

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

**Proposal Form for Donation Solicitation by Student Organizations**

**Organization Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact person name and email:** \_\_\_\_\_

Explain why your organization is requesting donations: \_\_\_\_\_

\_\_\_\_\_

When do you plan to make your request for funding? \_\_\_\_\_

How are you planning to solicit donations? (check all that apply):

- Letter by mail                       In person                       Phone calls  
 Social media (Facebook, etc.)    Email                       Website                       Other: \_\_\_\_\_

Do you plan to ask for any gifts of more than \$250?  Yes  No

*If yes, indicate who on your attached list of planned solicitations.*

- Please attach a list of businesses and/or individuals you plan to solicit.**
- If you are planning to raise funds by phone, email or online, please attach a sample of your draft request.**

Any gifts by check must be made out to UIF/UIS {your student organization name}

All organizations are required to handle gifts in accordance with UIS policy. In-kind gifts of \$25 or more in value and all monetary gifts, including cash, must be processed through the UIS Development Office/University of Illinois Foundation to ensure the issuance of official tax receipts, gift acknowledgments, and to become part of the university's obligatory permanent record of donations. If a business gives several gifts that add up to \$25 in value, that is considered as exceeding the \$25 threshold.

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

\_\_\_\_\_

**Approved by (must have appropriate signatures):**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_