



This form should be submitted a minimum of 15 working days prior to target solicitation date.

<b>Requestor's Name:</b> _____	
<b>Department/College/School:</b> _____	
<b>E-Mail Address:</b> _____	<b>Work Phone:</b> _____
<b>Type of Solicitation:</b> (Check applicable box)	<input type="checkbox"/> Direct Mail <input type="checkbox"/> Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/> Other _____ <input type="checkbox"/> Newsletter <input type="checkbox"/> Website <input type="checkbox"/> Event    Text to Give
<b>Name of Solicitation:</b> _____ <b>Goal:</b> _____ 1. A completed <a href="#">Database Information Request Form</a> (DIRF) is required for solicitations. The name of solicitation should be the <u>same name</u> used on the DIRF Form. Please check one box: <input type="checkbox"/> DIRF already submitted <input type="checkbox"/> DIRF to be submitted. You are encouraged to request data from us. Our staff maintains a database of accurate and current information. If you plan to use another data source, prior approval from the Foundation is required. 2. If you are requesting an online giving page, please list the URL for this page: _____ 3. A draft of the solicitation letter, flyer, e-mail, etc. should be attached to this form. If changes are needed to the solicitation pieces, the final copy is required before appeal codes are provided. 4. If the donor will receive a premium (something in return), ie. tickets, clothing, gift, etc. complete the Solicitation with Premium section below. If the solicitation is related to an event attach the Foundation Event Approval Form. 5. Will there be a raffle, including 50/50 drawings associated with this solicitation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Target Audience:</b> _____	<b>Target Solicitation Date:</b> (Please allow a minimum of 5 - 7 business days from the date the completed materials have been submitted for your request to be reviewed and approved.)
Solicitation with Premium - If the donor receives goods/services in return for a donation, this section will help to determine the charitable portion of the gift. If the solicitation is related to an event, complete and attach the Event Approval Form instead of completing this section.	
<b>Giving Range 1</b> \$ _____ to \$ _____ Item(s) or Service(s) donor may receive:    Value 1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____ Total goods and services \$ _____	<b>Giving Range 2</b> \$ _____ to \$ _____ Item(s) or Service(s) donor may receive:    Value 1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____ Total goods and services \$ _____
<b>Giving Range 3</b> \$ _____ to \$ _____ Item(s) or Service(s) donor may receive:    Value 1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____ Total goods and services \$ _____	<b>Note: The contribution will not have to be reduced if the gift is at least \$54.50 and the value of the item received is no more than \$10.90 or less than 2% of the donation.</b>
Funds to be deposited in Foundation Account Number: _____ Account Title: _____	If a new Account is needed, attach a completed <a href="#">New Account / Account Change Form</a> .
<b>NOTE: Data will not be released until the solicitation request has been approved.</b> Referenced forms are available at <a href="http://www.fsufoundation.org/about-us/forms-resources">www.fsufoundation.org/about-us/forms-resources</a> . For assistance with a form, solicitation letter, flyer, giving cards, etc. please contact Renee Allison by email at <a href="mailto:renee@fsufoundation.org">renee@fsufoundation.org</a> or by phone at 304.333.3764.	
Student Org Advisor Approval: _____ Dept Chair/Director Approval: _____ Dean/Unit Head Approval: _____	FSU President Approval: _____ FSU VP Finance Approval: _____ FSF President Approval: _____