



UNIVERSITY OF KENTUCKY

SELL/SOLICIT REQUEST FORM

GROUP DETAILS

Name of UK Department/Student Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

UKY E-mail Address: \_\_\_\_\_

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

SELL/SOLICIT DETAILS

Type (Select all that apply):  Soliciting  Selling  Fundraising  Political Activity\*  Bake Sale (Additional Form Required)

Location of Activity (Building/Room/Outdoor Location): \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Revenue (If applicable): \_\_\_\_\_

Description of activity: \_\_\_\_\_

Beneficiary of activity:  Student Organization  UK Department  Non-profit/3rd Party Organization

Name of Non-Profit/3rd Party Organization (if applicable): \_\_\_\_\_

GUIDELINES

The Executive Director of the Student Center is responsible for reviewing and approving or declining requests to sell/solicit on University property.

- For student organizations, funds generated must be given to a charity or credited to the organization's treasury.
• Students who participate in the activity may not be personally compensated for their work.
• Approval for the specific location of the activity must be requested by the sponsoring organization/department with the appropriate facility coordinator for the desired location.

Failure to abide by all conditions listed may result in the loss of tabling privileges.

Approval of this form does not guarantee confirmation of space.

CONFIRMATION

I certify I am the responsible person for my department/student organization.

I have attached approval from my Department Head/Dean of College (Departmental Requests only. \*Subject to HR Policy #63)

Signature of person making request: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Event Management Office
325 Blazer Hall

For Office Use Only:

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director, UK Student Center