



UNIVERSITY SOLICITATION/SPONSORSHIP PERMIT

Office of the Vice-President for Finance and Administration

Silliman University

Tel. No. (035) 4226002 local 200

Name of the Proponent					
Description of Activity(ies) to be Supported with Solicited Funds					
Purpose of Activity					
Duration of the Activity		Start		End	
Person in Charge of the Activity					
Checklist of Requirements					
1	Proposed Budget (including the cash goal or kind and value of other gifts to be solicited)		4	List of all Potential Donors/Sponsors	
2	Tentative Calendar of Activities		5	Copies of Solicitation/Sponsorship Letters	
3	Brief Description of the Type of Solicitations to be Used		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)					