Office of Diversity Initiatives
LaNeeça R. Williams, Diversity & Equity Officer
Phone: 812-488-2413
Email: lw161@evansville.edu

**Donation & Sponsorship Request**

Please complete this form in its entirety. In addition, this form must be accompanied by a descriptive letter written on the official letterhead of the organization. If available, please send a brochure/flyer on the event. To be considered, ALL requests require a minimum of a 6 week notice prior to the event. We cannot accept phone solicitations or give monetary donations.

Mail or email to:  
University of Evansville  
Office of Diversity Initiatives  
1800 Lincoln Avenue  
Olmsted Administrative Building, Rm. 241  
Evansville, Indiana 47722  
lw161@evansville.edu

The Office of Diversity Initiatives regrets in advance that we cannot donate and sponsor all events to which it receives requests. However, you will receive a response to your request within 7-10 business days of submission.

Thank you.
Organization Name:

Name of Event:

Date:

Time:

Location of Event:

Estimated Number that will be in Attendance:

Contact Person: E-mail:

Phone Number: (    )  FAX Number: (    )

Address:

City, State, Zip:

Has the University of Evansville, Office of Diversity Initiatives previously donated?

   o YES
   o NO

If yes, what was the amount donated?

   o $1.00-$100.00
   o $101.00-$300.00
   o $301.00-$500.00
   o Other Amount: ________

1) Please tell us your request.

2) What is the focus/mission of your organization?
3) Please explain the event and its purpose.

4) Briefly tell us how this event will benefit the University of Evansville and the local community?

5) What kind of attendance do you anticipate for your event? _____

6) What type of advertising are you planning to promote this event?

7) Will the University of Evansville, Office of Diversity Initiatives receive acknowledgement in advertising?
   - YES
   - NO
   
   And at the event?
   - YES
   - NO
   
   Please explain.
8) Are any University of Evansville alumni, faculty or staff members (current or retired) or students a part of or active in your organization?
   - YES
   - NO

If so, please list their names.

9) Please check the diversity goal(s) most closely associated with your event:
   - Cultivates diversity as an educational resource and institutional and community priority;
   - Advances the University’s mission and goals related to diversity, equity, and inclusion;
   - Models social responsibility in the local community;
   - Provides resources to help the University of Evansville in its pursuit of excellence; and
   - Provides students with life transforming experiences that prepare them to engage the world as informed, ethical and productive citizens.

Additional Comments:

Signature: ________________________ Date: ______________

Thank you for considering the University of Evansville as your community sponsor.
Follow-Up Agreement

If your organization receives a donation or sponsorship, the organization must agree to provide the University of Evansville, Office of Diversity Initiatives with:

- Event program from the event;
- Pictures from the event;
- List of any alumni, faculty, staff (current or retired) or students from UE that attended the event;
- Brief statement of how the University of Evansville was acknowledged at the event or in advertisements; and
- Total Number of attendees to the event.

Signature:

Title in Organization:

Date:
# Donation & Sponsorship Request Checklist

<table>
<thead>
<tr>
<th>Request</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Complete Donation &amp; Sponsorship Request Form</td>
<td></td>
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<tr>
<td>Descriptive Letter on Official Organization Letterhead</td>
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<tr>
<td>Brochure or Flyer for the Upcoming Event</td>
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<td>Meets the Minimum 6 Week Deadline</td>
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<tr>
<td>Signed Follow-up Agreement</td>
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</tbody>
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