**Mail Solicitation**

Process for using the template:

1.) Fill in the red fields with your clubs information

2.) Email letter to Giving@Humboldt.edu. In the email let us know in general who you will be sending the letter to. Example: I plan to solicit, friends, family, and local businesses.

3.) If everything is in order approval should be within 5 Business days

4.) Once approved come to NHW 201 to pick up return envelopes for your mailing.

**Digital Solicitation:**

Every Club can have a online giving page. Once your account is set up with financial services email giving@humboldt.edu to request your url.

<date>

Dear < First Name>

As you may know I am a member of <Club Name> at Humboldt State University. I’m writing to ask for your help. My club members and I are trying to raise <$x,xxx> so that we can < specific reason >.

I’m really excited about this because < personal reason >.

Would you make a charitable contribution of <$xxx> to help us reach our goal?

Thank you for your consideration. I’ll make sure to let you know how your gift has helped!

Gratefully,

<Name>

P.S. <personal note>

(Please return this form with your gift)

Gift Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make your check out to HSU Advancement Foundation and note the club name in the memo line. Please mail your gift to:

Gift Processing SBS 285

Humboldt State University

1 Harpst St

Arcata, CA 95521

Club Name: <club member to fill out>

Donor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_