

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