

Return this completed form to the Office of Campus Life located within the Campus Union (CUB), Room 108.

Requestor's Information

Sponsoring organization: _____

Name: Last: _____ First: _____ Middle: _____

Mailing address: _____ City: _____ State: _____ ZIP: _____

ENMU email: _____

Phone: _____ Mobile phone: _____

Requestor's Solicitation

Event name: _____

Solicitation description: Chalking Flyer Fundraiser Poster Other: _____

Please note, a copy of all designs (flyer, poster, apparels, giveaways, etc.) must be attached to this request.

Is any item to be sold on campus: Yes No If yes, what will be sold: _____

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

Where will the event take place: Campus Union (CUB) Other: _____

Event start date: _____ Event end 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.

Requestor printed name _____ Requestor signature _____ Date _____

Advisor printed name (if applicable) _____ Advisor signature _____ Date _____

For Office Use Only

Solicitation description: Approved Approved with conditions: _____ Denied

Campus Life representative printed name _____ Campus Life representative signature _____ Date _____