

ON-CAMPUS SALES & SOLICITATION FORM

Instructions to Participant

- Complete all information above the line and send to Conference & Event Services at least 2 weeks prior to your requested start date.
- Funds must be deposited into an on-campus bank account.
- The completed form must be prominently displayed during the event/activity.
- Anyone conducting sales or solicitations must be a university employee or currently enrolled student.
- All sales & solicitations must comply with SSU policy: <https://sonoma.policystat.com/policy/16903656/latest/>

Applicant Information

Organization Name:

Individual Responsible:

Title / Position:

Phone Number:

Email Address:

Event Information

Event Name:

Date(s) of Sales or Solicitation:

Time(s):

Location:

Club # / Chartfield String:

Purpose of Event:

Purpose for which funds will be used:

Sales & Solicitation Details

Items Being Sold

(admission, food, clothing, artwork, merchandise, etc.)

Items Being Solicited

(money or book/toy donations, pie a member, etc.)

How do the sales or solicitation activities contribute to the goal of the event?

Merchandise & Branding

Creating a logo/graphic for merchandise
(i.e. stickers, tshirts, etc.)?

Yes

No

**If yes, please submit image along with
this form.**

Conference & Event Services will complete everything below this line. Applicants should not obtain approval signatures.

Approval Signatures

Student Involvement (for clubs) OR Department Chair

Signature

Printed Name

Date

Strategic Communications & Marketing

Signature

Printed Name

Date

Conference & Event Services (CES)

Signature

Printed Name

Date

Administration and Finance Vice President or Designee

Signature

Printed Name

Date

Vice President of Division - for Admission Fees only

Signature

Printed Name

Date