NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

Charitable Solicitation Form

University offices, organizations or employees are required to inform the Vice President for Institutional Advancement of plans to solicit for charitable purposes a ***minimum*** of **15 working days** prior to the actual solicitation, and to secure approvals from the respective Dean of the College and/or the respective Vice President within 10 working days of the actual solicitation. The University offices, organizations or employees will complete the Charitable Solicitations Form and secure the necessary approvals.

UNIVERSITY UNIT / EMPLOYEES INVOLVED *(Please print or type)*

Name: _____
Person / Internal Organization / University Office seeking charitable funds

Name: _____
If an Internal Organization or University Office, NEIU Employee overseeing solicitation

PURPOSE OF SOLICITATION:

_____

_____

Date(s) of solicitation: _____

FUND INFORMATION:

Funds will be deposited into: ☐ University Account ☐ NEIU Foundation

Fund Name: _____ **Account #:** _____

METHOD(S) OF SOLICITATION:

☐ Personal solicitation of an individual external to NEIU

☐ Solicitation letters and/or e-mails

☐ Social media solicitation

REQUIRED ATTACHMENTS:

1) **List of intended audience for solicitation.** (May be emailed to neiufoundation@neiu.edu)
2) **Draft solicitation material and language**. (May include but is not limited to talking points, a solicitation letter, email, or social media posts.)

NEIU Development staff will review and approve intended audience for solicitation and solicitation material / language prior to solicitations.

REQUIRED SIGNATURES:

_____ _____
Name of Person(s) completing this form Department / Unit

_____ _____
Phone E-mail

_____ _____
Name of Dean / Vice President for Unit Date of Approval

_____
Date Received by Vice President for Institutional Advancement