



THE
COLLEGE
OF THE
FLORIDA KEYS

SOLICITATION MEMORANDUM (SA-12)

This memorandum is for club solicitation or fundraising within the community. Solicitation requests must be submitted with a signed solicitation letter and submitted three (3) weeks prior to the solicitation request date.

TO: 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
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 .
(Club Advisor or Officer) (Date)

Director of Student Activities

Approved Denied

Associate Vice President of College and Community Engagement

Approved Denied

Vice President, Advancement

Approved Denied
