

**HUMBOLDT STATE UNIVERSITY
Communication and Solicitation Form**

University Advancement
Siemens Hall #215 (707) 826-5101

Directions: Complete Section 1, and if appropriate Section 2
Prior to design/printing, we suggest contacting Marketing and Communications for assistance.

Section 1-Communications & Solicitations

Attach and forward all to University Advancement for approval the following items:

- ❖ A detailed list of those with whom you wish to communicate or solicit;
- ❖ A copy of your proposed communication or solicitation letter/flyer/invitation/newsletter;
- ❖ A copy of your remittance/reply piece (if a solicitation);
- ❖ A copy of your return envelope (if a solicitation)

Department/Program: _____ Date: _____
Contact Name: _____ Phone: _____

Will you be requesting mailing labels of HSU alum? Yes No
Will you be requesting a mail merge of alumni data with your letter? Yes No

Method of communication Personal Phone Direct Mail Other
Method of solicitation: Personal Phone Direct Mail Other

Date solicitation begins: _____

Purpose: _____

Signature of Department Chair/Director: _____

Fund name(s)/number(s) where donation/fundraising revenue should be deposited:

Section 2-Fundraising Event

Please provide details regarding event or sale of product where a portion of the proceeds are donation revenue and the balance is fundraising revenue. Example: Charging \$25.00 for a dinner ticket and \$13.00 pays for the actual dinner, the balance of \$12.00 is a donation. University Advancement will acknowledge the donation component.

University Advancement Use Only

Approved by: _____ Date: _____

Department/Program notified of approval by: _____ Date: _____

Campaign: _____ Appeal: _____ Package: _____

Special Instructions:

