

**Wiley University**  
*Division of Institutional Advancement*

**Solicitation Request Form**

A Solicitation Request Form must be completed and submitted to the Office of Institutional Advancement prior to any solicitation on behalf of or in the name of Wiley College for donations or services for clubs, organizations, special events, departmental activities, or any other purpose.

Date Submitted: \_\_\_\_\_ Date Response is Needed: \_\_\_\_\_ Date Wishing to Solicit: \_\_\_\_\_

I. Individual(s) making the request: \_\_\_\_\_  
{Name(s) and Title(s)}

Department/Division: \_\_\_\_\_  
(Department/Division Name and Address)

PH: \_\_\_\_\_ (O) FAX: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

II. Agency, Company, or Individual(s) being contacted: \_\_\_\_\_  
(Use additional sheets if necessary)

Contact Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PH: \_\_\_\_\_ (O) FAX: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Description of Request: \_\_\_\_\_

Purpose and Amount of Request: \_\_\_\_\_

\_\_\_\_\_

Form of Appeal for Support: Letter/Phone/Visit/Grant Proposal/Other (If other, please specify): \_\_\_\_\_

If request is funded, will additional funds from the College be needed to maintain this contribution? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify: \_\_\_\_\_

**Do Not Write Below This Line. For Office Use Only.**

**Approvals:**

[Yes] [No] \_\_\_\_\_  
Vice President of Requesting Unit Date

[Yes] [No] \_\_\_\_\_  
Vice President for Institutional Advancement Date

Comments: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Final Approval: [Yes] [No] \_\_\_\_\_  
President/Executive Vice President Date

NOTE: If granted permission to solicit, and funding is received, please notify the Office of Institutional Advancement by completing and returning a Funded Proposal Form, which can be obtained in the Advancement Office. Thank you for your cooperation, which enables us to improve our services.