<table>
<thead>
<tr>
<th>Name of the Proponent</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Activity(ies) to be Supported with Solicited Funds</td>
<td></td>
</tr>
<tr>
<td>Purpose of Activity</td>
<td></td>
</tr>
<tr>
<td>Duration of the Activity</td>
<td>Start:</td>
</tr>
<tr>
<td>Person in Charge of the Activity</td>
<td></td>
</tr>
</tbody>
</table>

**Checklist of Requirements**

- **1. Proposed Budget (including the cash goal or kind and value of other gifts to be solicited)**: [ ]
- **2. Tentative Calendar of Activities**: [ ]
- **3. Brief Description of the Type of Solicitations to be Used**: [ ]
- **4. List of all Potential Donors/Sponsors**: [ ]
- **5. Copies of Solicitation/Sponsorship Letters**: [ ]
- **6. Other Supporting Documents, as Needed**: [ ]

**Endorsements**

- Adviser
- Department Chair
- Dean/Unit Head
- Office of the Student Affairs
- IAO and VP for Development
- VPAA and VPFA
- University Pastor for the Church

**Approval of the Office of the President (BOT Action No. 1993-015, 2/13/93)**