



THE
COLLEGE
OF THE
FLORIDA KEYS

SOLICITATION MEMORANDUM

This memorandum is for club solicitation or fundraising within the community. Solicitation requests must be submitted with a signed solicitation letter and submitted two (2) weeks prior to the solicitation request date.

TO: Assistant Director of Student Activities
FROM: _____, Club Advisor or Club Officer of _____ (Club Name)
SUBJECT: Student Activities Request for Solicitation Requested solicitation date: _____

The following individual(s) and/or business(es) will be contacted for solicitation:

Business or Individual	Name of contact	Amount or item requested	E-mail
Business or Individual	Name of contact	Amount or item requested	E-mail
Business or Individual	Name of contact	Amount or item requested	E-mail

Solicitation Letter

A copy of each solicitation letter must be provided for each participating individual(s) and/or business(es).

I, _____, have attached a signed solicitation letter to this request on _____.
Name Date

Assistant Director of Student Activities

Approved Denied

Associate Vice President of College and Community Engagement

Approved Denied

Vice President, Advancement

Approved Denied