

I. INTRODUCTION

This Policy is designed to provide guidance to the University community on Solicitation.

II. POLICY OVERVIEW

Persons not employed by the University, or who are not otherwise authorized by the University pursuant to this Policy, are prohibited from Soliciting funds or signatures, distributing Materials or gifts, offering to sell merchandise or services, or engaging in any other Solicitations or similar activity on University Premises.

III. PROCESS OVERVIEW

A. The University prohibits Solicitation on University Premises except as authorized under this Policy.

1. Students.

Any Solicitation undertaken by a student, registered student club, or RSO must be approved by the Office of Student Affairs and Inclusive Excellence ("SAIE"), conducted in compliance with the Student Handbook and procedures established by SAIE, and comply with all applicable laws and University policies.

2. Employees

Employees may not engage in solicitation of any kind during such the

breaks, meal periods, or other periods during which an employee is not required to perform their job duties. See University Policy HRIC 3.10.030 –~~4~~Hours of Work for Staff.

3. Third Parties, Corporations and Non-Profit Organizations.

Solicitations are not permitted on University Premises, or using University resources or systems (See University Policy 13.10.010- *Use of Computer and Network Systems*), except:

- a. University-authorized charitable giving campaigns (Note: any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a RSO, faculty member, or employee);
- b. Non-University entities or vendors are permitted to access the University in connection with periodic vendor fairs, career fairs, table rentals, and Sponsorship agreements organized by career offices at the University; or
- c. With the prior written permission from the Senior Vice Chancellor of Business and Financial Affairs.

4. Solicitations on University Premises must:

- a. comply with University policies;
- b. not infringe on the rights of individuals;
- c. not physically obstruct normal pedestrian or vehicular traffic flow;
- d. not create excessive noise, trash, or disturbance at the site or adjacent areas;
- e. not interfere with classes, scheduled meetings, University operations, or athletic events;
- f. not damage, deface, or litter University property;
- g. clearly identify the hosting University entity;
- h. not include distribution of information on the windshield of vehicles on campus; and
- i. not be door-to-door (door-to-door Solicitation is not permitted anywhere on University Premises).

IV.

