**Student Organizations Corporate Solicitation Checklist**

The following is a checklist of items that the ESL staff will look for when reviewing your solicitation package. To expedite the process, please ensure that your solicitation cover letter includes the following:

**Name of Your Organization**
For example: “The Society of Student Engineers (SSE) is a student organization comprised of junior and senior level students pursuing a degree in mechanical engineering.”

**Name, Date, Time, and Location of the Event**
For example: “The SSE will host the annual leadership retreat on Saturday, October 22, 2011, from 9:00 a.m. until 2:00 p.m. at the Thompson Conference Center.”

**How Many Students You Anticipate Will Participate**
For example: “Approximately 150 mechanical engineering students attend the leadership retreat each year.”

**How the Event Will Benefit Your Organization – Why You Want or Need Support**
For example: “The various workshops held during the retreat teach students how to effectively work in groups and to manage their time.”

**What You Need – What Is It Your Organization Wants**
For example: “The cost to host this annual leadership retreat is approximately $1,500.”

**Benefit to Supporting Companies**
For example: “This is an excellent opportunity for ABC Company to meet some of the Mechanical Engineering Department’s current and aspiring student leaders.”

**How Corporate Supporters Will Be Recognized and Involved in the Event or Activity**
For example: “Corporate supporters will be recognized on all publicity prior to the retreat, on materials used during the retreat and are also invited to give a one hour presentation on teamwork during the retreat.”

**Enclosed Documents**
For example: “Enclosed you will find an activity sheet describing the events scheduled during the retreat, a breakdown of the various support levels, and a response form for your convenience.”

**Date You Need to Hear Back From the Company**
For example: “We look forward to hearing from you on or before September 15, 2011.”

**Student Organization Contact Phone Number and E-mail Address**
For example: “If you have any questions, please contact me at (987) 654-3210 or by e-mail at jstudent@mail.utexas.edu.”

**Thank You**
For example: “Thank you for your consideration.”

If you have any questions, please contact Engineering Student Life, ECJ 1.224, (512) 232-5778.