

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: _____