Commercial Solicitation Request form (Appendix A)

Reminder: All commercial solicitation requests require at least 5 business days prior written approval through the Commercial Solicitation Request form (Appendix A). Signature by the Rhodes State College Sponsor and corresponding Cabinet Member is required to submit to this form.

Procedure:

- Applicant completes **Steps 1 and 2** and forwards this form to the Rhodes State Sponsor.
- Rhodes State Sponsor completes **Step 3** and forwards to his/her Cabinet Member.
- Cabinet Member completes **Step 4** and forwards to the Vice President for Institutional Advancement.

Note: If approval is not granted in Steps 3 or 4, rationale will be provided by the Sponsor or Cabinet Member to the Vice President for Institutional Advancement who will communicate with the Applicant.

Step 1 - Applicant Information

I am a: __Rhodes State Student   __Rhodes State Employee   __Non-Profit Organization   __Other

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Organization Name: _____

Signature: _____ Date: _____

By signing, I agree that I have read and will abide by the Rhodes State College Commercial Solicitation Policies.

Step 2 - Event Information

Date(s) of Event: _____ Purpose of Visit: _____

Start Time(s): _____ End Time(s): _____

Event Name: _____ Expected Attendance: _____

Detailed Description of Proposed Commercial Solicitation Activity: _____

_____

(Please attach any additional relevant information for the above-mentioned activity.)

Step 3 - Rhodes State Sponsor

Sponsor Name: _____

Sponsor Signature: _____ Date: _____

Step 4 - Cabinet Member

Cabinet Member Name: _____

Cabinet Member Signature: _____ Date: _____

Submit to the Development Office, Rhodes State College, 4240 Campus Drive, JJC 175, Lima, OH 45804.

Questions: Contact Kevin Reeks, VP for Institutional Advancement, at (419) 995-8081 or reeks.k@rhodesstate.edu

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For Development Office Use Only

Date: _____ Reference Number: _____

Vice President for Institutional Advancement Signature: _____