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: _________________