

California Polytechnic State University
CAL POLY FUND SOLICITATION COORDINATION FORM

TO: John Rau
Advancement Services
Heron Hall, Room 103
756-7331

College/Unit: _____

Type of Solicitation: Personal Contact [] Letter [] Phon-a-thon []

(Attach draft of solicitation including enclosures and mailing envelope)

Desired Solicitation Date(s) _____

Prospect or Constituency to be contacted *(attach list):* _____

Purpose of solicitation *(desired results):* _____

Will the Donor receive any benefits? *(i.e., advertisements, sponsored tables, meals, tickets, etc.)*

Yes [] No []

If so, what is the fair market value of these benefits? _____

How was the fair market value determined? _____

If the donor is receiving benefits in exchange for the gift and the gift is being deposited at the Cal Poly Foundation, a separate revenue account must be set up. Has such an account been set up at the Foundation? Yes [] No [] Acct. No. _____

If no, please contact Debbie Tuson (ext. 6-6116) at the Cal Poly Corporation for assistance.

Would you like us to set up an appeal code for tracking purposes? *(*Suggested only for larger mail solicitations. Reporting on results is possible without appeal code by using allocation account number.)*

Yes [] No []

College/Unit Contact **Telephone:** _____

Solicitation Approved By:

College Dean/Advancement Officer **Date:** _____

Craig Nelson, Cal Poly Fund Director **Date:** _____

Catherine Rathbone, Advancement Records Coordinator **Date:** _____

***Appeal Code:** _____