



Solicitation Application

Required for all student and non-student events with donation, sales, or petitions. This is not a reservation contract. The date of the application must be at least one-week prior to the event date. Solicitation is permitted only in the spaces as designated by the Student Center Complex.

Organization/UM Department: _____

President/Contact Name: _____

President/Contact Phone: _____ President/Contact Email: _____

Date(s) of proposed event mm/dd/yyyy): 1. _____ 2. _____ 3. _____

Description (type of items sold/donation/petition, typical price):

Funds Disbursement (estimated total revenues for event): \$ _____

UM Student Organization	_____	%
Philanthropy	_____	%
Non-UM Vendor/Organization	_____	%
Other	_____	%

Solicitation on the University premise is not permitted except under the rules set forth in the University of Miami Solicitation Policy. The University may, at its discretion, deny a request for solicitation or rescind approved solicitation at any time. Due regard for the safety, health and welfare of students and the order of all campus operations are among the valid concerns to be exercised when a request for solicitation is made. To view the the full university policy go to <https://umshare.miami.edu/web/wda/policiesprocedures/General Business/PDF-Policies/BSF-075.pdf>

If the student organization has not received any funds from the University of Miami Student Activity Fee Allocation Committee, and if the solicitation is solely for the benefit of the registered student organization, applicant agrees to the following statement:

“I affirm that the proceeds of this solicitation will become part of the general funds or treasure of the registered student organization applicant will not become the funds of one individual or an entity other than the registered student organization applicant.”

All applicants must read and sign below:

I have read and understand the university policy regarding solicitation. I full understand that if this solicitation is granted, the University may discontinue solicitation at any time.

I affirm that the information completed herein is correct and accurate.

Signature, president of the registered organization	Date	Received _____ Approved by _____ Res# _____
Signature, advisor of the registered organization	Date	