University of Pittsburgh
Student Organization Solicitation and Fundraising Approval Form
(Form must be approved 30 days prior to solicitation activities and 5 days prior to fundraising events)
Submit the completed form to the
Student Organization Resource Center Business Office, 833 William Pitt Union

☐ Solicitation (a written request for consideration of a donation that is tax deductible)

☐ Fundraising Events (the collection of donations from events and program sponsorships that are not tax deductible)

Name of Student Organization: __________________________________________________________

Name of Project Coordinator: _________________________________________________________

Position Held in Organization: _______________________________________________________

Telephone: ___________________________ Email: ________________________________

Signature of Project Coordinator: ____________________________________________________

Purpose of Solicitation or Fundraising Activity: __________________________________________

Targeted Audience: __________________________________________________________________

Date Submitted: _____________________________

Solicitation Approval

Approved by: ________________________________ Date: __________
Student Organization Resource Center Business Office

Approved by: ________________________________ Date: __________
Director of Student Life

Approved by: ________________________________ Date: __________
Administrative Director
Office of the Vice Chancellor for Institutional Advancement

Fundraising Approval

Approved by: ________________________________ Date: __________
Student Organization Resource Center Business Office