Application Form For Campus Sales and Non-Charitable Solicitations

Organization applying for approval: _____

Individual Responsible: _____

Phone: _____ Title/position: _____

Date(s) of sales and solicitation: _____ Time of day: _____

Location(s) of sales and solicitation: _____

Description of Activity: _____

_____

Purpose for which funds are to be used: _____

_____

Type and number of on-campus account in which funds will be deposited:

Associated Students _____ University _____ Foundation: _____ Other _____

NOTICE TO APPLICANTS:

1. Application to conduct on-campus sales and non-charitable solicitations must be completed at least 10 working days before the event by obtaining the appropriate approval signature on this form.
2. The completed form must be prominently displayed during, and at the site of, the sales and non-charitable solicitation.
3. Anyone conducting sales or non-charitable solicitations in the name of a University office or organization must be a University employee or a currently enrolled student.
4. All sales and non-charitable solicitations must be conducted in accordance with the SSU On-Campus Sales and Non-Charitable Solicitations policy and other applicable University policies.
5. Charitable solicitations and fundraising events must be conducted in accordance with the Fundraising Event Administration Policy located at http://www.sonoma.edu/finance/forms/ using the Fundraising Event Request Form.

APPROVAL: Applicant must obtain approval (signature below) from one of the following appropriate University Officers at least 10 working days prior to the event:

Schools, academic departments and programs, centers, and the Academic Senate	Provost and Vice President for Academic Affairs	date
Administration and Finance departments, Academic Foundation, Inc., student clubs and the Sonoma State Enterprises Corporation	Vice President for Administration and Finance	date
Student Health Center, CAPS, Multicultural Center, DSS, Associated Students, and Children's School	Chief Student Affairs Officer	date
University support groups	Vice President for Development	date
All other activities	President	date